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

Strictly Private and Confidential

24-Mar-2022

Karthi Sl
C10942773
NO.14/44B, V.N.P. STREET, PUTHUR

Subject: Offer of Employment ("Offer")

Dear **Karthi,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Center, India as per the below terms and conditions:

Job Profile - System and Application Services Associate

Management Level – 12

Please refer to:

Annexure I for the compensation and benefits details.

Annexure II for the documentation to be submitted by you.

Terms of Employment.

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take both doses of the COVID-19 vaccine before onboarding, unless your second dose is due post onboarding, and in that circumstance the second dose should be taken within the government prescribed timelines.

Please note that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

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

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 Accenture 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, Accenture 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.

To indicate your acceptance of this offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this offer letter and Terms of Employment.

After accepting this Offer, we encourage you visit Countdown to the Company- (http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have any feedback/ suggestion or have any query, feel free to write an e-mail to http://indiacampus.accenture.com /myzone/accenture/auth/login.

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,

Mahesh Vasudeo Zurale

Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED:

Karthi SI

Date:

Candidate's Signature _____

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

ANNEXURE 1

COMPENSATION & BENEFITS

Annual Total cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	3,00,000
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	25,500
Maximum Annual Total earning potential (A+B)	3,25,500
(C) Additional Notional Benefits	
# (C) Gratuity as per law + Benefits	8,000
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	3,33,500

(A)Annual Fixed Compensation

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms.

Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B)Local Variable Bonus (LVB)

As part of your annual total cash compensation, you will be eligible to participate in the FY22 Local Variable Bonus program (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. 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 LVB program guidelines The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

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.

Benefits applicable for current Company Financial year:

In addition to your annual total cash compensation, effective your date of joining, you will be eligible for following benefits, which will be governed by Company policy:

1. Medical Insurance for self, spouse and 2 dependent children up to INR 300000/- per annum.
   a. You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and siblings up to INR 1000000/- & any additional child up to INR 500000/- under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 1000000/-. The entire premium for this will have to be borne by you. These plan allow for coverage of pre-existing ailments.
   b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under :
      - 10% of such claims for self, spouse and 2 dependent children.
      - 20% of such claims for parents, parents in-law, siblings, and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your annual fixed compensation.
   a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with a minimum cover of INR 500000/-. You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
4. Gratuity as per The Payment of Gratuity Act, 1972.
5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.
   Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

In addition to the above, you will also be eligible for the following benefits:

1. #(C)Gratuity amount shown above is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
3. Transport facility, as per Company guidelines, can be availed.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of one (1) year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your settlement to the extent possible.

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

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 Medical Insurance, Personal Accident Insurance and Life Insurance and Relocation Assistance program guidelines.

From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the company.

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.

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

ANNEXURE 2

Mandatory documentation at the time of onboarding:

- Two copies of your recent passport size photographs.
- Original & Copy of X, XII and all semester mark sheets of PG / UG Degrees.
- Original & Copy of Degree/PG/Diploma (as applicable) certificates.
- Pan Card
- Passport copy , if available (if not please apply immediately)
- Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

 Candidate's Signature _____

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

To,

Name : Laavanya Balasubramanian

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Laavanya Balasubramanian,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks -**Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

  At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

  Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

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

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - System and Application Services Associate
- Annual fixed compensation for the fiscal will be **INR 3,00,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as **INR 25,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Maximum Annual Total earning potential – **3,25,500**
- Additional Notional Benefits: Gratuity as per law (if applicable) + Benefits: **INR 8,000**
  # Gratuity amount shown above is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
- Maximum Annual Total earning potential + Total Additional Benefits – **INR 3,33,500/-**

  You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"

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

Strictly Private and Confidential

14-Mar-2022

Mohamed Ashiq Jemeetheen
C10905330
5/1159, Vasampallam, Ottupattarai,Coonoor,The Nilgiris,Tamilnadu-643105

Subject: Offer of Employment ("Offer")

Dear **Mohamed Ashiq,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Center, India as per the below terms and conditions:

Job Profile - System and Application Services Associate

Management Level – 12

Please refer to:

Annexure I for the compensation and benefits details.

Annexure II for the documentation to be submitted by you.

Terms of Employment.

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take both doses of the COVID-19 vaccine before onboarding, unless your second dose is due post onboarding, and in that circumstance the second dose should be taken within the government prescribed timelines.

Please note that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

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

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 Accenture 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, Accenture 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.

To indicate your acceptance of this offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this offer letter and Terms of Employment.

After accepting this Offer, we encourage you visit Countdown to the Company- (http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have any feedback/ suggestion or have any query, feel free to write an e-mail to http://indiacampus.accenture.com /myzone/accenture/auth/login.

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,

Mahesh Vasudeo Zurale

Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED:

Mohamed Ashiq Jemeetheen

Date:

Candidate's Signature _____

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

ANNEXURE 1

COMPENSATION & BENEFITS

Annual Total cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	3,00,000
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	25,500
Maximum Annual Total earning potential (A+B)	3,25,500
(C) Additional Notional Benefits	
# (C) Gratuity as per law + Benefits	8,000
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	3,33,500

(A)Annual Fixed Compensation

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms.

Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B)Local Variable Bonus (LVB)

As part of your annual total cash compensation, you will be eligible to participate in the FY22 Local Variable Bonus program (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. 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 LVB program guidelines The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

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.

Benefits applicable for current Company Financial year:

In addition to your annual total cash compensation, effective your date of joining, you will be eligible for following benefits, which will be governed by Company policy:

1. Medical Insurance for self, spouse and 2 dependent children up to INR 300000/- per annum.
   a. You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and siblings up to INR 1000000/- & any additional child up to INR 500000/- under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 1000000/-. The entire premium for this will have to be borne by you. These plan allow for coverage of pre-existing ailments.
   b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under :
      - 10% of such claims for self, spouse and 2 dependent children.
      - 20% of such claims for parents, parents in-law, siblings, and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your annual fixed compensation.
   a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with a minimum cover of INR 500000/-. You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
4. Gratuity as per The Payment of Gratuity Act, 1972.
5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.
   Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

In addition to the above, you will also be eligible for the following benefits:

1. #(C)Gratuity amount shown above is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
3. Transport facility, as per Company guidelines, can be availed.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of one (1) year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your settlement to the extent possible.

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

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 Medical Insurance, Personal Accident Insurance and Life Insurance and Relocation Assistance program guidelines.

From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the company.

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.

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

ANNEXURE 2

Mandatory documentation at the time of onboarding:

- Two copies of your recent passport size photographs.
- Original & Copy of X, XII and all semester mark sheets of PG / UG Degrees.
- Original & Copy of Degree/PG/Diploma (as applicable) certificates.
- Pan Card
- Passport copy , if available (if not please apply immediately)
- Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

 Candidate's Signature _____

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

Strictly Private and Confidential

23-Feb-2022

Elahi Th

C10845334

NO 5 , Nandhavanam Street , Tiruchengode , Namakkal , Tamil Nadu - 637211

Subject: Offer of Employment ("Offer")

Dear **Elahi,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Center, India as per the below terms and conditions:

Job Profile - System and Application Services Associate

Management Level – 12

Please refer to:

Annexure I for the compensation and benefits details.

Annexure II for the documentation to be submitted by you.

Terms of Employment.

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take both doses of the COVID-19 vaccine before onboarding, unless your second dose is due post onboarding, and in that circumstance the second dose should be taken within the government prescribed timelines.

Please note that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

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

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 Accenture 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, Accenture 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.

To indicate your acceptance of this offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this offer letter and Terms of Employment.

After accepting this Offer, we encourage you visit Countdown to the Company-(http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have any feedback/ suggestion or have any query, feel free to write an e-mail to http://indiacampus.accenture.com /myzone/accenture/auth/login.

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,

Mahesh Vasudeo Zurale

Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED:

Elahi Th

Date:

Candidate's Signature _____

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

ANNEXURE 1

COMPENSATION & BENEFITS

Annual Total cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	3,00,000
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	25,500
Maximum Annual Total earning potential (A+B)	3,25,500
(C) Additional Notional Benefits	
# (C) Gratuity as per law + Benefits	8,000
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	3,33,500

(A)Annual Fixed Compensation

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms.

Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B)Local Variable Bonus (LVB)

As part of your annual total cash compensation, you will be eligible to participate in the FY22 Local Variable Bonus program (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. 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 LVB program guidelines The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

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.

Benefits applicable for current Company Financial year:

In addition to your annual total cash compensation, effective your date of joining, you will be eligible for following benefits, which will be governed by Company policy:

1. Medical Insurance for self, spouse and 2 dependent children up to INR 300000/- per annum.
   a. You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and siblings up to INR 1000000/- & any additional child up to INR 500000/- under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 1000000/-. The entire premium for this will have to be borne by you. These plan allow for coverage of pre-existing ailments.
   b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under :
      - 10% of such claims for self, spouse and 2 dependent children.
      - 20% of such claims for parents, parents in-law, siblings, and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your annual fixed compensation.
   a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with a minimum cover of INR 500000/-. You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
4. Gratuity as per The Payment of Gratuity Act, 1972.
5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.
   Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

In addition to the above, you will also be eligible for the following benefits:

1. #(C)Gratuity amount shown above is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
3. Transport facility, as per Company guidelines, can be availed.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of one (1) year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your settlement to the extent possible.

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

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 Medical Insurance, Personal Accident Insurance and Life Insurance and Relocation Assistance program guidelines.

From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the company.

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.

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

ANNEXURE 2

Mandatory documentation at the time of onboarding:

- Two copies of your recent passport size photographs.
- Original & Copy of X, XII and all semester mark sheets of PG / UG Degrees.
- Original & Copy of Degree/PG/Diploma (as applicable) certificates.
- Pan Card
- Passport copy , if available (if not please apply immediately)
- Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

 Candidate's Signature _____

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

ACCORD
PUDUCHERRY

April 27, 2022

Mr. Senthilkumar.S,
2/6, Kudi Street, Natchiyaputhur,
Thottiyam TK, Trichy Dist -621 209.

FIXED TERM CONTRACT

Dear Mr. Senthilkumar.S,

Further to your application and the subsequent interview you had with us, we are pleased to enroll you as a **Human Resources Associate** in **Human Resources** Department on Fixed Term Contract subject to the following terms and conditions.

1. Your contract period will be for a period of one year from 22/04/2022 which may be renewed and extended based on your successful performance and exigencies of services as evaluated by the Company.
2. During the contract period you shall be paid a consideration of Rs. 14,000/- (**Rupees Fourteen Thousand only**) per month.
3. You shall be covered under the provisions of ESIC and PF Scheme of the company, if applicable.
4. During the contract period you shall abide and be bound by the rules & regulations of the company, which are applicable to all employees.
5. You will be entitled of 15 days leave, during this period, Casual/Sick leave and any unavailed leave will lapse at the end of the contract period.
6. Your appointment with us will be subject to you being certified medically fit by the medical practitioner decided by the Company.
7. You will co-ordinate with and be accountable functionally to the **Human Resources Manager** or any other person assigned in authority.
8. You will be assigned specific tasks from time to time as per the instructions of your concerned superior authority.

Cont. on Page 02...

No.1, Thilagar Nagar, Ellaipillaichavady, Puducherry - 605 009.
Tel : + 91 - 413 - 2299000 Fax : + 91 - 413 - 2299199
Web : www.theaccordhotels.com

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

ACCORD
PUDUCHERRY

-2-

9. Your services are liable to be terminated without any notice at any time and without assigning any reason, during the period of contract. However, in case you desire to leave the services of the company during the contract then you shall be required to give one month prior notice and in the event of your failure to comply with the aforesaid term, the management reserves the right to deduct notice pay as per the standing orders/service rules

10. In case at any time in future it is found that you furnished false information, the employment stands terminated automatically.

11. The appointment is purely contractual in nature as per the time frame mentioned under the clause "Period of Contract" and does not give you any claim right for regular employment with the company.

12. The company will not be responsible for any compensation on account of death or injury resulting in partial or total disablement which is directly attributable to your negligence, disobedience, working under the influence of alcohol or drugs or not following the safety instructions while rendering contractual services on a fixed term basis to us.

13. The company shall not be liable for any claims whatsoever during the period of contract.

You are requested to return the duplicate copy of this contract duly signed in as token of your acceptance of the terms and conditions.

We take this opportunity to welcome you to our team at Accord Puducherry.

Yours sincerely,

For **JAM HOTELS& RESORTS PRIVATE LIMITED**

Unit: **ACCORD PUDUCHERRY**

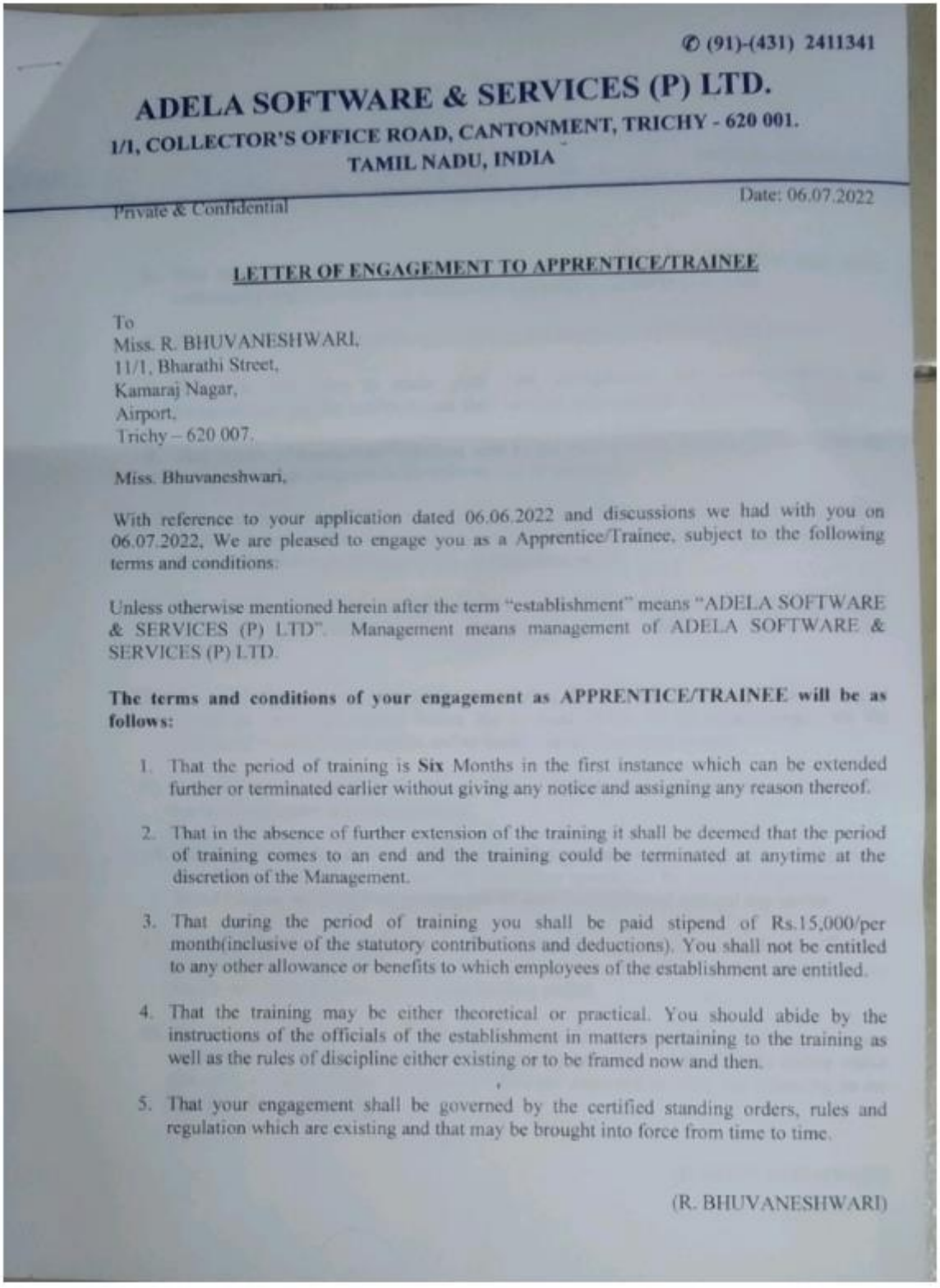
MUTHURAJ. R
GENERAL MANAGER

ACCORD HOTELS & RESORTS

ARUN RAJ. D
VICE PRESIDENT - OPERATIONS

No.1, Thilagar Nagar, Ellaipillaichavady, Puducherry - 605 009.
Tel : + 91 - 413 - 2299000 Fax : + 91 - 413 - 2299199
Web : www.theaccordhotels.com

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



✆ (91)-(431) 2411341

ADELA SOFTWARE & SERVICES (P) LTD.

1/1, COLLECTOR'S OFFICE ROAD, CANTONMENT, TRICHY - 620 001.
TAMIL NADU, INDIA

Private & Confidential

Date: 06.07.2022

LETTER OF ENGAGEMENT TO APPRENTICE/TRAINEE

To
Miss. R. BHUVANESHWARI,
11/1, Bharathi Street,
Kamaraj Nagar,
Airport,
Trichy – 620 007.

Miss. Bhuvaneshwari,

With reference to your application dated 06.06.2022 and discussions we had with you on 06.07.2022, We are pleased to engage you as a Apprentice/Trainee, subject to the following terms and conditions:

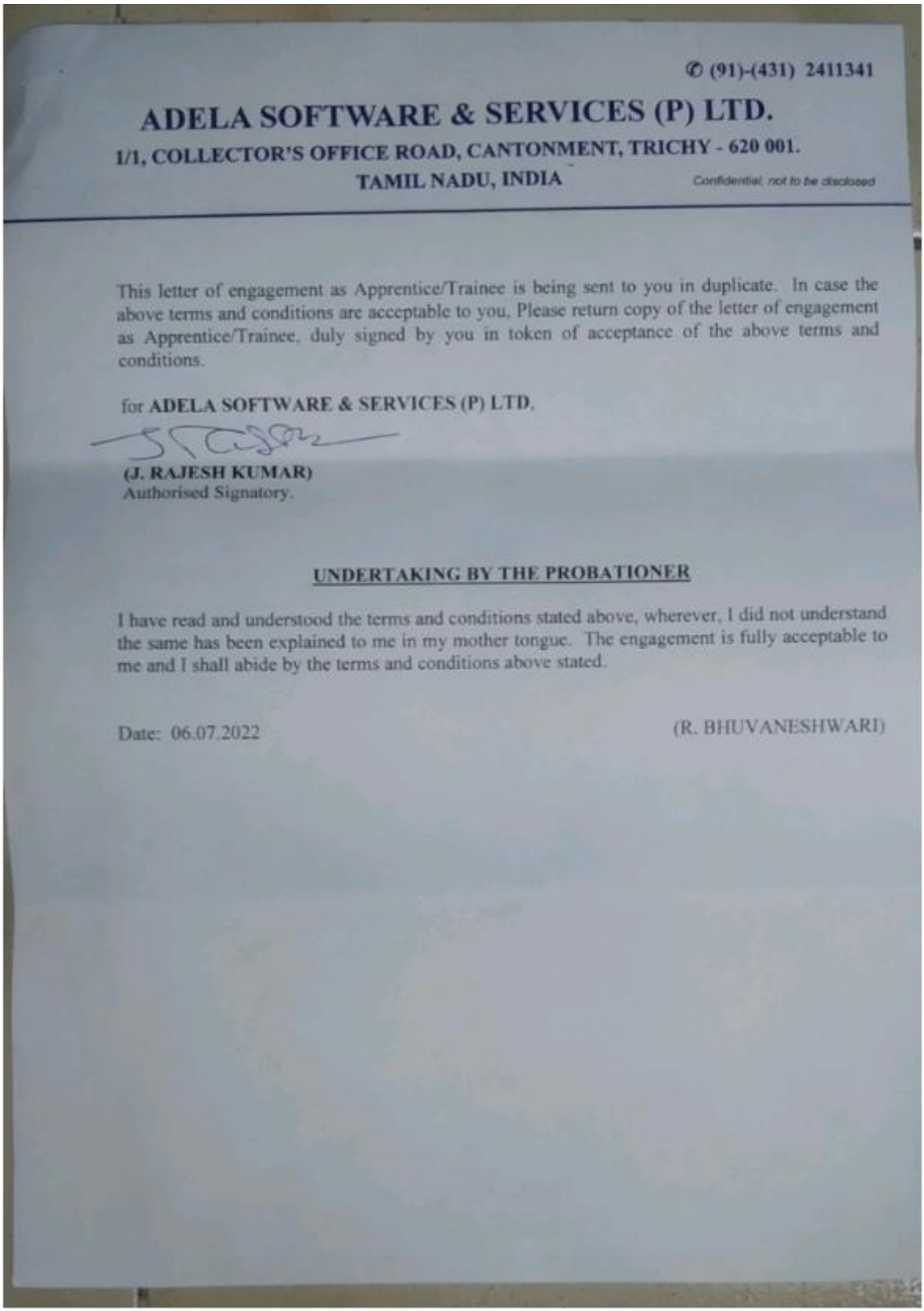
Unless otherwise mentioned herein after the term "establishment" means "ADELA SOFTWARE & SERVICES (P) LTD". Management means management of ADELA SOFTWARE & SERVICES (P) LTD.

The terms and conditions of your engagement as APPRENTICE/TRAINEE will be as follows:

1. That the period of training is **Six** Months in the first instance which can be extended further or terminated earlier without giving any notice and assigning any reason thereof.
2. That in the absence of further extension of the training it shall be deemed that the period of training comes to an end and the training could be terminated at anytime at the discretion of the Management.
3. That during the period of training you shall be paid stipend of Rs.15,000/per month(inclusive of the statutory contributions and deductions). You shall not be entitled to any other allowance or benefits to which employees of the establishment are entitled.
4. That the training may be either theoretical or practical. You should abide by the instructions of the officials of the establishment in matters pertaining to the training as well as the rules of discipline either existing or to be framed now and then.
5. That your engagement shall be governed by the certified standing orders, rules and regulation which are existing and that may be brought into force from time to time.

(R. BHUVANESHWARI)

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



✆ (91)-(431) 2411341

ADELA SOFTWARE & SERVICES (P) LTD.

1/1, COLLECTOR'S OFFICE ROAD, CANTONMENT, TRICHY - 620 001.
TAMIL NADU, INDIA

Confidential, not to be disclosed

This letter of engagement as Apprentice/Trainee is being sent to you in duplicate. In case the above terms and conditions are acceptable to you, Please return copy of the letter of engagement as Apprentice/Trainee, duly signed by you in token of acceptance of the above terms and conditions.

for ADELA SOFTWARE & SERVICES (P) LTD.

(J. RAJESH KUMAR)
Authorised Signatory.

UNDERTAKING BY THE PROBATIONER

I have read and understood the terms and conditions stated above, wherever, I did not understand the same has been explained to me in my mother tongue. The engagement is fully acceptable to me and I shall abide by the terms and conditions above stated.

Date: 06.07.2022

(R. BHUVANESHWARI)

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

Anand Engg

CIN No.: U28999TN2005PTC055742
Anand Engineering Products Pvt. Ltd.
D 56, Developed Plot Estate,
Thuvakudi, Trichy 620 015.
T 0431 2501552 / 53 / 54 / 56 / 57
F 0431 2501553
e-mail : admin@anandengg.in
www.anandengg.in

Ref No: AEPPL /HR /AO /2022-23/646
26th April 2022

Mr.Shameer Khan M
11, Chinna Chowk
Killedhar Street
Trichy - 620002

Dear Shameer

Sub: Offer Letter as Short Term Trainee

Further to our personal meeting on 18.04.2022, we are now pleased to inform you that you have been selected as Short Term Trainee in our plant at Thuvakudi.

1. You will be eligible for a Gross pay of **Rs. 14,500/-** per month and will be governed by the rules, regulations and polices of Anand Engineering pertaining to PF, ESI, and Bonus, Medical Insurance etc., which may be amended or altered from time to time.

2. You will be on training for a period of **one year.** After completion of the Training period your continued employment in the company will depend entirely on your performance in the job you are allocated to, as determined by the periodic performance appraisal's from time to time.

3. Your continued service will also depend on your being found medically fit in the periodical medical examination which will be conducted by the company for any period as determined by the company.

4. Your services will be governed by the Certified Standing orders of the company and other rules and regulations which are in force and which may be added or amended from time to time.

5. You are liable to be transferred at any time to any section / department / Unit (location) in our organization and also rotated in the shift working or will be posted in a specific shift, and on holidays and you shall not refuse to comply so.

6. You will faithfully, loyally, efficiently carry out such duties as may be assigned to you by the company from time to time.

7. You shall not indulge in any act, which is subversive of discipline and efficiency.

For **Anand Engineering Products Pvt Ltd**

17/5/22

S. VASANTHARAJA
Plant Head

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

aragen

13-07-2022

Abdullah Aslam A

OFFER OF APPOINTMENT

Dear Abdullah Aslam A,

This has reference to the interview and discussions you had with us. We are pleased to offer you the position of "**Junior Research Associate**" in "**Synthesis - Chemistry Solutions**" department under the band of "**Professional**" in level "**P0**" and you will be based at Bangalore Karnataka.

Your Annual **Cost to Company (CTC)** will be **Rs.3,00,000**/- per annum **(Rupees Three Lakhs Only Per Annum)**. This includes Annual Gross Salary of **Rs.2,46,000/-** and Retirals & Benefits of **Rs.54,000/-** per annum. Detailed CTC breakup is given in Annexure.

You will be on Probation for the first 6 months and during this period either party can terminate the service by giving one-month notice and thereafter three months' notice in writing, subject to terms of Service Agreement.

The Service agreement is for a period of 36 months. In case of breach of contract, you will be liable to pay 2 months last drawn Gross Salary to cover the investment we made during hiring, assimilation, project training and deployment

Please note that you are required to join the organization on or before **18-07-2022** failing which this offer of appointment stands withdrawn. Kindly note that this offer is confidential. A detailed letter of appointment shall be given to you on joining. You are requested to undergo pre-employment medical checkup before the date of your joining.

Kindly note that this offer is confidential.

Please note that your employment will be subject to:

1. Medical fitness as per the pre-employment medical checkup report.
2. Clearance in the background verification checks that may be required as per the company policy.
3. Submission of all the following self-attested documents at the time of joining:
   i. Reference letter from Head of Department
   ii. Course completion certificate from the College / Head of the Department
   iii. Four copies of your latest passport size photographs
   iv. Certified true copies of all the educational certificates
   v. PAN Card & Aadhar Card
   vi. 2 Post Card size photographs of candidate taken along with Family

Please click on "Accept" button in the mail as a token of acceptance of this offer.

Yours Sincerely
For ARAGEN LIFE SCIENCES PVT. LTD

Chief HR officer
Suresh Anubolu

I accept the offer of appointment on the above terms.

Signature of the candidate: _____ **Date:** _____

Registered & Corporate Office
Aragen Life Sciences Pvt. Ltd.
(Formerly known as GVK Biosciences Pvt. Ltd.)
28 A, IDA Nacharam, Hyderabad 500 076, India
T: +91 40 6692 9999 F: +91 40 6692 9900
W: aragen.com CIN: U74999TG2000PTC035826

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

aragen

ANNEXURE

SALARY STRUCTURE – Abdullah Aslam A

Salary Components	Per Month (Rs.)	Per Annum (Rs.)
A. Gross salary		
Basic	8,200	98,400
HRA	3,280	39,360
Special Allowance	9,020	1,08,240
Gross Salary (A)	**20,500**	**2,46,000**
B. Retiral & Other benefits		
Provident Fund	1,800	21,600
ESI	666	7,992
Statutory Bonus	1,640	19,680
Gratuity	394	4,728
Total value of benefits (B)	**4,500**	**54,000**
Total Cost to Company (A +B)	**25,000**	**3,00,000**

1. PF & ESI mentioned above are employer's contribution.
2. Statutory Bonus & Gratuity are payable as per the Act.
3. In addition to the above you will be covered under company's GPA, GTLI and EDLI Policies

Yours Sincerely
For ARAGEN LIFE SCIENCES PVT. LTD

Suresh Anubolu
Chief HR officer

I accept the offer of appointment on the above terms.

Signature of the candidate: _____ **Date:** _____

Registered & Corporate Office
Aragen Life Sciences Pvt. Ltd.
(Formerly known as GVK Biosciences Pvt. Ltd.)
28 A, IDA Nacharam, Hyderabad 500 076, India
T: +91 40 6692 9999 F: +91 40 6692 9900
W: aragen.com CIN: U74999TG2000PTC035826

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

aragen

02-06-2022

Asik Mohamed.N

OFFER OF APPOINTMENT

Dear **Asik**,

This has reference to the interview and discussions you had with us. We are pleased to offer you the position of "**Junior Research Associate**" under the band of "**Professional**" in level "**P0**" in "**PRD - CDS**" of our organization and you will be based at **Hyderabad, Telangana**.

Your Annual Cost to Company (CTC) will be Rs. **275003**/- per annum (**Two Lakh Seventy Five Thousand Three Rupees**). This includes Annual Gross Salary and Retirals & Benefits. Detailed CTC breakup is given in Annexure.

Please note that you are required to join the organization on or before **18-07-2022** and incase of delay in joining by this date, you are expected to take written approval from TA Head. Kindly note that this offer is confidential. A detailed letter of appointment shall be given to you on joining. You are requested to undergo pre-employment medical checkup before the date of your joining.

Please note that your employment will be subject to:

1. Medical fitness as per the pre-employment medical checkup report.
2. Clearance in the background verification checks that may be required as per the company policy.
3. Submission of all the following self-attested documents at the time of joining:

   i. Relieving letter and service certificate from current employer
   ii. Last 3 months pay slips
   iii. Form-16 if applicable
   iv. Four copies of your latest passport size photographs
   v. Copies of all the educational certificates
   vi. PAN and Aadhar Card

Please click on "Accept" button in the mail as a token of acceptance of this offer.

Yours Sincerely

For ARAGEN LIFE SCIENCES PVT. LTD

Chief HR officer

Suresh Anubolu

Signature & Date: _____

Asik Mohamed.N

Registered & Corporate Office
Aragen Life Sciences Pvt. Ltd.
(Formerly known as GVK Biosciences Pvt. Ltd.)
28 A, IDA Nacharam, Hyderabad 500 076, India
T: +91 40 6692 9999 F: +91 40 6692 9900
W: aragen.com CIN: U74999TG2000PTC035826

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

aragen

ANNEXURE
Salary Structure - Asik Mohamed.N

SALARY COMPUTATION		
Components	**Per Annum**	**Per Month**
Gross Salary		
Basic	89562	7464
HRA	35825	2985
Special Allowance	98519	8210
Total Gross Salary	**223906**	**18659**
Retiral and Other benefits		
Provident Fund	21600	1800
Statutory Bonus	17912	1493
Gratuity	4308	359
Esic	7277	606
Total value of benefits	**51097**	**4258**
Total Cost to Company	**275003**	**22917**

1. PF & Group Medical Insurance Premium mentioned are employer's contribution.
2. Statutory Bonus & Gratuity are payable as per the Act and the Gratuity shown above is annualized amount.
3. In addition to the above you will be covered under company's GPA, GTP and EDLI Policy

Yours Sincerely
For ARAGEN LIFE SCIENCES PVT. LTD

Suresh Anubolu
Chief HR officer

I accept the offer of appointment on the above terms.

Signature of the candidate: _____ **Date:** _____

Registered & Corporate Office
Aragen Life Sciences Pvt. Ltd.
(Formerly known as GVK Biosciences Pvt. Ltd.)
28 A, IDA Nacharam, Hyderabad 500 076, India
T: +91 40 6692 9999 F: +91 40 6692 9900
W: aragen.com CIN: U74999TG2000PTC035826

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

aragen

13-07-2022

Chandru.J

OFFER OF APPOINTMENT

Dear Chandru.J,

This has reference to the interview and discussions you had with us. We are pleased to offer you the position of "**Junior Research Associate**" in "**Synthesis - Chemistry Solutions**" department under the band of "**Professional**" in level "**P0**" and you will be based at Bangalore Karnataka.

Your Annual **Cost to Company (CTC)** will be **Rs.3,00,000**/- per annum **(Rupees Three Lakhs Only Per Annum)**. This includes Annual Gross Salary of **Rs.2,46,000/-** and Retirals & Benefits of **Rs.54,000/-** per annum. Detailed CTC breakup is given in Annexure.

You will be on Probation for the first 6 months and during this period either party can terminate the service by giving one-month notice and thereafter three months' notice in writing, subject to terms of Service Agreement.

The Service agreement is for a period of 36 months. In case of breach of contract, you will be liable to pay 2 months last drawn Gross Salary to cover the investment we made during hiring, assimilation, project training and deployment

Please note that you are required to join the organization on or before **18-07-2022** failing which this offer of appointment stands withdrawn. Kindly note that this offer is confidential. A detailed letter of appointment shall be given to you on joining. You are requested to undergo pre-employment medical checkup before the date of your joining.

Kindly note that this offer is confidential.

Please note that your employment will be subject to:

1. Medical fitness as per the pre-employment medical checkup report.
2. Clearance in the background verification checks that may be required as per the company policy.
3. Submission of all the following self-attested documents at the time of joining:
   i. Reference letter from Head of Department
   ii. Course completion certificate from the College / Head of the Department
   iii. Four copies of your latest passport size photographs
   iv. Certified true copies of all the educational certificates
   v. PAN Card & Aadhar Card
   vi. 2 Post Card size photographs of candidate taken along with Family

Please click on "Accept" button in the mail as a token of acceptance of this offer.

Yours Sincerely
For ARAGEN LIFE SCIENCES PVT. LTD

Chief HR officer
Suresh Anubolu

I accept the offer of appointment on the above terms.

Signature of the candidate: _____ **Date:** _____

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

aragen

ANNEXURE

SALARY STRUCTURE – Chandru.J

Salary Components	Per Month (Rs.)	Per Annum (Rs.)
A. Gross salary		
Basic	8,200	98,400
HRA	3,280	39,360
Special Allowance	9,020	1,08,240
Gross Salary (A)	**20,500**	**2,46,000**
B. Retiral & Other benefits		
Provident Fund	1,800	21,600
ESI	666	7,992
Statutory Bonus	1,640	19,680
Gratuity	394	4,728
Total value of benefits (B)	**4,500**	**54,000**
Total Cost to Company (A +B)	**25,000**	**3,00,000**

1. PF & ESI mentioned above are employer's contribution.
2. Statutory Bonus & Gratuity are payable as per the Act.
3. In addition to the above you will be covered under company's GPA, GTLI and EDLI Policies

Yours Sincerely
For ARAGEN LIFE SCIENCES PVT. LTD

Suresh Anubolu
Chief HR officer

I accept the offer of appointment on the above terms.

Signature of the candidate: _____ **Date:** _____

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

aragen

13-07-2022

John Paul.A

OFFER OF APPOINTMENT

Dear John Paul.A,

This has reference to the interview and discussions you had with us. We are pleased to offer you the position of "**Junior Research Associate**" in "**Synthesis - Chemistry Solutions**" department under the band of "**Professional**" in level "**P0**" and you will be based at Bangalore Karnataka.

Your Annual **Cost to Company (CTC)** will be **Rs.3,00,000**/- per annum **(Rupees Three Lakhs Only Per Annum)**. This includes Annual Gross Salary of **Rs.2,46,000/-** and Retirals & Benefits of **Rs.54,000/-** per annum. Detailed CTC breakup is given in Annexure.

You will be on Probation for the first 6 months and during this period either party can terminate the service by giving one-month notice and thereafter three months' notice in writing, subject to terms of Service Agreement.

The Service agreement is for a period of 36 months. In case of breach of contract, you will be liable to pay 2 months last drawn Gross Salary to cover the investment we made during hiring, assimilation, project training and deployment

Please note that you are required to join the organization on or before **18-07-2022** failing which this offer of appointment stands withdrawn. Kindly note that this offer is confidential. A detailed letter of appointment shall be given to you on joining. You are requested to undergo pre-employment medical checkup before the date of your joining.

Kindly note that this offer is confidential.

Please note that your employment will be subject to:

1. Medical fitness as per the pre-employment medical checkup report.
2. Clearance in the background verification checks that may be required as per the company policy.
3. Submission of all the following self-attested documents at the time of joining:
   i. Reference letter from Head of Department
   ii. Course completion certificate from the College / Head of the Department
   iii. Four copies of your latest passport size photographs
   iv. Certified true copies of all the educational certificates
   v. PAN Card & Aadhar Card
   vi. 2 Post Card size photographs of candidate taken along with Family

Please click on "Accept" button in the mail as a token of acceptance of this offer.

Yours Sincerely
For ARAGEN LIFE SCIENCES PVT. LTD

Chief HR officer
Suresh Anubolu

I accept the offer of appointment on the above terms.

Signature of the candidate: _____ **Date:** _____

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

aragen

ANNEXURE

SALARY STRUCTURE – John Paul.A

Salary Components	Per Month (Rs.)	Per Annum (Rs.)
A. Gross salary		
Basic	8,200	98,400
HRA	3,280	39,360
Special Allowance	9,020	1,08,240
Gross Salary (A)	**20,500**	**2,46,000**
B. Retiral & Other benefits		
Provident Fund	1,800	21,600
ESI	666	7,992
Statutory Bonus	1,640	19,680
Gratuity	394	4,728
Total value of benefits (B)	**4,500**	**54,000**
Total Cost to Company (A +B)	**25,000**	**3,00,000**

1. PF & ESI mentioned above are employer's contribution.
2. Statutory Bonus & Gratuity are payable as per the Act.
3. In addition to the above you will be covered under company's GPA, GTLI and EDLI Policies

Yours Sincerely
For ARAGEN LIFE SCIENCES PVT. LTD

Suresh Anubolu
Chief HR officer

I accept the offer of appointment on the above terms.

Signature of the candidate: _____ **Date:** _____

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

aragen

29-03-2022

D.MOHANPRABU

OFFER OF APPOINTMENT

Dear **D.MOHANPRABU,**

This has reference to the interview and discussions you had with us. We are pleased to offer you the position of "**Junior Research Associate**" in "**Synthesis - Chemistry Solutions**" department under the grade of "**Professional**" in level "**P0**" and you will be based at Bangalore Karnataka.

Your Annual **Cost to Company (CTC)** will be **Rs.3,00,000**/- per annum **(Rupees Three Lakhs Only Per Annum)**. This includes Annual Gross Salary of **Rs.2,46,000/-** and Retirals & Benefits of **Rs.54,000/-** per annum. Detailed CTC breakup is given in Annexure.

You will be on Probation for the first 6 months and during this period either party can terminate the service by giving one-month notice and thereafter three months' notice in writing, subject to terms of Service Agreement.

The Service agreement is for a period of 36 months. In case of breach of contract, you will be liable to pay 2 months last drawn Gross Salary to cover the investment we made during hiring, assimilation, project training and deployment

Please note that you are required to join the organization on or before **18-07-2022** failing which this offer of appointment stands withdrawn. Kindly note that this offer is confidential. A detailed letter of appointment shall be given to you on joining. You are requested to undergo pre-employment medical checkup before the date of your joining.

Kindly note that this offer is confidential.

Please note that your employment will be subject to:

1. Medical fitness as per the pre-employment medical checkup report.
2. Clearance in the background verification checks that may be required as per the company policy.
3. Submission of all the following self-attested documents at the time of joining:
   i. Reference letter from Head of Department
   ii. Course completion certificate from the College / Head of the Department
   iii. Four copies of your latest passport size photographs
   iv. Certified true copies of all the educational certificates
   v. PAN Card & Aadhar Card
   vi. 2 Post Card size photographs of candidate taken along with Family

Please click on "Accept" button in the mail as a token of acceptance of this offer.

Yours Sincerely
For ARAGEN LIFE SCIENCES PVT. LTD

Chief HR officer
Suresh Anubolu

I accept the offer of appointment on the above terms.

Signature of the candidate: _____ **Date:** _____

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(Formerly known as GVK Biosciences Pvt. Ltd.)
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5.2.1. Average percentage of placement of outgoing students during the last five years

aragen

ANNEXURE

SALARY STRUCTURE – D.MOHANPRABU

Salary Components	Per Month (Rs.)	Per Annum (Rs.)
A. Gross salary		
Basic	8,200	98,400
HRA	3,280	39,360
Special Allowance	9,020	1,08,240
Gross Salary (A)	**20,500**	**2,46,000**
B. Retiral & Other benefits		
Provident Fund	1,800	21,600
ESI	666	7,992
Statutory Bonus	1,640	19,680
Gratuity	394	4,728
Total value of benefits (B)	**4,500**	**54,000**
Total Cost to Company (A +B)	**25,000**	**3,00,000**

1. PF & ESI mentioned above are employer's contribution.
2. Statutory Bonus & Gratuity are payable as per the Act.
3. In addition to the above you will be covered under company's GPA, GTLI and EDLI Policies

Yours Sincerely
For ARAGEN LIFE SCIENCES PVT. LTD

Suresh Anubolu
Chief HR officer

I accept the offer of appointment on the above terms.

Signature of the candidate: _____ **Date:** _____

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

aragen

13-07-2022

Sikkandar Basha Muhammad

OFFER OF APPOINTMENT

Dear Sikkandar Basha Muhammad,

This has reference to the interview and discussions you had with us. We are pleased to offer you the position of "**Junior Research Associate**" in "**Synthesis - Chemistry Solutions**" department under the band of "**Professional**" in level "**P0**" and you will be based at Bangalore Karnataka.

Your Annual **Cost to Company (CTC)** will be **Rs.3,00,000**/- per annum **(Rupees Three Lakhs Only Per Annum)**. This includes Annual Gross Salary of **Rs.2,46,000/-** and Retirals & Benefits of **Rs.54,000/-** per annum. Detailed CTC breakup is given in Annexure.

You will be on Probation for the first 6 months and during this period either party can terminate the service by giving one-month notice and thereafter three months' notice in writing, subject to terms of Service Agreement.

The Service agreement is for a period of 36 months. In case of breach of contract, you will be liable to pay 2 months last drawn Gross Salary to cover the investment we made during hiring, assimilation, project training and deployment

Please note that you are required to join the organization on or before **18-07-2022** failing which this offer of appointment stands withdrawn. Kindly note that this offer is confidential. A detailed letter of appointment shall be given to you on joining. You are requested to undergo pre-employment medical checkup before the date of your joining.

Kindly note that this offer is confidential.

Please note that your employment will be subject to:

1. Medical fitness as per the pre-employment medical checkup report.
2. Clearance in the background verification checks that may be required as per the company policy.
3. Submission of all the following self-attested documents at the time of joining:
   i. Reference letter from Head of Department
   ii. Course completion certificate from the College / Head of the Department
   iii. Four copies of your latest passport size photographs
   iv. Certified true copies of all the educational certificates
   v. PAN Card & Aadhar Card
   vi. 2 Post Card size photographs of candidate taken along with Family

Please click on "Accept" button in the mail as a token of acceptance of this offer.

Yours Sincerely
For ARAGEN LIFE SCIENCES PVT. LTD

Chief HR officer
Suresh Anubolu

I accept the offer of appointment on the above terms.

Signature of the candidate: _____ **Date:** _____

Registered & Corporate Office
Aragen Life Sciences Pvt. Ltd.
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T: +91 40 6692 9999 F: +91 40 6692 9900
W: aragen.com CIN: U74999TG2000PTC035826

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

aragen

ANNEXURE

SALARY STRUCTURE – Sikkandar Basha Muhammad

Salary Components	Per Month (Rs.)	Per Annum (Rs.)
A. Gross salary		
Basic	8,200	98,400
HRA	3,280	39,360
Special Allowance	9,020	1,08,240
Gross Salary (A)	**20,500**	**2,46,000**
B. Retiral & Other benefits		
Provident Fund	1,800	21,600
ESI	666	7,992
Statutory Bonus	1,640	19,680
Gratuity	394	4,728
Total value of benefits (B)	**4,500**	**54,000**
Total Cost to Company (A +B)	**25,000**	**3,00,000**

1. PF & ESI mentioned above are employer's contribution.
2. Statutory Bonus & Gratuity are payable as per the Act.
3. In addition to the above you will be covered under company's GPA, GTLI and EDLI Policies

Yours Sincerely
For ARAGEN LIFE SCIENCES PVT. LTD

Suresh Anubolu
Chief HR officer

I accept the offer of appointment on the above terms.

Signature of the candidate: _____ **Date:** _____

Registered & Corporate Office
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(Formerly known as GVK Biosciences Pvt. Ltd.)
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T: +91 40 6692 9999 F: +91 40 6692 9900
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5.2.1. Average percentage of placement of outgoing students during the last five years

Arthur Grand Technologies Private Limited

December 17, 2021

Arthur Grand Technologies Private Limited
Stony Meadows
1st Floor, No 169, 10th Main Road, Ponnagar,
Trichy - 620001
Tel: +91 63 8536 9529 | www.arthurgrand.com

Intention to Extend Offer of Employment with Arthur Grand Technologies

Dear **Aishwarya R S,**

I am pleased to confirm that we intend to extend an offer of employment to you as **Recruitment Associate** with our firm. Your tentative start date is on **June 13th, 2022**. As discussed, your offer letter will be released to you upon completion of satisfactory reference checks, education records.

As discussed, and agreed by you, you will be eligible to receive the following pay package.

- **Salary:** Monthly gross salary of **Rs.15,600/month** subject to tax and other statutory deductions
- **Incentive:** As per the prevailing company scheme
- **Other Company Benefits:** PF, Paid Time Off, Holidays etc. to name a few.

You will receive the offer letter from our HR team in the next couple of weeks, please send the signed copy of offer letter indicating your acceptance. The joining formalities will be carried out on your first day of employment with us.

Please submit the following documents to the HR on your first day of employment:

- Copy of Permanent Account Number (PAN) Card
- Copy of UG and/or PG degree certificate and mark sheets for all semesters
- Copy of Passport and Aadhaar
- Passport sized photographs

We look forward to welcoming you and together we are confident that we can achieve our mission.

Sincerely,

Mohamed Mukthar
Director
Arthur Grand Technologies

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

Arthur Grand Technologies Private Limited

December 17, 2021

Arthur Grand Technologies Private Limited
Stony Meadows
1st Floor, No 169, 10th Main Road, Ponnagar,
Trichy - 620001
Tel: +91 63 8536 9529 | www.arthurgrand.com

Intention to Extend Offer of Employment with Arthur Grand Technologies

Dear **Fowziya Begum K,**

I am pleased to confirm that we intend to extend an offer of employment to you as **Recruitment Associate** with our firm. Your tentative start date is on **June 13th, 2022**. As discussed, your offer letter will be released to you upon completion of satisfactory reference checks, education records.

As discussed, and agreed by you, you will be eligible to receive the following pay package.

- **Salary:** Monthly gross salary of **Rs.15,600/month** subject to tax and other statutory deductions
- **Incentive:** As per the prevailing company scheme
- **Other Company Benefits:** PF, Paid Time Off, Holidays etc. to name a few.

You will receive the offer letter from our HR team in the next couple of weeks, please send the signed copy of offer letter indicating your acceptance. The joining formalities will be carried out on your first day of employment with us.

Please submit the following documents to the HR on your first day of employment:

- Copy of Permanent Account Number (PAN) Card
- Copy of UG and/or PG degree certificate and mark sheets for all semesters
- Copy of Passport and Aadhaar
- Passport sized photographs

We look forward to welcoming you and together we are confident that we can achieve our mission.

Sincerely,

Mohamed Mukthar
Director
Arthur Grand Technologies

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

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December 17, 2021

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Trichy - 620001
Tel: +91 63 8536 9529 | www.arthurgrand.com

Intention to Extend Offer of Employment with Arthur Grand Technologies

Dear **Habibu Nisha R,**

I am pleased to confirm that we intend to extend an offer of employment to you as **Recruitment Associate** with our firm. Your tentative start date is on **June 13th, 2022**. As discussed, your offer letter will be released to you upon completion of satisfactory reference checks, education records.

As discussed, and agreed by you, you will be eligible to receive the following pay package.

- **Salary:** Monthly gross salary of **Rs.15,600/month** subject to tax and other statutory deductions
- **Incentive:** As per the prevailing company scheme
- **Other Company Benefits:** PF, Paid Time Off, Holidays etc. to name a few.

You will receive the offer letter from our HR team in the next couple of weeks, please send the signed copy of offer letter indicating your acceptance. The joining formalities will be carried out on your first day of employment with us.

Please submit the following documents to the HR on your first day of employment:

- Copy of Permanent Account Number (PAN) Card
- Copy of UG and/or PG degree certificate and mark sheets for all semesters
- Copy of Passport and Aadhaar
- Passport sized photographs

We look forward to welcoming you and together we are confident that we can achieve our mission.

Sincerely,

Mohamed Mukthar
Director
Arthur Grand Technologies

Arthur Grand Technologies Private Limited
Stony Meadows, 1st Floor, No 169, 10th Main Road, Ponnagar, Trichy – 620 001, India
+91 63 8536 9529 • www.arthurgrand.com

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

Arthur Grand Technologies Private Limited

December 17, 2021

Arthur Grand Technologies Private Limited
Stony Meadows
1st Floor, No 169, 10th Main Road, Ponnagar,
Trichy - 620001
Tel: +91 63 8536 9529 | www.arthurgrand.com

Intention to Extend Offer of Employment with Arthur Grand Technologies

Dear **Khairun Sulaigha M,**

I am pleased to confirm that we intend to extend an offer of employment to you as **Recruitment Associate** with our firm. Your tentative start date is on **June 13th, 2022**. As discussed, your offer letter will be released to you upon completion of satisfactory reference checks, education records.

As discussed, and agreed by you, you will be eligible to receive the following pay package.

- **Salary:** Monthly gross salary of **Rs.15,600/month** subject to tax and other statutory deductions
- **Incentive:** As per the prevailing company scheme
- **Other Company Benefits:** PF, Paid Time Off, Holidays etc. to name a few.

You will receive the offer letter from our HR team in the next couple of weeks, please send the signed copy of offer letter indicating your acceptance. The joining formalities will be carried out on your first day of employment with us.

Please submit the following documents to the HR on your first day of employment:

- Copy of Permanent Account Number (PAN) Card
- Copy of UG and/or PG degree certificate and mark sheets for all semesters
- Copy of Passport and Aadhaar
- Passport sized photographs

We look forward to welcoming you and together we are confident that we can achieve our mission.

Sincerely,

Mohamed Mukthar
Director
Arthur Grand Technologies

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

Arthur Grand Technologies Private Limited

December 17, 2021

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1st Floor, No 169, 10th Main Road, Ponnagar,
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Tel: +91 63 8536 9529 | www.arthurgrand.com

Intention to Extend Offer of Employment with Arthur Grand Technologies

Dear **Meenal N,**

I am pleased to confirm that we intend to extend an offer of employment to you as **Recruitment Associate** with our firm. Your tentative start date is on **June 13th, 2022**. As discussed, your offer letter will be released to you upon completion of satisfactory reference checks, education records.

As discussed, and agreed by you, you will be eligible to receive the following pay package.

- **Salary:** Monthly gross salary of **Rs.15,600/month** subject to tax and other statutory deductions
- **Incentive:** As per the prevailing company scheme
- **Other Company Benefits:** PF, Paid Time Off, Holidays etc. to name a few.

You will receive the offer letter from our HR team in the next couple of weeks, please send the signed copy of offer letter indicating your acceptance. The joining formalities will be carried out on your first day of employment with us.

Please submit the following documents to the HR on your first day of employment:

- Copy of Permanent Account Number (PAN) Card
- Copy of UG and/or PG degree certificate and mark sheets for all semesters
- Copy of Passport and Aadhaar
- Passport sized photographs

We look forward to welcoming you and together we are confident that we can achieve our mission.

Sincerely,

Mohamed Mukthar
Director
Arthur Grand Technologies

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

Arthur Grand Technologies Private Limited

December 17, 2021

Arthur Grand Technologies Private Limited
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1st Floor, No 169, 10th Main Road, Ponnagar,
Trichy - 620001
Tel: +91 63 8536 9529 | www.arthurgrand.com

Intention to Extend Offer of Employment with Arthur Grand Technologies

Dear **Mohamed Irfannulla N,**

I am pleased to confirm that we intend to extend an offer of employment to you as **Recruitment Associate** with our firm. Your tentative start date is on **June 13th, 2022**. As discussed, your offer letter will be released to you upon completion of satisfactory reference checks, education records.

As discussed, and agreed by you, you will be eligible to receive the following pay package.

- **Salary:** Monthly gross salary of **Rs.15,600/month** subject to tax and other statutory deductions
- **Incentive:** As per the prevailing company scheme
- **Other Company Benefits:** PF, Paid Time Off, Holidays etc. to name a few.

You will receive the offer letter from our HR team in the next couple of weeks, please send the signed copy of offer letter indicating your acceptance. The joining formalities will be carried out on your first day of employment with us.

Please submit the following documents to the HR on your first day of employment:

- Copy of Permanent Account Number (PAN) Card
- Copy of UG and/or PG degree certificate and mark sheets for all semesters
- Copy of Passport and Aadhaar
- Passport sized photographs

We look forward to welcoming you and together we are confident that we can achieve our mission.

Sincerely,

Mohamed Mukthar
Director
Arthur Grand Technologies

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

Arthur Grand Technologies Private Limited

December 17, 2021

Arthur Grand Technologies Private Limited
Stony Meadows
1st Floor, No 169, 10th Main Road, Ponnagar,
Trichy - 620001
Tel: +91 63 8536 9529 | www.arthurgrand.com

Intention to Extend Offer of Employment with Arthur Grand Technologies

Dear **Mukesh J,**

I am pleased to confirm that we intend to extend an offer of employment to you as **Recruitment Associate** with our firm. Your tentative start date is on **June 13th, 2022**. As discussed, your offer letter will be released to you upon completion of satisfactory reference checks, education records.

As discussed, and agreed by you, you will be eligible to receive the following pay package.

- **Salary:** Monthly gross salary of **Rs.15,600/month** subject to tax and other statutory deductions
- **Incentive:** As per the prevailing company scheme
- **Other Company Benefits:** PF, Paid Time Off, Holidays etc. to name a few.

You will receive the offer letter from our HR team in the next couple of weeks, please send the signed copy of offer letter indicating your acceptance. The joining formalities will be carried out on your first day of employment with us.

Please submit the following documents to the HR on your first day of employment:

- Copy of Permanent Account Number (PAN) Card
- Copy of UG and/or PG degree certificate and mark sheets for all semesters
- Copy of Passport and Aadhaar
- Passport sized photographs

We look forward to welcoming you and together we are confident that we can achieve our mission.

Sincerely,

Mohamed Mukthar
Director
Arthur Grand Technologies

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

Arthur Grand Technologies Private Limited

December 17, 2021

Arthur Grand Technologies Private Limited
Stony Meadows
1st Floor, No 169, 10th Main Road, Ponnagar,
Trichy - 620001
Tel: +91 63 8536 9529 | www.arthurgrand.com

Intention to Extend Offer of Employment with Arthur Grand Technologies

Dear **Noorullah Baig S,**

I am pleased to confirm that we intend to extend an offer of employment to you as **Recruitment Associate** with our firm. Your tentative start date is on **June 13th, 2022**. As discussed, your offer letter will be released to you upon completion of satisfactory reference checks, education records.

As discussed, and agreed by you, you will be eligible to receive the following pay package.

- **Salary:** Monthly gross salary of **Rs.15,600/month** subject to tax and other statutory deductions
- **Incentive:** As per the prevailing company scheme
- **Other Company Benefits:** PF, Paid Time Off, Holidays etc. to name a few.

You will receive the offer letter from our HR team in the next couple of weeks, please send the signed copy of offer letter indicating your acceptance. The joining formalities will be carried out on your first day of employment with us.

Please submit the following documents to the HR on your first day of employment:

- Copy of Permanent Account Number (PAN) Card
- Copy of UG and/or PG degree certificate and mark sheets for all semesters
- Copy of Passport and Aadhaar
- Passport sized photographs

We look forward to welcoming you and together we are confident that we can achieve our mission.

Sincerely,

Mohamed Mukthar
Director
Arthur Grand Technologies

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

Arthur Grand Technologies Private Limited

December 17, 2021

Arthur Grand Technologies Private Limited
Stony Meadows
1st Floor, No 169, 10th Main Road, Ponnagar,
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Intention to Extend Offer of Employment with Arthur Grand Technologies

Dear **Padmanaban J,**

I am pleased to confirm that we intend to extend an offer of employment to you as **Recruitment Associate** with our firm. Your tentative start date is on **June 13th, 2022**. As discussed, your offer letter will be released to you upon completion of satisfactory reference checks, education records.

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Intention to Extend Offer of Employment with Arthur Grand Technologies

Dear **Princilla Mary P,**

I am pleased to confirm that we intend to extend an offer of employment to you as **Recruitment Associate** with our firm. Your tentative start date is on **June 13th, 2022**. As discussed, your offer letter will be released to you upon completion of satisfactory reference checks, education records.

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Intention to Extend Offer of Employment with Arthur Grand Technologies

Dear **Reshma N,**

I am pleased to confirm that we intend to extend an offer of employment to you as **Recruitment Associate** with our firm. Your tentative start date is on **June 13th, 2022**. As discussed, your offer letter will be released to you upon completion of satisfactory reference checks, education records.

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Intention to Extend Offer of Employment with Arthur Grand Technologies

Dear **Sanofar A,**

I am pleased to confirm that we intend to extend an offer of employment to you as **Recruitment Associate** with our firm. Your tentative start date is on **June 13th, 2022**. As discussed, your offer letter will be released to you upon completion of satisfactory reference checks, education records.

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Arthur Grand Technologies

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

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Intention to Extend Offer of Employment with Arthur Grand Technologies

Dear **Santhosh Kumar N,**

I am pleased to confirm that we intend to extend an offer of employment to you as **Recruitment Associate** with our firm. Your tentative start date is on **June 13th, 2022**. As discussed, your offer letter will be released to you upon completion of satisfactory reference checks, education records.

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Director
Arthur Grand Technologies

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Intention to Extend Offer of Employment with Arthur Grand Technologies

Dear **Santhosh Kumar S,**

I am pleased to confirm that we intend to extend an offer of employment to you as **Recruitment Associate** with our firm. Your tentative start date is on **June 13th, 2022**. As discussed, your offer letter will be released to you upon completion of satisfactory reference checks, education records.

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Intention to Extend Offer of Employment with Arthur Grand Technologies

Dear **Shamnuga Priya V K,**

I am pleased to confirm that we intend to extend an offer of employment to you as **Recruitment Associate** with our firm. Your tentative start date is on **June 13th, 2022**. As discussed, your offer letter will be released to you upon completion of satisfactory reference checks, education records.

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Director
Arthur Grand Technologies

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Intention to Extend Offer of Employment with Arthur Grand Technologies

Dear **Vijay C,**

I am pleased to confirm that we intend to extend an offer of employment to you as **Recruitment Associate** with our firm. Your tentative start date is on **June 13th, 2022**. As discussed, your offer letter will be released to you upon completion of satisfactory reference checks, education records.

As discussed, and agreed by you, you will be eligible to receive the following pay package.

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- Copy of Passport and Aadhaar
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Director
Arthur Grand Technologies

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

Capgemini

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(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1848719

Letter of Intent ("LOI")

Dear Mohamed A. R,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A3** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

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

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1848719**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1848719**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1848719**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

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

ANNEXURE 1

Mohamed A. R
Associate and A3

You will be under probation for six (6) months from yourdate of joining Capgemini. During this period,your all-inclusive annual target compensation (on a cost to company basis) willbe **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only). Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only).** On completion of 1 yearof service from your date of joining, you will receive a fixed incentive of **INR25,000 (Rupees Twenty-Five thousand only)**
Based on your Date of Joining, your compensation shall bepaid monthly. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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

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IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
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Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1851650

Letter of Intent ("LOI")

Dear MOHAMED AHAMED.M,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A3** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

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

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Thanking you,
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Tejinder Sethi
Head - Fresher Hiring

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

ANNEXURE 1

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For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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

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www.capgemini.com/in-en

Superset ID: 1851210

Letter of Intent ("LOI")

Dear Niyaj Ahamed,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A3** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

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- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1851210**

Thanking you,
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For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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

ANNEXURE 1

Niyaj Ahamed
Associate and A3

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www.capgemini.com/in-en

Superset ID: 1848257

Letter of Intent ("LOI")

Dear Princilla Mary,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A3** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

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It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

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

Upon joining Capgemini,

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3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

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Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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

ANNEXURE 1

Princilla Mary
Associate and A3

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For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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

Capgemini

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Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1849851

Letter of Intent ("LOI")

Dear Sulaiman alfak,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A3** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

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Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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

ANNEXURE 1

Sulaiman alfak
Associate and A3

You will be under probation for six (6) months from yourdate of joining Capgemini. During this period,your all-inclusive annual target compensation (on a cost to company basis) willbe **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only). Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only).** On completion of 1 yearof service from your date of joining, you will receive a fixed incentive of **INR25,000 (Rupees Twenty-Five thousand only)**
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For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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

Capgemini

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www.capgemini.com/in-en

Superset ID: 1853976

Letter of Intent ("LOI")

Dear ABDUL JABAR,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A3** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

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Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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

ANNEXURE 1

ABDUL JABAR
Associate and A3

You will be under probation for six (6) months from yourdate of joining Capgemini. During this period,your all-inclusive annual target compensation (on a cost to company basis) willbe **INR2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only). Subsequent to your successful completion of trainingand probation, your all-inclusive annual target compensation (on a cost to companybasis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only).** On completion of 1 yearof service from your date of joining, you will receive a fixed incentive of **INR25,000 (Rupees Twenty-Five thousand only)**
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For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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www.capgemini.com/in-en

Superset ID: 1851843

Letter of Intent ("LOI")

Dear AFHRA S,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A3** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

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Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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

ANNEXURE 1

AFHRA S
Associate and A3

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For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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www.capgemini.com/in-en

Superset ID: 2115574

Letter of Intent ("LOI")

Dear HARINI S,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A3** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

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Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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

ANNEXURE 1

HARINI S
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Superset ID: 1793181

Letter of Intent ("LOI")

Dear LIYAKATH IJAAZ M,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A3** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

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Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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

ANNEXURE 1

LIYAKATH IJAAZ M
Associate and A3

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For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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

Cognizant

Letter of Intent (LOI)

Superset ID: 2447301

March 21, 2022

Dear MOHAMED SADHAM HUSSAIN S,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (**"Cognizant"**) and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 252,000**/-. This includes an annual incentive target of **INR 12,000**/-. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 1 week from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

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

Cognizant

Letter of Intent (LOI)

Superset ID: 1860377

March 21, 2022

Dear Rabeena Habeebulla,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (**"Cognizant"**) and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 252,000/-**. This includes an annual incentive target of **INR 12,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

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Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

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

Cognizant

Letter of Intent (LOI)

Superset ID: 2617585

April 19, 2022

Dear Arshiya Zarin Fathima,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (**"Cognizant"**) and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Graduate Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 252,000/-**. This includes an annual incentive target of **INR 12,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

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Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

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

Cognizant

Letter of Intent (LOI)

Superset ID: 1852967

March 21, 2022

Dear Santhosh Kumar,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (**"Cognizant"**) and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 252,000/-**. This includes an annual incentive target of **INR 12,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

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https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

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

Cognizant

Letter of Intent (LOI)

Superset ID: 2074345

March 21, 2022

Dear Saranya S,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (**"Cognizant"**) and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 252,000/-**. This includes an annual incentive target of **INR 12,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

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Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

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

Cognizant

Letter of Intent (LOI)

Superset ID: 2117811

March 21, 2022

Dear SHAFRIN K,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (**"Cognizant"**) and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 252,000/-**. This includes an annual incentive target of **INR 12,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

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For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

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Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

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

cognizant

19-May-2022

Dear Subha D,
B.Com, Commerce
Jamal Mohamed College, Tiruchirappalli

Candidate ID – 21330303

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**.

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **252,000/-**. This includes an annual target incentive of INR **12,000 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.284,111/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement.** You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

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

This offer from Cognizant is valid for only **15 days** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program (If offered to you) as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

Successful completion of Cognizant Internship (if offered to you), which is a pre-requisite skill and capability development program will form a critical part of your employment with Cognizant.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship program (If offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.
b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

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

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

Maya Sreekumar
Vice President – Human Resources

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

Signature: **Date:**

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

cognizant

Compensation and Benefits

Name: Subha D **Designation:** Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1476	17,712
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
	Annual Gross Compensation		**220,500**
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		**232,500**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**252,000**

Note: The Insurance amount may vary subject to market conditions from time to time.

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

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Regd Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

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

cognizant

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

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

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

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

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

cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Subha D, 21, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written

permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.

b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.

c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.

d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.

e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.

f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.

g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,

b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,

c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,

d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and

e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.

b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole

discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or

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

cognizant

contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;
c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and
d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or

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

directions of the Company
- Violation of non-disparagement obligations
- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited **Subha D**

Sign: _____ Sign: _____
Name: Date:

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Cognizant

12-Jan-2022

Dear Sujitha Kumanan,
B.Sc, B. Sc.-Computer Science
Jamal Mohamed College,Tiruchirappalli

Candidate ID – 17097511

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Graduate Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **252,000/-**. This includes an annual target incentive of INR **12,000 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **284,111/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 50% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

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3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

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

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

Maya Sreekumar
Vice President – Human Resources

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

Signature: **Date:**

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Compensation and Benefits

Name: Sujitha Kumanan **Designation:** Graduate Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1476	17,712
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
	Annual Gross Compensation		**220,500**
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		**232,500**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**252,000**

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

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Regd Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

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Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

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

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

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

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Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;
AND

Sujitha Kumanan, 23, residing at _____ (hereinafter referred to as " you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.
The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the

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Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole

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discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated

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and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;
c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and
d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

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• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited **Sujitha Kumanan**

Sign: _____ Sign: _____

Name: Name:

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

Cognizant

12-Jan-2022

Dear Sujitha Kumanan,
B.Sc, B. Sc.-Computer Science
Jamal Mohamed College,Tiruchirappalli

Candidate ID – 17097511

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Graduate Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **252,000/-**. This includes an annual target incentive of INR **12,000 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **284,111/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfilment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 50% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

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K. Sujitha

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

Cognizant

3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

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

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

Maya Sreekumar
Vice President – Human Resources

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

Signature: K. Sujitha **Date:** 15/2/2022

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K. Sujitha

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

Cognizant

Compensation and Benefits

Name: Sujitha Kumanan **Designation:** Graduate Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1476	17,712
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
	Annual Gross Compensation		**220,500**
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		**232,500**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**252,000**

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

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

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K. Sujitha

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

Cognizant

Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

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

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

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

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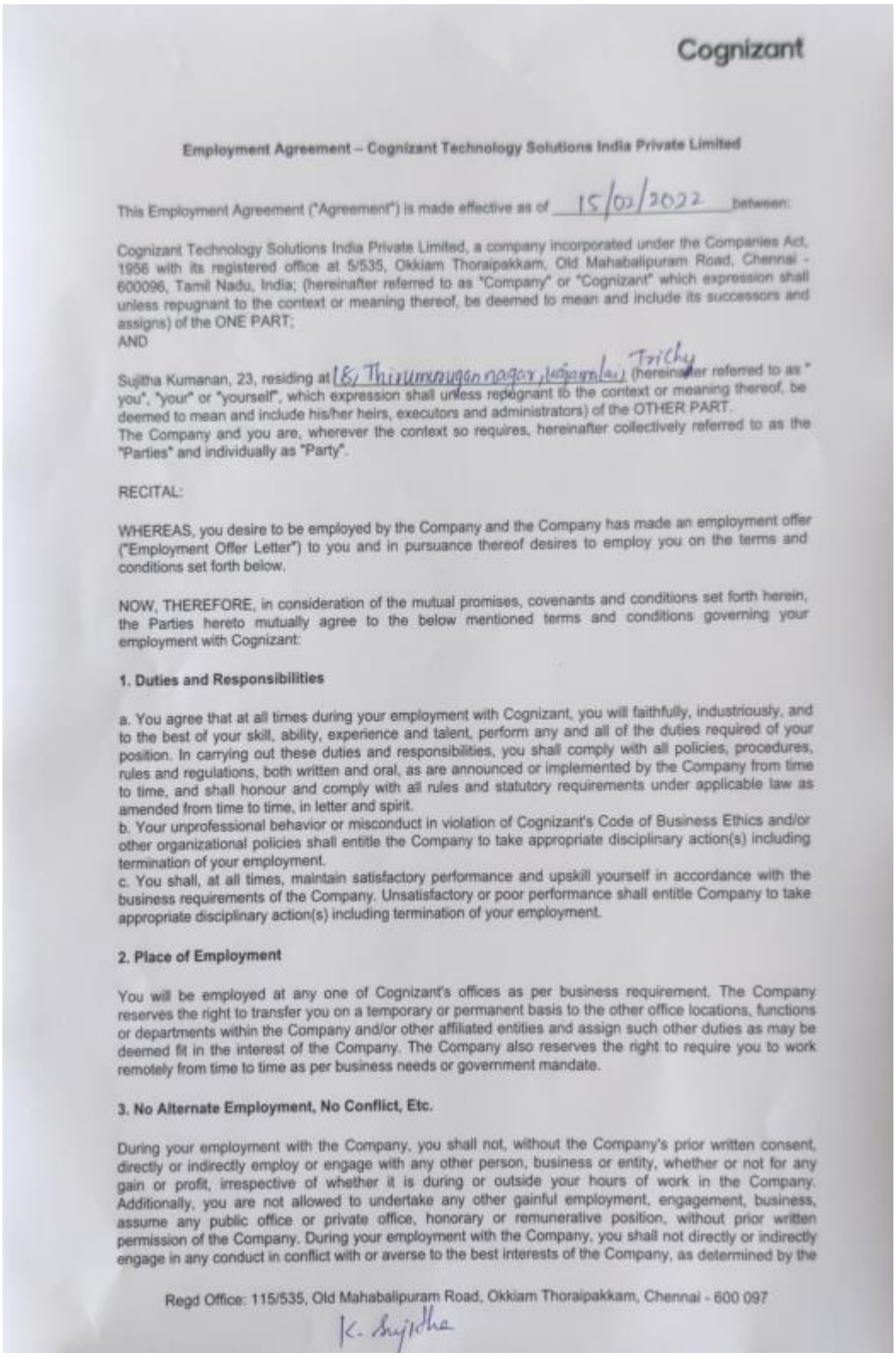
K. Sujitha

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



Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of 15/02/2022 between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;
AND

Sujitha Kumanan, 23, residing at 16, Thirumangalam nagar, Ariyamangalam, Trichy (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.
The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the

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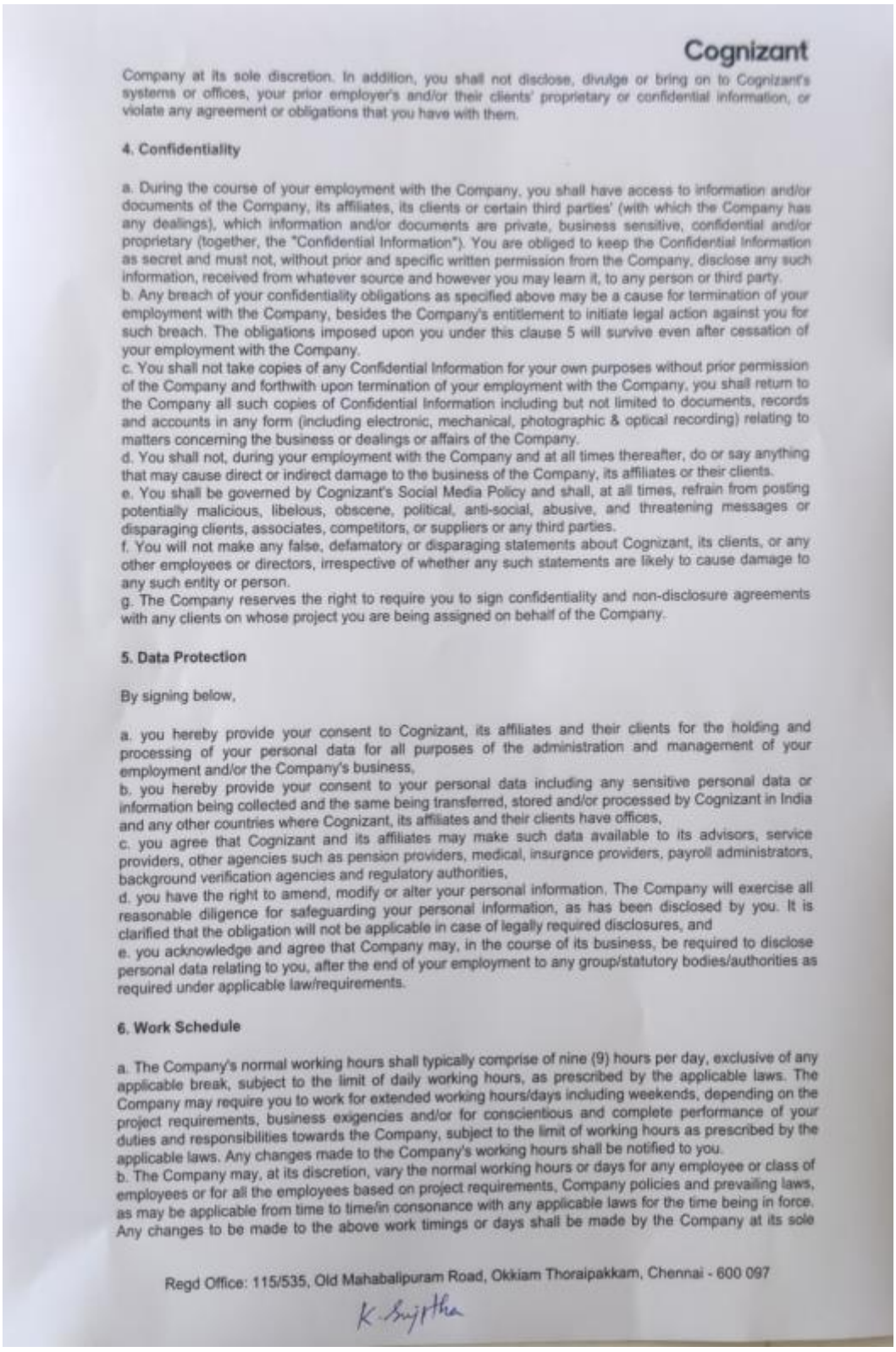
K. Sujitha

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



Cognizant

Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole

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K. Sujatha

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

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discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated

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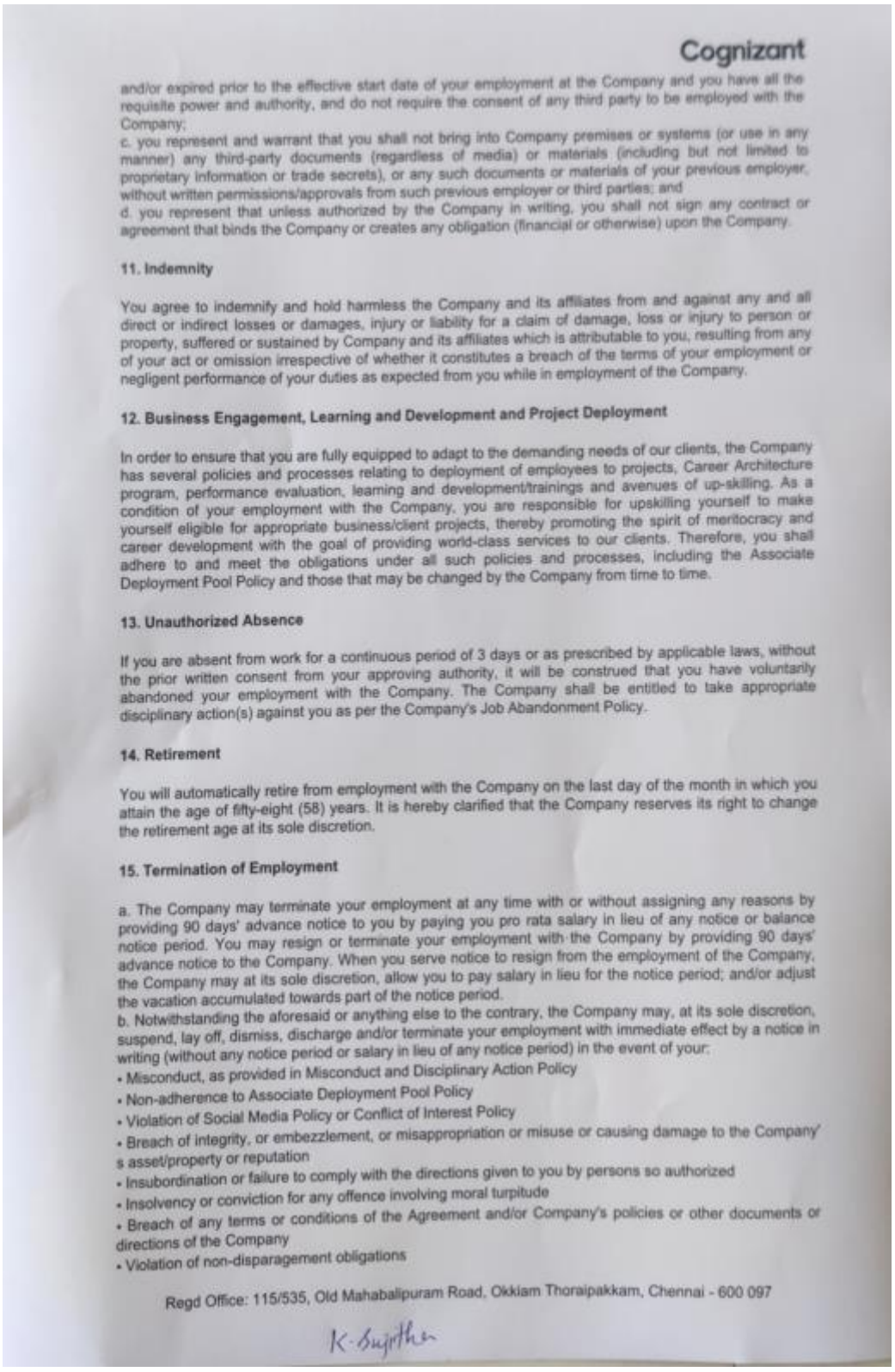
K. Jyothika

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



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and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;
c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and
d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:
- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

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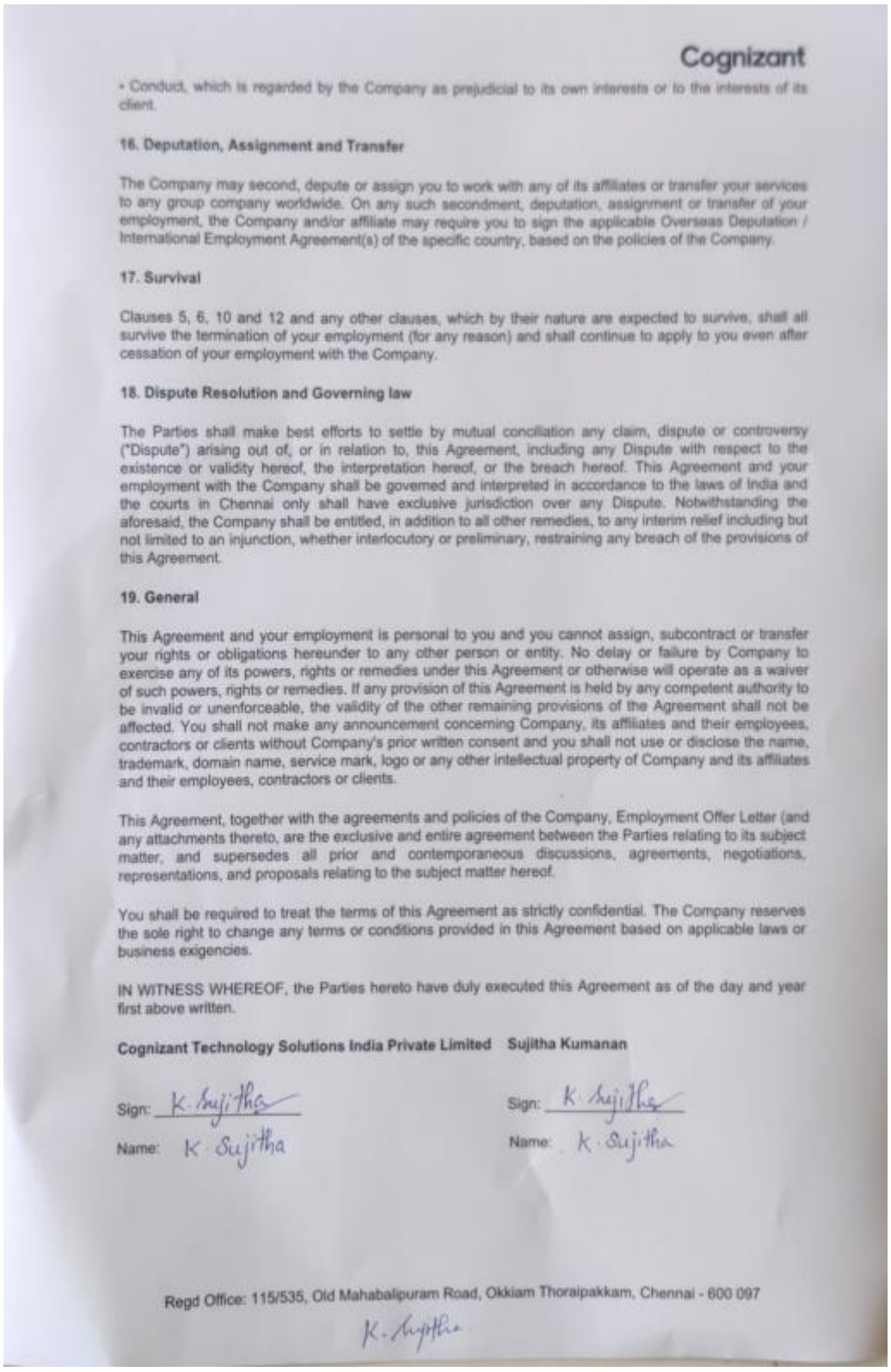
K. Sujitha

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



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• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited **Sujitha Kumanan**

Sign: K. Sujitha
Name: K. Sujitha

Sign: K. Sujitha
Name: K. Sujitha

Regd Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

K. Sujitha

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

Cognizant

Letter of Intent (LOI)

Superset ID: 2625159

March 21, 2022

Dear SUREGA BABY,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (**"Cognizant"**) and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 252,000/-**. This includes an annual incentive target of **INR 12,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 1 week from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

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

Cognizant

Letter of Intent (LOI)

Superset ID: 1849398

March 21, 2022

Dear SYED ABUTHAHIR,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (**"Cognizant"**) and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 252,000/-**. This includes an annual incentive target of **INR 12,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

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Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

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

Cognizant

Letter of Intent (LOI)

Superset ID: 1851345

March 21, 2022

Dear Thrivikraman G,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (**"Cognizant"**) and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 252,000/-**. This includes an annual incentive target of **INR 12,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 1 week from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

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

Cognizant

Letter of Intent (LOI)

Superset ID: 2266332

March 21, 2022

Dear Veeramanikandan V,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (**"Cognizant"**) and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 252,000**/-. This includes an annual incentive target of **INR 12,000**/-. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 1 week from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

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

Cognizant

Letter of Intent (LOI)

Superset ID: 1853976

March 21, 2022

Dear ABDUL JABAR,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (**"Cognizant"**) and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 252,000/-**. This includes an annual incentive target of **INR 12,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 1 week from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

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

Cognizant

Letter of Intent (LOI)

Superset ID: 2332839

March 21, 2022

Dear Basith Ahmed,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (**"Cognizant"**) and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 252,000/-**. This includes an annual incentive target of **INR 12,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 1 week from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

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

Cognizant

Letter of Intent (LOI)

Superset ID: 2363844

March 21, 2022

Dear GOBI KANNAN,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (**"Cognizant"**) and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 252,000/-**. This includes an annual incentive target of **INR 12,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 1 week from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

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

Cognizant

Letter of Intent (LOI)

Superset ID: 1859739

March 21, 2022

Dear GOKUL V,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (**"Cognizant"**) and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 252,000/-**. This includes an annual incentive target of **INR 12,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 1 week from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

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

Cognizant

Letter of Intent (LOI)

Superset ID: 2115574

March 21, 2022

Dear HARINI S,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (**"Cognizant"**) and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 252,000/-**. This includes an annual incentive target of **INR 12,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

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For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

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

Cognizant

Letter of Intent (LOI)

Superset ID: 1911187

March 21, 2022

Dear KARTHI S L,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (**"Cognizant"**) and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 252,000/-**. This includes an annual incentive target of **INR 12,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

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For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

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

Cognizant

Letter of Intent (LOI)

Superset ID: 1847613

March 21, 2022

Dear Laavanya B,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (**"Cognizant"**) and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 252,000/-**. This includes an annual incentive target of **INR 12,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

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This LOI from Cognizant is valid for 1 week from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

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

Cognizant

Letter of Intent (LOI)

Superset ID: 1848683

March 21, 2022

Dear M MOHAMED ISMAIL,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (**"Cognizant"**) and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 252,000/-**. This includes an annual incentive target of **INR 12,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

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This LOI from Cognizant is valid for 1 week from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

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

Cognizant

Letter of Intent (LOI)

Superset ID: 1849992

March 21, 2022

Dear MOHAMED ASHIQ J,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (**"Cognizant"**) and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 252,000**/-. This includes an annual incentive target of **INR 12,000**/-. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

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This LOI from Cognizant is valid for 1 week from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

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

Cognizant

Letter of Intent (LOI)

Superset ID: 1775749

May 17, 2022

Dear MOHAMED MUSHTAFA A,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (**"Cognizant"**) and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 252,000/-**. This includes an annual incentive target of **INR 12,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid only for **3 days** from the date of the LOI. Hence, you are requested to accept or decline the LOI within **3 days** from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

Note: After the LOI is accepted and Full Time Offer is received from Cognizant, you would be lined up for onboarding within six months after June 2022 . You must be ready to work in any of the Cognizant location(s) and should be flexible to work in a 24/7 shift as the case may be.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.
Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

https://campus2cognizant.cognizant.com/Pages/Prelogin

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources

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

Jamal Mohamed <placement@jmc.edu>

Campus Results
1 message

Sandhiya Ravi <Sandhiya.Ravi@corrohealth.com> Tue, Mar 1, 2022 at 6:47 PM
To: "placement@jmc.edu" <placement@jmc.edu>
Cc: Abdulmusafir Alavudeen <abdulmusafir.alavudeen@corrohealth.com>, Kalaiyarasi Kamalanathan <kalaiyarasi.kamalanathan@corrohealth.com>

Dear Placement Officer,

Please find the below Students Results in the Attached file.

Thanks & Regards,

Sandhiya R
Junior Executive – Talent Acquisition
CorroHealth
3rd Floor, Block 1B,
DLF Info City Chennai Ltd,
No 1/124 Shivaji Gardens,
Mount Poonamallee Road,
Manapakkam, Chennai- 600089
Mail: sandhiya.ravi@corrohealth.com
Mob: 9176301122 Extn:2255 \4461910257

jamal mohamed college Placement Result.xlsx
10K

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

S.No	Candidate Name	Contact Number	Status
1	M Sangeetha Priya	9600617398	Rejected
2	Abhinaya S	8610483797	Rejected
3	v Aravindh	8248426928	Rejected
4	S Ahamed Riyaz	7639457586	Rejected
5	M Karthick	9787470016	Rejected
6	B Mohamed Sabiyulla	9361889340	Rejected
7	K Annalakshmi	9715797370	Rejected
8	R Malathi	7598299689	Selected
9	M Vaseera barveen	877826656	Rejected
10	M Aashikaparveen	7708658114	Rejected
11	Leslie Jones A	9159964690	Rejected
12	Kashmeera P	9500826538	Rejected
13	D Keerthika	6369583087	Rejected
14	A Priyadharshini	9092540453	Rejected
15	Sindhiya	8925211620	Rejected
16	Alapathani S	9003609196	Rejected
17	S Abdul Kalam	7358807038	Rejected
18	A K Arun Prasath	9487262391	Rejected
19	R Narmatha	9943557293	Rejected

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

Jamal Mohamed <placement@jmc.edu>

Campus Hiring || Jamal Mohamed college

Ravirajan Rajendran <ravirajan.rajendran@episource.com> Tue, Feb 15, 2022 at 1:32 PM
To: "Placement Cell (Jamal Mohamed College)" <Placement@jmc.edu>
Cc: Ramesh jayakumar <ramesh.jayakumar@episource.com>, NIYAS AHAMED <niyassjmc@gmail.com>

Greetings from Episource

The Mentioned Candidates are selected and can join us when they complete their course.

Thanks & Regards,

EPISOURCE

Ravi Rajan R | Human Resources

+91 7305291555

ravirajan.rajendran@episource.com

Prince Infocity II, 2nd floor, 141 Old Mahabalipuram Road, Kandanchavadi, Chennai, Tamil Nadu 600096

www.episource.com

[Quoted text hidden]

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

S No	Name	Email ID	Contact	Status
1	K. Aameena	aameenak23@gmail.com	7603884775	Shortlisted
2	AARIFABEGUM. S	aarifabegum2002@gmail.com	9790602406	Shortlisted
3	Azra Firdous	azrafirdous539@gmail.com	9790738841	Shortlisted
4	Deepika.M	deepikamanimaran03@gmail.com	7373187772	Shortlisted
5	Lakshmi	lakshmimmani0@gmail.com	9789609500	Shortlisted
6	SASI.G	govindarajsasi948@gmail.com	9787635405	Shortlisted
7	Yamunarani A	ahamrani1414tech@gmail.com	9629506213	Shortlisted
8	Aysha mubeena	ayshamubeena26@gmail.com	6369431389	Shortlisted
9	C. Muthulakshmi	muthulakshmimutha87@gmail.com	9342838475	Shortlisted
10	Ranjani. B	ranjanibalraj2002@gmail.com	9360944001	Shortlisted
11	FEMINA BEGUM A	feminabeguma@gmail.com	9994034435	Shortlisted

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

Focus Edumatics Private Limited
No.1605, 3rd Floor, BMH –Srinivas Complex,
Trichy Road, Coimbatore - 641018

FOCUS EDUMATICS
ACCELERATING TRANSFORMATION

Date: 27 January 2022

Ms. Shahitha Begum H
41 M Kandy street, Municipal ward hospital oppo, syed Nagar, Beemnagar, Thiruchirapalli
Thiruchirapalli
620001

Dear Ms. Shahitha Begum H:

Subject: Offer letter

This is with reference to your application for employment with **"Focus Edumatics Private Limited"** and subsequent discussions between us.

We congratulate you for having been successfully made it through the selection process and pleased to extend the Offer of employment with **"Focus Edumatics Private Limited"** for the position of **"Online Tutor"** on agreed terms, the compensation package being the same as discussed during the interview. You are advised to submit the following mandatory documents for successful completion of joining formalities on or before joining date to the following email ID: mary.m@focusedumatics.com

1. Four passport size photographs for our records.
2. Copies of certificates of educational qualification.
3. Previous experience letters.
4. Proof of last salary drawn.
5. Relieving letter from your previous employer.
6. Self-Certified Present & Permanent address proof.
7. Self-Certified PAN Card copy.
8. Self-Certified AADHAAR card copy
9. Form 16 from previous employment.
10. Cancelled cheque leaf or photocopy of bank passbook.

Before signing and accepting this offer letter, please ensure that all promises made to you during recruitment are documented in this letter.

A formal letter of appointment will be issued to you as per company policy upon joining the organization.

Wish you good luck.

Yours truly,
for Focus Edumatics Private Limited,

Mary
Human Resources Department

This letter is valid only on or before **28-Jan-2022,** failing which this offer letter stands cancelled.

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

Focus Edumatics Private Limited
No.1605, 3rd Floor, BMH –Srinivas Complex,
Trichy Road, Coimbatore - 641018

FOCUS EDUMATICS
ACCELERATING TRANSFORMATION

Annexure - 1

Effective Date: 27-Jan-2022

Salary Offer & Benefits

Applicant Name: Shahitha Begum H
Department: Online Tutoring
Salary CTC: 17500
Expected DOJ: 27-Jan-2022
Designation: Online Tutor
Location: Coimbatore Trichy Road

Salary Heads	Monthly	Yearly
A. Monthly Earnings		
Basic	9431	113172
House Rent Allowance	3772	45264
Conveyance	1333	15996
Statutory Bonus	786	9432
Monthly Gross Earnings (A)	**15322**	**183864**
B. Monthly Deduction		
EPF Employee Share	1132	13584
ESI Employee Share	115	1380
Professional Tax	208	2496
Total Deductions (B)	**1455**	**17460**
Net Salary (A – B)	**13867**	**166404**
C. Statutory/Other Share of Employer		
EPF Employer Share	1226	14712
ESI Employer Share	498	5976
Gratuity	454	5448
Statutory Total (C)	**2178**	**26136**
Total CTC (A + C)	**17500**	**210000**

CONFIDENTIAL

HR Signature

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

Focus Edumatics Private Limited

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#978, Raj Chambers, 1st and 2nd Floor, Thadagam Main Road, R S Puram West, Coimbatore - 641002
No.4, DVP Towers, Kalapatti Main Road, Nehru Nagar West, Civil Aerodrome Post, Coimbatore - 641014

FOCUS EDUMATICS

Dear Sasibharathi Rajendhiran
Sub: Letter of Appointment

We are pleased to confirm your offer for the position of Online Tutor with a start date from 23-Nov-2021 on the following terms and conditions:

Your total compensation will be **Rs. 210000/ - (Two Lakh Ten Thousand Only)** per annum on the Cost to the Company (CTC). A detailed breakdown of your CTC is set out in Annexure 1.

In addition, a one-time training stipend of **Rs. 8000/- (Eight Thousand Only)** will be paid to you along with your **2nd-month salary**.

Your take-home salary may vary at the time of joining as well as during the course of your employment with us, depending on the revisions in the PF / ESI statutory regulations set by the State / Central Government from time to time. Your services are liable for transfer / deputation to any place in India /Abroad. In case of your transfer/ deputation, a separate letter of deputation will be issued.

By signing this document, you agree to be associated with the Company for a minimum period of 1 year from the Date of Joining. If you want to opt for an earlier separation for any reason, you can do so by paying a minimum of two-month gross salary drawn by you at the time of separation. After completion of your one year of service, if you want to opt for separation, you can do so by issuing a two-month notice to the Company.

You will be on probation for 6 months, after which you will receive a confirmation letter based on your performance. During the period of your probation, this contract can be terminated either by the company without any notice or by you with a one-month notice to the Company. The Company also reserves the right to extend the probation period.

During the period of your tenure with the company, you will not engage yourself in any other work or assignment or employment or act in any way detrimental to the interest of the company. You will not make any statement to the press or media or contribute article/s to the press or media without prior permission of the company.

Please produce the softcopies of your school leaving and degree certificates at the time of your joining for our verification. In case you are joining from another Company, please bring a copy of your service certificate and the relieving letter. The "Employment Agreement" of the company currently in force, and as amended from time to time, will govern you. You will sign a "Non-Solicitation and Confidentiality Agreement" and be bound by the same during the period of your employment with the company. Any disclosure of confidential information will be considered as a criminal breach of trust. You shall be entitled to leaves as per the Company policy. The Company at its discretion reserves the right to amend, abolish whole or part of this letter with / without assigning any reasons thereof.

The Company in due course will advise you to enroll yourself in NSR (National Skill Registry) and you are required to do so within the time frame provided for the purpose.

Kindly sign the copy of this letter and return it as token of your acceptance. We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thank You,
Yours sincerely,
For Focus Edumatics Private Limited,

I have read the terms and conditions as per the Letter of Appointment issued to me and accept the same and have joined duty with effect from **23-Nov-2021.**

Mary
Authorised Signatory

Name :Sasibharathi Rajendhiran

HR Signature

Employee Signature

Date :
Place : Coimbatore Trichy Road

FOCUS EDUMATICS CONFIDENTIAL

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

Focus Edumatics Private Limited

No.1605, 3rd Floor, BMH –Srinivas Complex, Trichy Road, Coimbatore - 641018
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FOCUS EDUMATICS
ACCELERATING TRANSFORMATION

EMPLOYMENT AGREEMENT

Agreement made on this day of 23-Nov-2021 by and between Focus Edumatics Private Limited., Coimbatore and Sasibharathi Rajendhiran

In consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. **Term of Employment:** Subject to the provisions of Paragraphs 5 and 7 herein, the Company hereby agrees to employ the Employee and the Employee hereby agrees to be employed by the Company commencing on 23-Nov-2021.

2. **Salary:** The Company shall pay Employee salary and benefits as per letter of appointment for the services of the Employee, payable at regular payroll periods.

3. **Employee Restrictions:** The employee shall not use office address as his personal address for communication by his credit card issuer or his bankers or his telephone/mobile phone service provider, insurance etc., or for his any other personal obligations/engagements/subscriptions or in any other manner whatsoever. The employee agrees to and thereby indemnifies the company for any costs incurred to protect itself from any claims or suits arising out of misuse/default of these terms and conditions in any manner.

4. **Duties and Position:** The Company hires the Employee in the capacity of "Online Tutor" and the Employee's duties may be reasonably modified at the Company's discretion from time to time and depending upon the performance of the employee.

5. **Non Disclosure:** The Employee acknowledges that the Company maintains and continues to maintain and use commercially valuable proprietary personal, financial, technical and non-technical information, which is vital to the success of the Company's business. The Company employs the Employee in a capacity in which he may become acquainted with such information and in order to guard the legitimate interest of the Company, it is necessary to protect such information by holding it secret and confidential. Therefore the Employee will at no time during the period of his employment with the Company or at any time thereafter, disclose or provide such information to any other individual, company or corporation. Any disclosure of confidential information will be considered, as criminal breach of trust and legal action will be taken accordingly.

6. **Inventions:** It is hereby, expressly agreed that any process or procedure or invention or software package /module/application/innovation developed or improved or modified in any way whatsoever, by the employee while being in employment with Focus Edumatics, shall always remain intellectual property of the company and the employee shall not claim any right on the same nor shall divulge or disclose the new findings or developments or modifications described above and shall be bound by the above terms in respect of such invention or development of any nature whatsoever. It is never the intention of the employee to claim any IPR or patents or trademarks for any work developed/invented or improvised/modified while in employment with Focus Edumatics.

7. **Non-Solicitation:** The employee acknowledges that other employees of the company are important for the business of the company and undertakes that during the employment and for a period of three years after the termination of employees employment with the company, he/she will not approach, influence, induce, suggest, tempt the other employees of the company to break away or leave their employment with the company for any reason whatsoever and any act knowingly or unknowingly committed by the employee in violation of their undertaking, will be entitled for legal, civil and criminal claims from the company.

8. **Term and security:** The Employee has agreed to work for a minimum term of 1 year from the date of commencement of this agreement. Should you quit the company or get terminated for breach of Company's Moral Code of Conduct before the lapse of 1 year term then the Employee shall compensate with 2 months of gross salary drawn.

FOCUS EDUMATICS
CONFIDENTIAL

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

Focus Edumatics Private Limited

No.1605, 3rd Floor, BMH –Srinivas Complex, Trichy Road, Coimbatore - 641018
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No.4, DVP Towers, Kalapatti Main Road, Nehru Nagar West, Civil Aerodrome Post, Coimbatore - 641014

FOCUS EDUMATICS

9. Termination: Upon termination of employment, the Employee will forthwith deliver to the company all literature, documents, data, order forms, pricelists, memoranda, correspondence, customer and lists, records, parts, equipments, manuals, materials, samples, sales invoices, cards, computer programs, records and information acquired of the company or coming to the knowledge and custody of the Employee in connection with the Employee's activities as an Employee of the Company. The appointment letter governs the condition of termination with and without causes.

10. Assistance in Litigation: The Employee shall, upon reasonable notice, furnish such information and proper assistance to the Company as it may reasonably require in connection with any litigation in which it is, or may become, a party either during or after employment.

11. Effect of Prior Agreements: This agreement supersedes any prior agreement between the Company or any predecessor of the Company and the Employee, except that this agreement shall not affect or operate to reduce any benefit or compensation inuring to the Employee of a kind elsewhere provided and not expressly provided in this agreement.

12. Limited Effect of Waiver by Company: The failure of the Company to insist upon strict performance of any of the provisions of this agreement shall not be construed as a waiver of any subsequent breach of the same or similar nature.

13. Severability: If, for any reason, any provision of this agreement is held invalid, all other provisions of this agreement shall remain in effect. If this agreement is held invalid or cannot be enforced, then to the full extent permitted by law any prior agreement between the Company (or any predecessor thereof) and the Employee shall be deemed reinstated as if this agreement had not been executed.

14. Benefits: This agreement shall be binding upon and inure to the benefit of the Company's successors and assignees.

15. Confidentiality Contract: The Confidentiality Contract attached hereto is incorporated by reference.

16. Entire Agreement: The foregoing agreement represents the entire agreement between the parties, and all representations, agreements, contracts and undertakings prior to or contemporaneous with the execution of this agreement are merged herein. This agreement may be modified, amended or extended only by an agreement in writing, signed by both parties, with the same formality as this agreement.

For Focus Edumatics Private Limited

I have read the preceding employment agreement, and the ramifications of this agreement have been fully explained to me and understood by me. I further agree, without reservations, to adhere to this agreement.

Mary
Authorised Signatory

Name :Sasibharathi Rajendhiran

HR Signature

Employee Signature

Date :

Place : Coimbatore Trichy Road

FOCUS EDUMATICS CONFIDENTIAL

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

Focus Edumatics Private Limited

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FOCUS EDUMATICS

NON - SOLICITATION AND CONFIDENTIALITY AGREEMENT

A. Confidential Information:
1. I agree and acknowledge:

(a)That in the course of and as a consequence of my employment with the Company and because of the nature of my responsibilities I will have access to and will be entrusted with Confidential Information (as defined below) concerning the Company's business;
(b)That I will occupy a position of trust and confidence with respect to such Confidential Information;
(c)That the Company entrusts me with Confidential Information in reliance on a confidential relationship arising out of my employment with the Company and my execution of this Agreement; and
(d)That such Confidential Information that I may acquire or to which I may have access is of great value to the Company.

2. I will not, during my employment or thereafter, remove or transfer physically, electronically, or in any other way any Confidential Information, directly or indirectly, (or any copy thereof) from premises or property owned, used, or leased by the Company, except:

(a)As is required in the course of my duties for the Company and as is necessary for me to perform my duties; or
(b)If I have received advance written consent from the Reporting Manager of the Company. Upon any termination of my employment, all documents and electronic files containing Confidential Information (including all copies) and all Company property will be turned over immediately to my manager or other designate authorized by the Company, and I shall retain no copies thereof.

3. I agree that, during the course of my employment with the Company and after I cease to be employed by the Company for any reason, I will not, directly or indirectly, for my own or another's benefit, use, make known or divulge any Confidential Information, except:

(a)As is required in the course of my duties for the Company and as is necessary for me to perform my duties; or
(b)If I have received advance written consent from the Reporting Manager or other designate authorized by the Company.

B. Competitive Restrictions:
1. I agree that, during my employment with the Company, I will not directly or indirectly, nor will I assist anyone else to, engage in any activity that is competitive with the Company or any of its subsidiaries or affiliates.

2. I agree that, during my employment with the Company and after I cease to be employed by the Company for any reason, I will not, directly or indirectly, except as authorized by the Company in the course of my duties for the Company:

(a)Provide, or directly assist in the provision of, any Competitive Services or Products to any Client or Prospective Client (as defined below);
(b)Solicit, or directly assist in the Solicitation of, any Client or Prospective Client; or
(c)Solicit, encourage, advise, induce or cause any Restricted Person (as defined below) to terminate his or her employment or engagement with the Company, or provide any assistance, encouragement, information, or suggestion to any person or entity regarding the solicitation or hiring of any Restricted Person.

3. I acknowledge that my duties for the Company are not confined to any specific geographic area. Rather, my duties pertain to particular clients, and the identities and locations of these particular clients may change from time to time. I therefore agree that the restrictions in this Agreement attach to my conduct in India where the Company has carried out business/service in which I have been materially involved or concerned and with respect to Clients and Prospective Clients wherever they may be located after I cease to be employed by the Company.

4. Nothing in this Agreement shall prohibit my Solicitation of or my providing Competitive Services or Products to any Client or Prospective Client with whom I can demonstrate that I had a business relationship prior to the start of my employment with the Company, provided that no Confidential Information is used, directly or indirectly, in connection with that Solicitation or provision of Competitive Services or Products.

FOCUS EDUMATICS CONFIDENTIAL

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

Focus Edumatics Private Limited

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FOCUS EDUMATICS

C. Work Product:

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

I hereby unconditionally and irrevocably transfer and assign to the Company all right, title and interest (including all patent, copyright, trade secret and any other intellectual property rights) that I currently possess during the tenure of my employment by operation of law or otherwise in or to any Work Product. I acknowledge that all Work Product that may be copyrighted shall be deemed, to the extent permitted by law, "First ownership" as defined in the Indian Copyright Act, 1957 (or equivalent local legislation as applicable). I agree to waive all rights (including "moral rights") in all Work Product, and I further agree to and hereby assign to the Company all of my right, title and interest (including copyright) in the Work Product. Nothing in this Agreement shall be construed to grant the Company any interest in materials that I prepared, conceived, discovered, reduced to practice, developed and created entirely on my own time and for which no equipment, supplies, facilities, resources, or trade secret information of the Company was used, unless those materials relate to the Company's business (including the Company's actual or demonstrably anticipated research or development) or result from any work that I performed for the Company.

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

D. Definitions: For purposes of this Agreement:

"Company" means Focus Edumatics Private Limited., its successors, and any and all subsidiaries or other affiliates (or any of their successors) as to which I perform services, or have access to Confidential Information, during my employment. For purposes of this Agreement, the term "affiliate" means any entity that owns or controls, is owned or controlled by, or that is owned or under common control with Focus Edumatics Private Limited.

1. "Competitive Service or Product" means any service or product that satisfies both of the following criteria:

(a)Is the same or substantially similar to or competitive with any service or product that the Company provided to its clients during my employment by the Company, and

(b)Is one as to which I had material involvement or access to Confidential Information at any time during the period of twelve (12) months prior to the termination of my employment with the Company.

2. "Client" means any person or entity to which the Company provided Competitive Services or Products, and with which I had contact or about which I had access to Confidential Information, during my employment. "Prospective Client" means any person or entity to which the Company provided, or from which the Company received, a proposal, bid, or written inquiry (general advertising or promotional materials and mass mailings excepted) for the Company to provide Competitive Services or Products and with which I had contact, or about which I had access to Confidential Information, and with whom the Company has been engaged in negotiations, during my employment. "Client" shall not include any person or entity that acted only as a referral source for the Company during my employment.

3. "Solicit" and "Solicitation" (with respect to Clients Employees or Prospective Clients Employees) means directly or indirectly, and without the Company's written authorization, to invite, encourage, request, or induce (or to assist another to invite, encourage, request or induce) any Client or Prospective Client and Employees':

(a)Surrender, redeem or terminate a product, service or relationship with the Company;

(b)Obtain any Competitive Service or Product from me or any third party; or

FOCUS EDUMATICS CONFIDENTIAL

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

Focus Edumatics Private Limited

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FOCUS EDUMATICS

(c)Transfer a product, service or relationship from the Company to you or any third party.

(d)Influence, induce, coerce, suggest, tempt other employees of the company to quit the company for any reason whatsoever.

NOTE: Any act knowingly or unknowingly committed by the employee in violation of their undertaking, will be entitled for legal, civil and criminal claims from the company.

4. "Confidential Information" means all information regarding the clients of the Company, or regarding the current or planned business of the Company, which has not been made generally known to the public by authorized representatives of the Company, whether created or supplied to me by the Company or compiled by me in the course of my duties for the Company, including but not limited to:

- Client information, such as client lists (in any form) and other non-public personal, business, financial, or other information regarding the clients or prospective clients of the Company, such as the identities of clients and prospective clients (including names, addresses, phone numbers, email addresses, and PAN or Aadhaar numbers or other Government-issued identification numbers), information regarding clients' accounts, their borrowings, their financial needs, their current or proposed transactions, their investment preferences and/or history, contract terms, client files, all internal analyses of clients and/or their accounts or investments, and all other information regarding clients that the client or applicable law designates as private or confidential;

- Corporate strategies, and business, marketing and/or strategic plans;

- Business procedures and methods, computer data, software, and system designs of the Company;

- All personnel files and information and any lists of employees, vendors, or independent contractors of the Company; and

- All information for which the Company has a legal or contractual obligation to treat as confidential. Confidential Information does not include information which has become available to the public generally (otherwise than as a result of any breach by me of any obligation owed by me to the Company).

5. Restricted Person" means any person of Manager level or above who provided services to the Company (whether as an employee, agent, independent contractor, or otherwise) during my employment with the Company, and with whom I had material business-related contact, about whom I had access to confidential personnel information, or for whom I had direct or indirect supervisory responsibility, during my employment with the Company.

E. Notice and Other Agreements:

1. If for any reason I decide to leave the Company, I agree that I will provide written notice of my intention to leave as provided in my contract of employment unless otherwise it is relaxed by the Reporting Manager (in writing). I agree that the Company may contact my prospective employer regarding my obligations under this Agreement.

2. I recognize that the restrictions set forth in this Agreement are reasonable in scope, including as to time, geography, and the nature of the activities they prohibit, and that they are no more extensive than is necessary in order to protect the legitimate interests of the Company. I further recognize that the Company will suffer immediate and irreparable harm as the result of any breach of such restrictions and that monetary damages will not be adequate to compensate the Company for such breach. I understand that the Company may seek injunctive relief, in addition to monetary damages, to enforce those restrictions. I acknowledge that the period ofthe restrictions in this Agreement shall be reduced by any period of garden leave exclusion to which I may be subject under my contract of employment with the Company.

3. If any one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, it shall be limited, modified and construed in accordance with applicable law as it then shall appear, and if such modification does not or cannot occur, then the provision in question shall be severed, this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein, and the remainder of this Agreement shall be enforceable and binding upon the parties.

4. I understand and acknowledge that if I transfer positions or locations between or among Focus' subsidiaries or affiliates, I may be required to sign another, substantially similar Non-Solicitation and Confidentiality Agreement. I agree that the Company may assign this Agreement, and I hereby consent to such assignment and to the enforcement of this Agreement by the Company's successors and assigns.

FOCUS EDUMATICS CONFIDENTIAL

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

Focus Edumatics Private Limited

No.1605, 3rd Floor, BMH –Srinivas Complex, Trichy Road, Coimbatore - 641018
#978, Raj Chambers, 1st and 2nd Floor, Thadagam Main Road, R S Puram West, Coimbatore - 641002
No.4, DVP Towers, Kalapatti Main Road, Nehru Nagar West, Civil Aerodrome Post, Coimbatore - 641014

FOCUS EDUMATICS

This Agreement and the rights and obligations of the Company and I hereto shall bind and inure to the benefit of any successor or successors of the Company, but neither this Agreement nor any rights or benefits hereunder may be assigned by me.

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

My signature below 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.

for Focus Edumatics Private Limited.,

Mary
Authorised Signatory

Name :Sasibharathi Rajendhiran

HR Signature
Date :
Place : Coimbatore Trichy Road

R. SaiBharathi
Employee Signature

FOCUS EDUMATICS
CONFIDENTIAL

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

Focus Edumatics Private Limited

No.1605, 3rd Floor, BMH –Srinivas Complex, Trichy Road, Coimbatore - 641018
#978, Raj Chambers, 1st and 2nd Floor, Thadagam Main Road, R S Puram West, Coimbatore - 641002
No.4, DVP Towers, Kalapatti Main Road, Nehru Nagar West, Civil Aerodrome Post, Coimbatore - 641014

FOCUS EDUMATICS

COMPENSATION AND BENEFITS

Name : Sasibharathi Rajendhiran | **Date Of Joining : 23-Nov-2021**
Designation : Online Tutor | **Location : Coimbatore Trichy Road**

Salary Heads	Monthly	Yearly
A. Monthly Earnings		
Basic	9431	113172
House Rent Allowance	3772	45264
Conveyance	1333	15996
Statutory Bonus	786	9432
Monthly Gross Earnings (A)	**15322**	**183864**
B. Monthly Deduction		
EPF Employee Share	1132	13584
ESI Employee Share	115	1380
Professional Tax	208	2496
Total Deductions (B)	**1455**	**17460**
Net Salary (A – B)	**13867**	**166404**
C. Statutory/Other Share of Employer		
EPF Employer Share	1226	14712
ESI Employer Share	498	5976
Gratuity	454	5448
Statutory Total (C)	**2178**	**26136**
Total CTC (A + C)	**17500**	**210000**

- All Salary components are calculated on pro rata basis.
- Payment of perquisites, allowances and reimbursements any other salary payments shall be subject to provisions of Income Tax, Professional Tax and any other statutory deductions as applicable in accordance with the laws prevailing from time to time. Professional Tax will vary from state to State as per the prescribed slab and will be deducted monthly in Karnataka &Panjab and where as in Tamil Nadu it is half yearly deduction.
- The Employer Shares are invisible in the Payslip, as these are not a Directly Payable Components to the employees.
- Gratuity is Payable to the employees who have completed 5 years of continuous Service on Payroll and is paid at the time of separation.

FOCUS EDUMATICS CONFIDENTIAL

HR Signature

R. SaiBharathi
Employee Signature

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

futurenet®

15th May 2019

To,
Mr. Mohamed Shameer M
14, Siya Maraicar Street,
Nagore - 611002,
Nagapattinam Dt.

Greeting from Futurenet Technologies India Private Limited

With reference to discussion had with you, we are pleased to offer you as **'Trainee –HR'** with effective **15th May 2019.**

Your consolidated pay will be **Rs.10000/- (Rupees Ten Thousand Only)** per month for 3 months' Internship, based on performance only we will confirm you as permanent employee. Salary payable by 5th working day of the next English calendar month for the previous month.

We are happy to welcome you to our family.

Regards

Ashok L
Managing Director

Futurenet Technologies (India) Pvt. Ltd.
No. 37, Singaravelan Nagar, 1st Cross Street, Maduravoyal, Chennai - 600 095. India.
Ph: 91-44-23870000 email: marketing@futurenet.in
CIN No: U30006TN1996PTC036184
GST No : 33AAACF1693F1ZX

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

GATEWAY COONOOR
BKL SELECTIONS

16th March 2022

Mr. Harikaran B,
S/o. Baskar K,
Door no 96, Renganathapuram,
Sengalur Post, Kulathur Taluk,
Pudukkottai Dist, Tamil Nadu, 622 502

Dear Hari,

This is further to the discussion we had with you. The Management is pleased to utilize your services on a contractual basis as a **Human Resource Associate** in the **Human Resource Department** effective **16th March 2022** for a fixed tenure on the following terms and conditions. This fixed tenure contract of employment is offered to you in view of a temporary increase in work anticipated in the near future and to meet with uncertainties inherent in the hotel business.

Period of Contract

You have been appointed for a period of one year with effect from **16th March 2022**.

Compensation

You will be paid INR **15,250/- [Rupees Fifteen Thousand Two Hundred and Fifty Only]** per month as a consolidated emolument as per the breakup specified below:

Consolidated Basic Salary - INR **6500 - [Rupees Six Thousand Five Hundred Only]**
Dearness Allowance - INR **6245 - [Rupees Six Thousand Two Hundred and Forty Five Only]**
Other Allowance - INR **2505 - [Rupees Two Thousand Five Hundred and Five Only]**

Accountability

You will be accountable to the **Human Resource Manager – Gateway Coonoor, Church Road Coonoor** or any other person placed in authority above you.

Food on Duty

You will be entitled to subsidized meals in the Staff Cafeteria while you are on the premises of the establishment due to contract related work.

Medical Examination

Keeping in mind the nature of the industry, your appointment with us on contractual terms will be subject to your being certified medically fit by the Company's Medical Officer. Your continued employment on contractual terms in the Company will be subject to your being periodically found medically fit by the Company's Medical Officer.

Safety

The Company will not be responsible for any compensation on account of death or injury – resulting in partial or total disablement which is directly attributable to your negligence, disobedience, working under the influence of alcohol or drugs or not following the safety instructions.

Continued on Page.2

38/40, Church Road, Upper Coonoor, Coonoor 643 101
Tamil Nadu, India. T : +91 423 222 5400
Regd. Office: Oriental Hotels Limited, Taj Coromandel, No. 37, M.G. Road
Chennai 600 034, Tamil Nadu, India. T : +91 44 6617 2626
E : gateway.coonoor@selectionshotels.com | www.selectionshotels.com

Scanned with CamScanner

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

GATEWAY COONOOR
IHCL SELEQTIONS

Leave

You will be eligible for leaves as per the company policy, during the period of your contract of employment

Exclusiveness

As agreed you will be rendering contractual services exclusively to **Gateway Coonoor, Church Road, Coonoor** only and not to any of our competitors.

Other Terms & Conditions

You will not be entitled for any allowance or benefits during your contractual tenure.
You will keep us informed of any change in your residential address.

Tata Code of Conduct

You will be required to adhere to Tata Code of Conduct.

Duties

You shall perform such duties and observe and confirm to such directions and instructions as may be assigned or communicated to you by the Company or by such officers who are placed in authority over you.

At all times, you shall be governed by the rules and regulations of the Company as may be in force from time to time. You shall also carry out and abide by any instructions, house rules and office orders issued by the management from time to time.

Transfer during the period of the Contract

You have been initially selected and posted at **Gateway Coonoor, Church Road, Coonoor** for rendering contractual services. However to meet exigencies of work you are liable to be transferred at any time to any other Hotel existing or new in India, or abroad owned or operated by The Indian Hotels Company Limited or its associates on the terms and conditions prevalent in the country/town or city concerned where the situation so demands.

Termination of Contract

This contract will be automatically terminated on expiry of the contract period unless otherwise extended further. During the tenure of your contract, the contract is terminable by giving one month's notice on either side.

This appointment is purely contractual in nature as per the time frame mentioned under the clause 'Period of Contract' and does not give you any claim/right for regular employment with the company.

Kindly confirm your acceptance of the terms & conditions specified above by signing a copy of this contract.

Yours faithfully,

For GATEWAY COONOOR - IHCL SeleQtions

Mr. RITESH CHOUDHARY
Cluster General Manager
Savoy, Ooty and Gateway Coonoor

I accept the above terms & conditions: B. Harikaran 06-04-22 Signature & Date

Scanned with CamScanner

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

29/06/2022, 11:51 Jamal Mohamed College Mail - Campus Hiring - HDFC Bank & Jamal Mohamed College – Tiruchirapalli

Jamal Mohamed <placement@jmc.edu>

Campus Hiring - HDFC Bank & Jamal Mohamed College – Tiruchirapalli

23 messages

Urvashi Singh <Urvashi.Singh@hdfcbank.com> Fri, Oct 22, 2021 at 1:16 PM
To: "placement@jmc.edu" <placement@jmc.edu>
Cc: Srinivasa Rao Boyina <srinivasarao.boyina@hdfcbank.com>

Classification - Public

Dear Mr. Masood, Mr. Niyas Ahmed,

Greetings from HDFC Bank!

This email is further to your discussion with my colleagues during their visit earlier this week.

While I am sure you have the necessary details pertaining to the job role and compensation that is on offer, for clarity am sharing the comprehensive Job Description and the other details as well.

Employment Opportunity:
Selected candidates will be hired as Personal Bankers in the grade of **"Trainee"** at an annual gross compensation of **Rs. 3.5 lakhs**.

Candidates will undergo a comprehensive **2-month** orientation program – which will include components of classroom learning and on job training at bank branches.

On **successful completion of a 1-year probation** period post joining, candidates will be confirmed at the grade of **Assistant Manager**.

Next Steps:
Since we are going to be running this process for 2 sets of candidates parallelly, please note the next steps batch wise -

(i) Please recommend the date for Pre-Placement Talk, please also advise whether this can be done in person or virtually (depending on student availability). We would be doing this for both the Batch of 2021 & 2022 together.

(ii) **Batch of 2022 -** Details of interested students in the attached excel template.

Batch of 2021 - For this, we request the list of unplaced students (for starters we only require the basic details like name, email, mobile number, course specialisation) -we will be conducting an interest check and post that we will require the remaining details as per the excel.

We look forward to partnering with you in this campus hiring endeavor. Please feel free to reach out to me for any further details.

Thanks & Regards,
Urvashi Singh
Talent Acquisition

Classification - Public

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Regd. Office : HDFC Bank Ltd., HDFC Bank House, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013. "

2 attachments

Data Template_Send to Colleges.xlsx
83K

Job Description_Personal Banker.docx
21K

Placement Cell (Jamal Mohamed College) <placement@jmc.edu> Mon, Nov 8, 2021 at 10:55 AM
To: Urvashi Singh <Urvashi.Singh@hdfcbank.com>
Cc: Srinivasa Rao Boyina <srinivasarao.boyina@hdfcbank.com>, masood_shameed <masood_shameed@yahoo.co.in>, NIYAS AHAMED <niyasjmc@gmail.com>

Dear Urvashi,

Good Day!

Herewith, we have enclosed the interested candidates details for your kind perusal.

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

29/06/2022, 11:51 Jamal Mohamed College Mail - Campus Hiring - HDFC Bank & Jamal Mohamed College – Tiruchirapalli

Could you please fix the Pre Placement Talk date on November 3rd week (Between 15 - 19 November 2021) through virtual mode for the same.

Looking forward to hearing from you.

[Quoted text hidden]

--

Regards!

NIYAS AHAMED S

Placement Officer
Placement Cell
Jamal Mohamed College (Autonomous)
Tiruchirappalli - 620 020

Tamil Nadu
Mobile: +91 999 444 8330

Please consider the environment before printing this email

Jamal Mohamed College HDFC List.xls
421K

Urvashi Singh <Urvashi.Singh@hdfcbank.com> Tue, Nov 9, 2021 at 10:16 AM
To: "Placement Cell (Jamal Mohamed College)" <placement@jmc.edu>
Cc: "masood_shameed@yahoo.co.in" <masood_shameed@yahoo.co.in>, "niyassjmc@gmail.com" <niyassjmc@gmail.com>, Srinivasa Rao Boyina <srinivasarao.boyina@hdfcbank.com>

Classification - Public

Dear Sir,

Thank you for this.

We would like to proceed with the Pre-Placement Presentation on 17th Nov 2021 @ 10 am.
Would request you to share the webex / teams link for the virtual meeting.

In case there are any other interested candidates from Batch of 2021, please do share those details with me as well. For now, we are considering this base of 260 candidates from Batch of 2022.

Thanks & Regards,
Urvashi Singh
Talent Acquisition

From: Placement Cell (Jamal Mohamed College) <placement@jmc.edu>
Sent: 08 November 2021 10:55
To: Urvashi Singh <Urvashi.Singh@hdfcbank.com>
Cc: Srinivasa Rao Boyina <srinivasarao.boyina@hdfcbank.com>; masood_shameed <masood_shameed@yahoo.co.in>; NIYAS AHAMED <niyassjmc@gmail.com>
Subject: Re: Campus Hiring - HDFC Bank & Jamal Mohamed College – Tiruchirapalli

[Quoted text hidden]

Advisory Note : This email message originates from outside HDFC BANK. Please be extra vigilant before you click on a link, open attachments or reply.

[Quoted text hidden]

Jamal Mohamed College HDFC List.xls
421K

Placement Cell (Jamal Mohamed College) <placement@jmc.edu> Mon, Nov 15, 2021 at 9:34 AM
To: Urvashi Singh <Urvashi.Singh@hdfcbank.com>
Cc: "masood_shameed@yahoo.co.in" <masood_shameed@yahoo.co.in>, "niyassjmc@gmail.com" <niyassjmc@gmail.com>, Srinivasa Rao Boyina <srinivasarao.boyina@hdfcbank.com>

Dear Urvashi,

Good Morning!

Thank you for your mail.

We request you to share the Pre-Placement Presentation link so that we can share it with our registered candidates.

[Quoted text hidden]
[Quoted text hidden]

Placement Cell (Jamal Mohamed College) <placement@jmc.edu> Thu, Nov 18, 2021 at 12:24 PM
To: Urvashi Singh <Urvashi.Singh@hdfcbank.com>
Cc: "masood_shameed@yahoo.co.in" <masood_shameed@yahoo.co.in>, "niyassjmc@gmail.com" <niyassjmc@gmail.com>, Srinivasa Rao Boyina <srinivasarao.boyina@hdfcbank.com>

Dear Sir/ Mam,

Greetings of the Day!

We kindly request you to share the Online Test link. So, we can share the same to the registered student for the same.

[Quoted text hidden]
[Quoted text hidden]

Srinivasa Rao Boyina <srinivasarao.boyina@hdfcbank.com> Thu, Nov 18, 2021 at 12:25 PM
To: "Placement Cell (Jamal Mohamed College)" <placement@jmc.edu>, Urvashi Singh <Urvashi.Singh@hdfcbank.com>
Cc: "masood_shameed@yahoo.co.in" <masood_shameed@yahoo.co.in>, "niyassjmc@gmail.com" <niyassjmc@gmail.com>

https://mail.google.com/mail/u/0/?ik=16fcbbeede&view=pt&search=all&permthid=thread-f%3A1714305263226535159&simpl=msg-f%3A171430... 2/20

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

Classification - Internal

Dear Niyas,

The test Link will be directly shared with the Students

Thanks & Regards,
Srinivasa Rao Boyina
Regional Head - Talent Acquisition (TN, Pondy & KL)
HDFC Bank Ltd., 1st Floor, A Wing,
Prince Kushal Towers, Anna Salai, Chennai.
+91 9108449158

From: Placement Cell (Jamal Mohamed College) <placement@jmc.edu>
Sent: 18 November 2021 12:24
To: Urvashi Singh <Urvashi.Singh@hdfcbank.com>
Cc: masood_shameed@yahoo.co.in; niyasajmc@gmail.com; Srinivasa Rao Boyina <srinivasarao.boyina@hdfcbank.com>
Subject: Re: Campus Hiring - HDFC Bank & Jamal Mohamed College – Tiruchirapalli

You don't often get email from placement@jmc.edu. Learn why this is important

Dear Sir/ Mam,

[Quoted text hidden]
[Quoted text hidden]

[Quoted text hidden]

Classification - Public

[Quoted text hidden]
[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

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"The information contained herein (including any accompanying documents) is confidential and is intended solely for the addressee(s). If you have erroneously received this message, please immediately delete it and notify the sender. Also, if you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or taking any action in reliance on the contents of this message or any accompanying document is strictly prohibited and is unlawful. The organization is not responsible for any damage caused by a virus or alteration of the e-mail by a third party or otherwise.

Regd. Office : HDFC Bank Ltd., HDFC Bank House, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013. "

--

Regards!

NIYAS AHAMED S

Placement Officer
Placement Cell
Jamal Mohamed College (Autonomous)
Tiruchirappalli - 620 020

Tamil Nadu
Mobile: +91 999 444 8330

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Classification - Public

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

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Regd. Office : HDFC Bank Ltd., HDFC Bank House, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013. "

--

Regards!

NIYAS AHAMED S

Placement Officer
Placement Cell
Jamal Mohamed College (Autonomous)
Tiruchirappalli - 620 020

Tamil Nadu
Mobile: +91 999 444 8330

--

Regards!

NIYAS AHAMED S

Placement Officer
Placement Cell
Jamal Mohamed College (Autonomous)
Tiruchirappalli - 620 020

Tamil Nadu
Mobile: +91 999 444 8330

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Classification - Internal

[Quoted text hidden]

Placement Cell (Jamal Mohamed College) <placement@jmc.edu> Sat, Nov 20, 2021 at 4:32 PM
To: Srinivasa Rao Boyina <srinivasarao.boyina@hdfcbank.com>, Urvashi Singh <Urvashi.Singh@hdfcbank.com>
Cc: "masood_shameed@yahoo.co.in" <masood_shameed@yahoo.co.in>, "niyasajmc@gmail.com" <niyasajmc@gmail.com>

Dear Sir / Mam,

Greetings of the day!

For your kind information, students haven't received the Test link.

Thank you for your kind attention.

[Quoted text hidden]
[Quoted text hidden]

Please consider the environment before printing this email

Placement Cell (Jamal Mohamed College) <placement@jmc.edu> Wed, Nov 24, 2021 at 9:14 AM
To: Srinivasa Rao Boyina <srinivasarao.boyina@hdfcbank.com>, Urvashi Singh <Urvashi.Singh@hdfcbank.com>
Cc: balaji.krishnamachary@hdfcbank.com, devarajan.lakshamanan@hdfc.com, NIYAS AHAMED <niyasajmc@gmail.com>

Dear Sir / Mam,

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

Good Day!

We kindly request you to confirm when our students will expect to receive an online Test link & date.

Thanks in advance.

[Quoted text hidden]

Srinivasa Rao Boyina <srinivasarao.boyina@hdfcbank.com> Wed, Nov 24, 2021 at 9:33 AM
To: "Placement Cell (Jamal Mohamed College)" <placement@jmc.edu>, Urvashi Singh <Urvashi.Singh@hdfcbank.com>
Cc: Balaji Krishnamachary Ramanujam <balaji.krishnamachary@hdfcbank.com>, "devarajan.lakshamanan@hdfc.com" <devarajan.lakshamanan@hdfc.com>, NIYAS AHAMED <niyasajmc@gmail.com>

Classification - Internal

Dear Niyas,

It was assigned.

Urvashi: Can we close this pending issue.

[Quoted text hidden]
[Quoted text hidden]

Urvashi Singh <Urvashi.Singh@hdfcbank.com> Fri, Nov 26, 2021 at 10:34 PM
To: Srinivasa Rao Boyina <srinivasarao.boyina@hdfcbank.com>, "Placement Cell (Jamal Mohamed College)" <placement@jmc.edu>
Cc: Balaji Krishnamachary Ramanujam <balaji.krishnamachary@hdfcbank.com>, "devarajan.lakshamanan@hdfc.com" <devarajan.lakshamanan@hdfc.com>, NIYAS AHAMED <niyasajmc@gmail.com>

Classification - Internal

Dear Srini & Niyas,

The test was assigned on 20 Nov itself, but I have had the same reassigned.

The students should receive the link by tomorrow afternoon.

In case of any concerns, please do let me know.

Thanks & Regards,
Urvashi Singh
Talent Acquisition

From: Srinivasa Rao Boyina <srinivasarao.boyina@hdfcbank.com>
Sent: 24 November 2021 09:33
To: Placement Cell (Jamal Mohamed College) <placement@jmc.edu>; Urvashi Singh <Urvashi.Singh@hdfcbank.com>
Cc: Balaji Krishnamachary Ramanujam <balaji.krishnamachary@hdfcbank.com>; devarajan.lakshamanan@hdfc.com <devarajan.lakshamanan@hdfc.com>; NIYAS AHAMED <niyasajmc@gmail.com>
Subject: RE: Campus Hiring - HDFC Bank & Jamal Mohamed College – Tiruchirapalli

[Quoted text hidden]
[Quoted text hidden]

Placement Cell (Jamal Mohamed College) <placement@jmc.edu> Mon, Nov 29, 2021 at 10:15 AM
To: Urvashi Singh <Urvashi.Singh@hdfcbank.com>
Cc: Srinivasa Rao Boyina <srinivasarao.boyina@hdfcbank.com>, NIYAS AHAMED <niyasajmc@gmail.com>

Dear Urvashi,

Good Morning!

For your kind update, still students haven't received the Test link.

Attached registered student details for your kind reference.

Please confirm.

[Quoted text hidden]
[Quoted text hidden]

Please consider the environment before printing this email

Jamal Mohamed College HDFC List (1).xls
421K

Placement Cell (Jamal Mohamed College) <placement@jmc.edu> Mon, Nov 29, 2021 at 2:24 PM
To: Urvashi Singh <Urvashi.Singh@hdfcbank.com>
Cc: Srinivasa Rao Boyina <srinivasarao.boyina@hdfcbank.com>, NIYAS AHAMED <niyasajmc@gmail.com>

Dear Urvashi,

Good Day!

We are pleased to inform you that today our students have received the mail with Test Link.

However, while login the link with their credentials they are facing the following error (**Your Test Login credentials have expired. Please contact your Test administrator**). Attached error snapshot for your kind perusal.

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

Please advice.

[Quoted text hidden]

error.JPG
20K

Srinivasa Rao Boyina <srinivasarao.boyina@hdfcbank.com> Thu, Dec 9, 2021 at 5:26 PM
To: "Placement Cell (Jamal Mohamed College)" <placement@jmc.edu>
Cc: masood_shameed <masood_shameed@yahoo.co.in>, NIYAS AHAMED <niyasjmc@gmail.com>

Classification - Public

Dear Placement officer, tried reaching you. Please call me back

Thanks & Regards,
Srinivasa Rao Boyina
Regional Head - Talent Acquisition (TN, Pondy & KL)
HDFC Bank Ltd., 1st Floor, A Wing,
Prince Kushal Towers, Anna Salai, Chennai.
+91 9108449158

From: Placement Cell (Jamal Mohamed College) <placement@jmc.edu>
Sent: 08 November 2021 10:55
To: Urvashi Singh <Urvashi.Singh@hdfcbank.com>
Cc: Srinivasa Rao Boyina <srinivasarao.boyina@hdfcbank.com>; masood_shameed <masood_shameed@yahoo.co.in>; NIYAS AHAMED <niyasjmc@gmail.com>
Subject: Re: Campus Hiring - HDFC Bank & Jamal Mohamed College – Tiruchirapalli

Dear Urvashi,

[Quoted text hidden]

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[Quoted text hidden]

Srinivasa Rao Boyina <srinivasarao.boyina@hdfcbank.com> Fri, Dec 10, 2021 at 2:47 PM
To: "Placement Cell (Jamal Mohamed College)" <placement@jmc.edu>, SenthilKumar D <Senthilkumar.D@hdfcbank.com>
Cc: masood_shameed <masood_shameed@yahoo.co.in>, NIYAS AHAMED <niyasjmc@gmail.com>, Kalaiselvan Mani <Kalaiselvan.Mani@hdfcbank.com>, Daniel J <daniel.j@hdfcbank.com>

Classification - Public

Dear Niyaz,

As discussed, we would be coming to the Campus on 15 Dec2021.

Total 6 Panel Members would be visiting the campus on 15 Dec 2021 from 9.30 am to 6.00pm

Kindly invite all the registered and eligible students for the GD & Interview process.

Contact HR Person : Mr Kalaiselvan Mani & Daniel J.

Thanks & Regards,
Srinivasa Rao Boyina
Regional Head - Talent Acquisition (TN, Pondy & KL)
HDFC Bank Ltd., 1st Floor, A Wing,
Prince Kushal Towers, Anna Salai, Chennai.
+91 9108449158

[Quoted text hidden]
[Quoted text hidden]

Placement Cell (Jamal Mohamed College) <placement@jmc.edu> Mon, Dec 13, 2021 at 1:13 PM
To: Srinivasa Rao Boyina <srinivasarao.boyina@hdfcbank.com>
Cc: SenthilKumar D <Senthilkumar.D@hdfcbank.com>, masood_shameed <masood_shameed@yahoo.co.in>, NIYAS AHAMED <niyasjmc@gmail.com>, Kalaiselvan Mani <Kalaiselvan.Mani@hdfcbank.com>, Daniel J <daniel.j@hdfcbank.com>

Dear Sir,

Thank you for your mail.

We informed the registered candidates regarding for the same.
[Quoted text hidden]

Daniel J <daniel.j@hdfcbank.com> Tue, Dec 14, 2021 at 2:10 PM
To: NIYAS AHAMED <niyasjmc@gmail.com>

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

Cc: masood_shameed <masood_shameed@yahoo.co.in>, Kalaiselvan Mani <Kalaiselvan.Mani@hdfcbank.com>, "Placement Cell (Jamal Mohamed College)" <placement@jmc.edu>, Srinivasa Rao Boyina <srinivasarao.boyina@hdfcbank.com>

Classification - Public

Dear Niyas JI,

As discussed, kindly help us with the attendance sheet in the below format with Max. 15 entries per sheet so accordingly we can split the students for GD & Personal Interview.

S. No	Full Name	Degree & Specification	Mobile	Email Address
1				
2				
3				
4				

Thanks & Regards,

Daniel John,

Talent Acquisition Partner

(Human Resource)

Mobile - 8754508187

Don't read success stories, you will get only message...Read failure stories you will get some ideas to get success ....!! Dr.Abdul Kalam...

From: Placement Cell (Jamal Mohamed College) <placement@jmc.edu>
Sent: Monday, December 13, 2021 1:13 PM
To: Srinivasa Rao Boyina <srinivasarao.boyina@hdfcbank.com>
Cc: SenthilKumar D <Senthilkumar.D@hdfcbank.com>; masood_shameed <masood_shameed@yahoo.co.in>; NIYAS AHAMED <niyassjmc@gmail.com>; Kalaiselvan Mani <Kalaiselvan.Mani@hdfcbank.com>; Daniel J <daniel.j@hdfcbank.com>
Subject: Re: Campus Hiring - HDFC Bank & Jamal Mohamed College – Tiruchirapalli

You don't often get email from placement@jmc.edu. Learn why this is important

[Quoted text hidden]
[Quoted text hidden]

Placement Cell (Jamal Mohamed College) <placement@jmc.edu> Thu, Dec 16, 2021 at 9:55 AM
To: Daniel J <daniel.j@hdfcbank.com>, Kalaiselvan Mani <Kalaiselvan.Mani@hdfcbank.com>, Srinivasa Rao Boyina <srinivasarao.boyina@hdfcbank.com>
Cc: NIYAS AHAMED <niyassjmc@gmail.com>, masood_shameed <masood_shameed@yahoo.co.in>

Dear Team,

Greetings of the day!

We would like to express our gratitude on behalf of our Management & Placement Cell of Jamal Mohamed College, Trichy for you being visited & recruited our final year candidates.

As discussed, herewith we have enclosed the selected student's details for your kind perusal.

We look forward to hearing from you for further offer proceedings & acknowledgement of the list for the same.

[Quoted text hidden]

---

2 attachments

hdfc selected list.jpg
151K

JAMAL MOHAMED COLLEGE - HDFC SELECTED LIST.xls
25K

Srinivasa Rao Boyina <srinivasarao.boyina@hdfcbank.com> Thu, Dec 16, 2021 at 10:47 AM
To: "Placement Cell (Jamal Mohamed College)" <placement@jmc.edu>, Daniel J <daniel.j@hdfcbank.com>, Kalaiselvan Mani <Kalaiselvan.Mani@hdfcbank.com>
Cc: NIYAS AHAMED <niyassjmc@gmail.com>, masood_shameed <masood_shameed@yahoo.co.in>, SenthilKumar D <Senthilkumar.D@hdfcbank.com>

Classification - Internal

Dear Placement team,

Request you to send us the mails with the signature as none of your mails are having the signature and this might become an audit issue for us.

[Quoted text hidden]

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

JAMAL MOHAMED COLLEGE

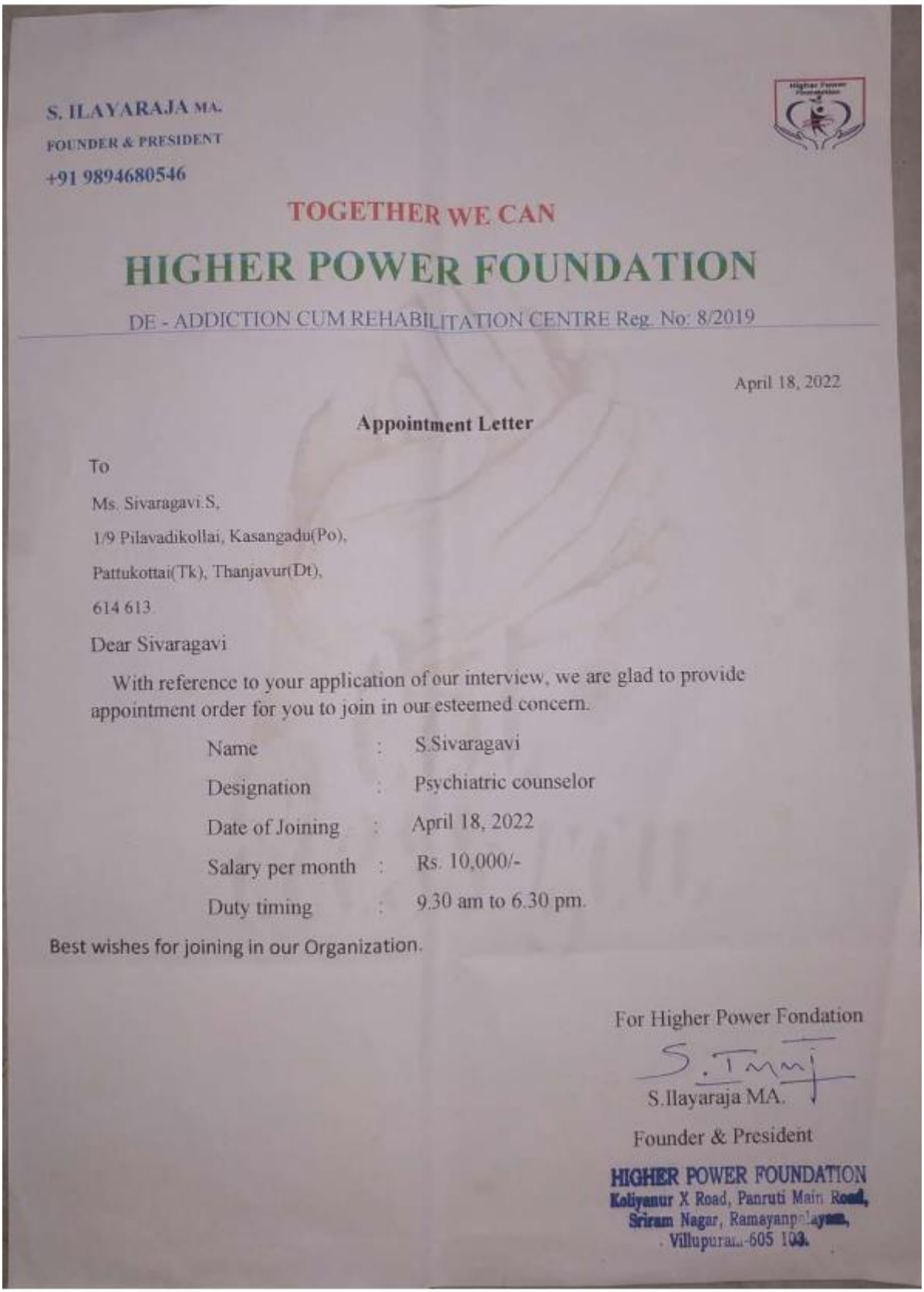
HDFC Bank Selected Candidate List-

S.no	Name	Class	Mobile Number	GENDER
1.	AZBIN K M	BCOM	9659991885	MALE
2.	ASHIQ BASHA	BCOM	9677418808	MALE
3.	LOGA MANIKANDAN	BBA	8300387470	MALE
4.	RAJ DEEPAK N	BSC MATHS	8300618617	MALE
5.	ABDUL RAHMAN SHA	BBA	9159142087	MALE
6.	KRISHNA MOORTHY R	BCOM	9384871354	MALE
7.	RISWAN A	BCOM	9486605463	MALE
8.	IJAS AHMED M	BCOM	9597324248	MALE
9.	KALILOOR RAHMAN R	BCOM	9943312768	MALE
10.	SANJAY KUMAR V	BCOM-AIDED	7548856023	MALE
11.	MOHAMED THASEEN M J	BCOM- AIDED	8667058968	MALE
12.	SHABIK M S	BCOM	8608781188	MALE
13.	SACHIN S	BCOM	6374977618	MALE
14.	SYED BASITH	BCOM	7402044076	MALE
15.	ASAN SHARIF A	BSC MATHS	8754958552	MALE
16.	PRABHAKARAN C	BCOM	6383360570	MALE
17.	RAJ KUMAR GB	BCOM	8903428960	MALE
18.	NAVEEN V	BCOM	8825895792	MALE
19.	SHEIK DAWOOD	BBA	9600396655	MALE
20.	GOKUL NATH A	BBA	9597532993	MALE
21.	MANOJ KUMAR B	BBA	9943217434	MALE
22.	MOHAMED IBRAHIM A	BCOM	9952438420	MALE
23.	BOUSUL KAREEMA	BSC MATHS	8098869212	FEMALE
24.	SELVI S	BSC MATHS	6369159114	FEMALE
25.	SWETHA R	BCOM-H	9942054508	FEMALE

We Confirm that, above Candidates are ~~Selec~~ shortlisted / selected for the Role of PB Sales in Jamal Mohamed College.

Thanks.

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



S. ILAYARAJA MA.
FOUNDER & PRESIDENT
+91 9894680546

TOGETHER WE CAN

HIGHER POWER FOUNDATION

DE - ADDICTION CUM REHABILITATION CENTRE Reg. No: 8/2019

April 18, 2022

Appointment Letter

To

Ms. Sivaragavi.S,
1/9 Pilavadikollai, Kasangadu(Po),
Pattukottai(Tk), Thanjavur(Dt),
614 613.

Dear Sivaragavi

With reference to your application of our interview, we are glad to provide appointment order for you to join in our esteemed concern.

Name	:	S.Sivaragavi
Designation	:	Psychiatric counselor
Date of Joining	:	April 18, 2022
Salary per month	:	Rs. 10,000/-
Duty timing	:	9.30 am to 6.30 pm.

Best wishes for joining in our Organization.

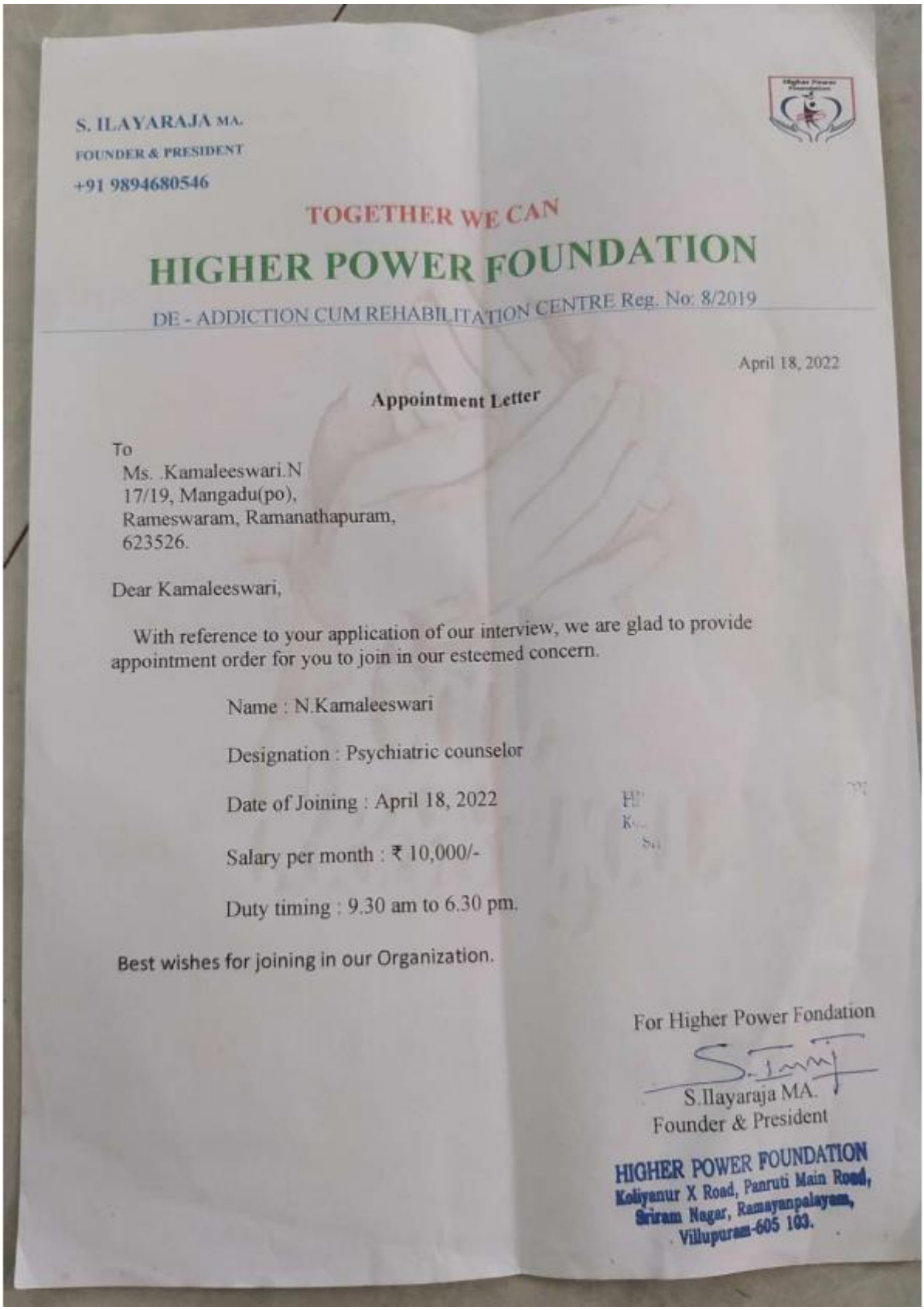
For Higher Power Fondation

S.Ilayaraja MA.

Founder & President

HIGHER POWER FOUNDATION
Koliyanur X Road, Panruti Main Road,
Sriram Nagar, Ramayanpalayam,
Villupuram-605 103.

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



S. ILAYARAJA MA.
FOUNDER & PRESIDENT
+91 9894680546

TOGETHER WE CAN

HIGHER POWER FOUNDATION

DE - ADDICTION CUM REHABILITATION CENTRE Reg. No: 8/2019

April 18, 2022

Appointment Letter

To
Ms. .Kamaleeswari.N
17/19, Mangadu(po),
Rameswaram, Ramanathapuram,
623526.

Dear Kamaleeswari,

With reference to your application of our interview, we are glad to provide appointment order for you to join in our esteemed concern.

Name : N.Kamaleeswari

Designation : Psychiatric counselor

Date of Joining : April 18, 2022

Salary per month : ₹ 10,000/-

Duty timing : 9.30 am to 6.30 pm.

Best wishes for joining in our Organization.

For Higher Power Fondation

S.Ilayaraja MA.
Founder & President

HIGHER POWER FOUNDATION
Koliyanur X Road, Panruti Main Road,
Sriram Nagar, Ramayanpalayam,
Villupuram-605 103.

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

IMAM SHAFI (RAH) MATRIC. HIGHER SECONDARY SCHOOL
(RECOGNISED BY THE GOVT. OF TAMIL NADU)
A Religious Minority Educational Institution Run by the Adirampattinam Educational Trust
Pattukottai Road, Adirampattinam - 614 701. Thanjavur District

Ref

Date 19.03.2022

To,
The Principal
Jamal Mohamed College
Trichy

Respected Sir,

Sub: Campus Recruitment – Selected Candidates List, Reg

We sincerely thank you for the campus interview permission and your placement team had arranged the interview process flawlessly. Our thanks and appreciations to Prof. Ubadah and the team.

Here is the list of candidates selected finally for appointment with effect from 01 June 2022 in our school. You are requested to guide them to report to our school on 27th Mar 2022, so as to receive the offer letters. For any further clarifications they can contact our VP Mr Jabbar over phone no. 9994244084

Sl. No.	NAME OF THE CANDIDATE	DEPARTMENT	CONTACT NUMBER	Remuneration Recommended
1	Shenaz M	Nutrition &Dietetics	9943086836	13K+2K+ Accommodation
2	Sanofer K	Nutrition &Dietetics	9894825762	13K+2K+ Accommodation
3	Muhammed Aslam CM	Physics	7025572476	13K+2K+ Accommodation
4	Asif Ali NK	Physics	9746516573	14K+2K+ Accommodation
5	Karthikeyan M	Maths	9500205425	13K+2K+ Accommodation
6	Abdul Kalam	Botany	7358807038	11K+2K+ Accommodation
7	Jacob Dass	English	9443360556	13K+2K+ Accommodation
8	Imran Khaleel	CS	9600696302	11K+2K+ Accommodation

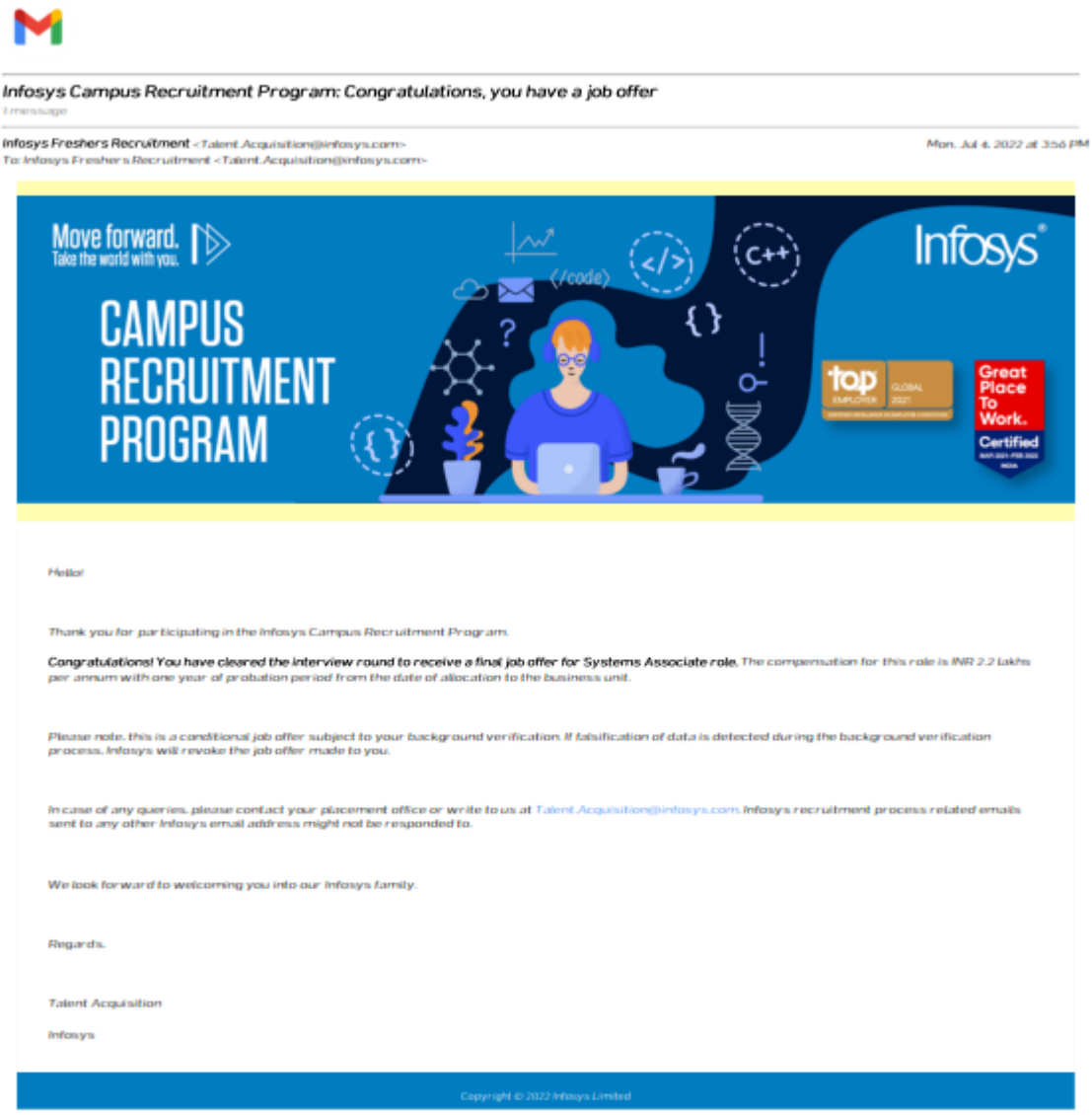
Thanks again and regards

IMAM SHAFI (Rah) MAT. HR. SEC. SCHOOL * ADIRAMPATTINAM * THANJAVUR DIST. 614 701

A Meenakumari 19/3/2022
Principal
Imam Shafi (Rah) MHS School
Adirampattinam

Web : www.imamshafischool.com E-mail : imamshafischool@gmail.com Ph : 04373-242506

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



Infosys Campus Recruitment Program: Congratulations, you have a job offer

1 message

Infosys Freshers Recruitment <Talent.Acquisition@infosys.com> Mon, Jul 4, 2022 at 3:56 PM
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Move forward.
Take the world with you.

CAMPUS RECRUITMENT PROGRAM

Infosys

Great Place To Work. Certified

Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

Congratulations! You have cleared the interview round to receive a final job offer for Systems Associate role. The compensation for this role is INR 2.2 Lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com. Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys

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

Jamal Mohamed <placement@jmc.edu>

Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer

1 message

Mohammed suhail <mdsuhail55555@gmail.com> Sat, Jun 18, 2022 at 10:01 AM
To: "placement@jmc.edu" <placement@jmc.edu>

19uca266
BCA

---------- Forwarded message ---------
From: **Infosys Freshers Recruitment** <Talent.Acquisition@infosys.com>
Date: Fri, Jun 17, 2022, 22:48
Subject: Infosys Campus Recruitment Program: Congratulations, you have a job offer
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

Congratulations! You have cleared the interview round to receive a final job offer for Systems Associate role. The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com. Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys

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2 attachments

image001.png
141K

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

Image001.png
141K

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

Jamal Mohamed <placement@jmc.edu>

Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer

1 message

Monika Nemo <monisiva553@gmail.com> Sun, Jun 19, 2022 at 8:32 AM
To: "placement@jmc.edu" <placement@jmc.edu>

---------- Forwarded message ---------
From: **Infosys Freshers Recruitment** <Talent.Acquisition@infosys.com>
Date: Fri, Jun 17, 2022, 10:49 PM
Subject: Infosys Campus Recruitment Program: Congratulations, you have a job offer
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

Congratulations! You have cleared the interview round to receive a final job offer for Systems Associate role. The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com. Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys

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2 attachments

Image001.png
141K

Image001.png

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

141K

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

Infosys
Navigate your next

HRD/2T/1002032714/21-22

June 9, 2021

Ms. Narmatha S Narmatha Senthilnathan S
C-2, Police Quatres,
Anna Nagar, Trichy-26
Tiruchirappalli-620026
India

Ph: +91-9345048366

Dear Narmatha S,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.06.09 18:48:00 IST
Reason: Digitally Signed
Location: Bangalore

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

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

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

Infosys
Navigate your next

HRD/1002032714/21-22

June 9, 2021

Ms. Narmatha S Narmatha Senthilnathan S
C-2, Police Quatres,
Anna Nagar, Trichy-26
Tiruchirappalli-620026
India

Ph: +91-9345048366

Dear Narmatha S,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **17-Jun-2021.**

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

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

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

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

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Navigate your next

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

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

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

Increments and Promotions

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

Transfer

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

Agreement

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

Infosys
Navigate your next

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

Passport and Driving License

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

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of **INR 461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

Ex - Gratia / Bonus

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

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

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

Infosys
Navigate your next

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200** . The details of the Scheme would be available to you when you join the Company.

Notice Period

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

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

Background Checks

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

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

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

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

Infosys
Navigate your next

Other Terms and Conditions

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers. Your simple average should not be less than what was specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

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

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

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

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

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

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

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

Your employment will be governed by the rules, regulations and policies of the Company.
As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

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

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Date: _____, 20_____

_____
Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.06.09 18:48:00 IST
Reason: Digitally Signed
Location: Bangalore

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

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

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

Infosys
Navigate your next

ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms. Narmatha S Narmatha Senthilnathan S**
ROLE	**Operations Executive**
ROLE DESIGNATION	**Operations Executive - Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	**16,162**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	**18,581**
TOTAL GROSS SALARY	**18,581**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

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

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

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

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

Jamal Mohamed <placement@jmc.edu>

Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer

1 message

PADMANABAN J <jpadmanaban2001@gmail.com> Thu, Jun 23, 2022 at 12:57 PM
To: "placement@jmc.edu" <placement@jmc.edu>

Roll no
19ucs159
Padmanaban J
B.sc cs sf

---------- Forwarded message ---------
From: **Infosys Freshers Recruitment** <Talent.Acquisition@infosys.com>
Date: Fri, 17 Jun, 2022, 10:48 pm
Subject: Infosys Campus Recruitment Program: Congratulations, you have a job offer
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

Congratulations! You have cleared the interview round to receive a final job offer for Systems Associate role. The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com. Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys

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2 attachments

Image001.png
141K

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

Image001.png
141K

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

Jamal Mohamed <placement@jmc.edu>

Fwd: You have a job offer for Systems Engineer role at Infosys

1 message

Riyas Khan <khanriyas320@gmail.com> Fri, Jun 17, 2022 at 12:36 PM
To: placement@jmc.edu

---------- Forwarded message ---------
From: **Infosys Freshers Recruitment** <Talent.Acquisition@infosys.com>
Date: Fri 22 Apr, 2022, 9:04 AM
Subject: You have a job offer for Systems Engineer role at Infosys
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Dear Student,

Thank you for participating in the Infosys recruitment process. Congratulations! You have cleared the interview round of the process.

We are delighted to offer you the position of Systems Engineer at Infosys.

The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit. Additional benefits include health insurance of INR 4 lakhs per annum and a life cover of INR 30 lakhs.

You will soon hear from us about the next steps of the process.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com.

We look forward to welcoming you into the Infosys family.

Best regards,

Talent Acquisition

Infosys

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2 attachments

Image001.jpg
60K

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

Image001.jpg
60K

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

Infosys Campus Recruitment Program: Congratulations, you have a job offer
1 message

Infosys Freshers Recruitment <Talent.Acquisition@infosys.com> Wed, May 18, 2022 at 13:56
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

Congratulations! You have cleared the interview round to receive a final job offer for Systems Associate role. The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com. Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys

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

JKR
RESORT & SPA

Dear Mr. Hilal Ahmed,

Vanakkam, Greetings from JKR Resort & Spa!!!!!!!

This has reference to your application and subsequent interviews you had with us. We are pleased to offer you the role of **"Associate - HR"** in the grade **"G1"** at Rameswaram.

On Joining, your all-inclusive Cost to the Company (CTC) will be **Rs. 14,497/- per month** (subject to deduction of tax and other statutory payments as may be applicable) as per Annexure A.

This employment is subject to **professional reference checks and documentary evidences** of your previous employments.

You are required to join the services of the Company at the earliest, but in any case not later than **22nd March 2022.** You will be reporting to **Head HR & AVP .**

You shall be given a detailed letter of appointment on the date of joining. Please sign and return the duplicate copy of this letter as an acceptance of the offer.

Thanking you and looking forward to having you with us.

Yours truly,

Authorised Signatory
Associate Vice President

JKR RESORT & SPA
D.No: 1A/1, Near Kaatupillaiyar Temple, Rameswaram, Tamil Nadu 623 526. **T** + 91 457 3231234 **E** reservations@jkr-resorts.com **W** jkr-resorts.com
Regd. Office: JKR ENTERPRISE LIMITED
A-16, Krishna Towers, 3rd Floor, 50 Sardar Patel Road Taramani, Chennai 600113. **CIN No** U55101 TN 2009 PLC 073737 **GSTIN** 33AACCJ3823D1Z3

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

Annexure A

Salary	Amount
Basic	5,873
HRA	4,568
Med Allow	500
Telephone	-
Uniform Allowance	-
LTA	587
Spl.allowance	1,023
Conveyance	500
Master Gross	**13,050**
PF	958
Bonus	489
CTC	**14,497**
Employee PF	958
Accomodation Charge	881
Professional Tax	209
Total Deduction	2,048
Take Home **Annual CtC**	**11,002** **1,73,967**

Please bring the following documents on your date of joining ;

Onboarding Required Documents
Original ID Proof/ Address Proof for verification
Photocopy of Bank passbook/ Cheque
Photocopy of proof of date of birth (birth certificate / passport)
Photocopy of proof of address (ration card, voter's id)
Photocopy of pan card (compulsory)
Photocopy of Aadhaar card (compulsory)
Photocopy of experience certificates from past employer (if experienced)
Photocopy of last 3 month payslips
Photo copy of educational qualifications
6 passport size photographs
Police verification (mandatory)
Medical Fitness certificate (If needed as per the act)

JKR RESORT & SPA
D.No: 1A/1, Near Kaatupillaiyar Temple, Rameswaram, Tamil Nadu 623 526. **T** + 91 457 3231234 **E** reservations@jkr-resorts.com **W** jkr-resorts.com
Regd. Office: JKR ENTERPRISE LIMITED
A-16, Krishna Towers, 3rd Floor, 50 Sardar Patel Road Taramani, Chennai 600113. **CIN No** U55101 TN 2009 PLC 073737 **GSTIN** 33AACCJ3823D1Z3

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

KALYAN GRAND
a business hotel

Date: 09th July 2022

To
The Principal,
Jamal Mohamed College,
Trichy.

Subject: Letter of Intent

Dear Mr. Kishore,

With reference to the interview held, on behalf of Kalyan Grand, we are happy to recruit the students of Jamal Mohamed College. The list of candidates selected with their designation is as below:

Name	Department	Designation
Mr. Mohamed Sharukhan S	F&B Service	GSA
Mr. Mohammed Idris S	F&B Service	GSA
Mr. Mohamed Noful J	F&B Service	GSA
Mr. Stalin A	F&B Service	GSA
Mr. Sulthan Asathulah	F&B Service	GSA
Mr. Selva S	Housekeeping	GSA

On the date of joining the candidate need to submit the following documents:-

- Age proof (Driving License, Passport, Transfer certificate, Birth certificate, voter ID (Any Two)
- Address proof (Ration card, voter ID, Driving license, Pass port (Any Two)
- Copies of educational certificates and mark sheets
- Passport size coloured photographs 6 nos
- ID Proof (Pan Card & Aadhar Card)
- Blood group (Clinical Certificate)
- COVID 19 vaccination certificate to be submitted
- College Bonafide

Students will be entitled to benefits, in accordance with prevalent organization policies. A formal letter of appointment will be issued to them on the date of joining (i.e., 14th July 2022)

For Kalyan Grand

Vikram K
HR Manager

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

LTI
Let's Solve

Date: March 11, 2022

Ref: LTI/HR/Campus/NE6/2022

Name: Thrivikraman G

College: JAMAL MOHAMED COLLEGE

OFFER OF EMPLOYMENT

Dear Thrivikraman G,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Associate Trainee**.

During the initial training period, your CTC including all benefits will be **Rs.3,14,000/-** as per the details mentioned in **'Annexure-1'.**

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

In the event that the compensation package requires restructuring in order to comply with the proposed Code on Social Security, 2020, your compensation will be restructured in a manner that will be cost neutral for the Company.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

TERMS AND CONDITIONS

1. **Increments and Promotions**
   Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

2. **Overseas Deputation/International Assignment**
   It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.
   Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. **Documents**
   Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

LTI
Let's Solve

4. **Background Verification**
As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

5. **Letter Acceptance**
If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this '**Offer of Employment**' on the **CampBuzz Portal** (*https:\\campbuzz.lntinfotech.com*) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.
According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.

Ashish Naik
Associate Director -
Talent Acquisition

I have read the letter and accept the same.

Signature and Date

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

LTI
Let's Solve

ANNEXURE-1

Name : Thrivikraman G		Date : March 11, 2022
Salary Grade : AT1		
Components	**Rs. p.a.**	**Rs. p.m.**
Basic		15,000
Bouquet of Benefits		6,015
Bonus		1750
A. Base Salary (PA)	**273,180**	**22,765**
Annual Incentive	0	
B. Total Variable (PA)	**0**	
C. Total Target Cash (A+B)	**273,180**	
Provident Fund (PF)	21,600	1,800
Gratuity	8,664	722
Mediclaim Premium	10,556	
D. Retirals & Other Benefits	**40,820**	
Cost to Company (CTC) C+D	**314,000**	

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

LTI
Let's Solve

Medical Insurance Premium:

The Group Mediclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

Group Term Life Insurance (GTLI):

There shall be a deduction of GTLI premium from your monthly salary to cover you under this Program. In case you choose to opt out of this Insurance program, you shall voluntarily to do so in December every year.

Notes:

1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
2) H.R.A. will be deducted for accommodation (if any) provided by the Company.
3) You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
4) The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
5) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
6) The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
7) The Annual Incentive(AI) will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.
8) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB).**

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Leave Travel Allowance (PA)	Rs. /-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal.The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

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

LTI
Let's Solve

ANNEXURE-2

Eligibility Criteria for Non-Engineering Candidates - Year2022 Batch		
Qualification	BSC,BCA,BCS,BBA (CA, CS, CB, DC)	Diploma
Branches:	Computer Science/Information Technology/Information science and Electronics	
Age Criteria: As on 1st July of Passing year (2022)	Less than 23 years	Age >= 18 years and less than 21 years
Academic Gap:	Academic gap allowed only after the completion of the entire course i.e after SSC/after HSC or Diploma. **No Year drop allowed.**	
Course must complete in:	3 Years	
SSC, HSC Percentage / CGPA:	50% & Above OR Equivalent CGPA	
	NOTE: • SSC/HSC should have cleared in FIRST ATTEMPT only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration	
Diploma/Graduation Percentage/CGPA:	Aggregate of 60% & Above OR Equivalent CGPA	
	• For the interview process, an aggregate of 60% & above till the results of the last conducted examination will be considered. • Aggregate of 60% & above or equivalent CGPA must be obtained after declaration of final semester results	
	• Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule)	
	• Conversion from CGPA into Percentage must be calculated as per your respective University norms	
	• Provisional/Passing Certificate must state **First Class**	
Re-attempts/ATKTs /Backlogs/Arrears (Diploma, Graduation)	• **No active/live backlogs allowed during the interview process** • All backlogs (if any) must be cleared with the final semester exams. • All final semester subjects must be attempted and cleared in the First Attempt (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course)	
	• **No** Re-attempts/ATKTs/Backlogs/Arrears allowed in the **final semester of any course**. • Any pending Re-attempts/ATKTs/Backlogs/Arrears in **the current course** (obtained after the interview process) **must be attempted and cleared** with the final semester examinations	
Nature of Course:	All Full Time courses Only	
Year of Passing:	2022 SUMMER Pass outs Only	
Citizenship:	Resident Indian Citizens Only	
Your College/Institution MUST be:	UGC / AICTE /State Board Approved ONLY	
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence	
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS	
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization	
Eligibility for Maternity Leave:	As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery	

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

LTI
Let's Solve

Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of hiring.

2. I am aware that this hiring process is completely free of cost

3. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.

4. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement

5. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.

6. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

Candidate Signature: _____

Name: _____

Institution Name: _____

Mobile No: _____

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

MAHARAJA /03 **Date: 10/04/2022**

Name: Mr.V.Dineshwaran

Mail id: waranjaddu8@gmail.com

Subject: Issue of Offer for Appointment

Dear Sir,

We are pleased to offer you the position of **HR Executive** at **Maharaja Readymades**. We feel confident that you will contribute your skills and experience to the growth of our Organization.

Your joining date is confirmed at **11/04/2022** as per the following terms and conditions

- You are entitled to a CTC of **10K – 20K** per month payable as per Annexure A But it is fixed based on your performance.
- You agree to work one month probationary period
- We will provide salary after completion of your one month work
- You agree to comply with Terms and Conditions of Appointment
- You agree to submit with us a signed copy of mark sheet ,Pan Card, Aadhar Card as well as Passport Size Photograph and also bring the originals for verifications

Please confirm your acceptance of this offer by signing and returning a copy of this offer letter.

We look forward to a mutually rewarding professional relationship with you.

Annexure A

CTC BREAKUP:-

Sl. No	Particulars	Amount/ Month ( )
1	Basic + DA	11250
2	HRA	3750
A	**Gross Salary**	**15000**
3	Employee "EPF" Contribution	1350
4	Employee "ESIC" Contribution	113
C.	**Take Home**	**13538**
5	Employer "EPF" Contribution	1350
6	Employer "ESIC" Contribution	488
D.	**Monthly CTC**	**16838**

STORE MANAGER

NICE EDUCATION
For Excellent Expression of Brilliant Young Minds...
A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST
Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in
(Reg. No. : 55/2011/IV)

Ref.No: NICE/2022/O.Le/129 Date: 17/03/22

To

Mr/Ms: S. Abdul Kalam S/O, ~~D/O~~ SYED KADAR S.

Name of the College: Jamal Mohamed College (Botany).

Place : Trichy

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : ..... + (Allowances) 50%. : Grant Total : 12000

(Rupees Twelve Thousand only*)*

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You

Best Wishes .....

NICE EDUCATION
(Reg. No. : 55/2011/IV)
For Excellent Expression of Brilliant Young Minds...
A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST
Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in

Ref.No: NICE/2022/O.Le/128...*Date:* 17/03/22

To
Mr/Ms: R. Abdul Rahman Mohamed Aathil :S/O, ~~D/O~~ Raja Mohamed. A.
Name of the College: Jamal Mohamed College (Matins)
Place : Trichy

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : ..... *+ (Allowances) 500/. : Grant Total :* 12000
(Rupees Twelve Thousand only.....*)*

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You
Best Wishes .....

NICE EDUCATION
For Excellent Expression of Brilliant Young Minds...
A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST
Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in
(Reg. No. : 55/2011/IV)

Ref.No: NICE/2022/O.Le/120 Date: 17/03/22

To

Mr/Ms: B. Ahmed Sheif S/O, ~~D/O~~ B.A. Basheer Ahmed.

Name of the College: Jamal Mohamed College (B.Sc.C.S).

Place : Trichy.

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : 11500 *+ (Allowances) 500/. : Grant Total :* 12000

(Rupees Twelve thousand*)*

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You
Best Wishes .....

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Website : www.niceeducation.in
(Reg. No. : 55/2011/IV)

Ref.No: NICE/2022/O.Le/.119..Date:.13/03/22

To

Mr/Ms:..Asan Mohamed..:S/O, ~~D/O~~ Mohamed Yusuff.

Name of the College: ..Jamal Mohamed College..BCA....

Place : .....Trichy.....

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : .....11500..... *+ (Allowances) 500/. : Grant Total :*..12000.....

(Rupees .....TWELVE THOUSAND Or.....)

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You

Best Wishes .....

NICE EDUCATION
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(Reg. No. : 55/2011/IV)
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Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in

Ref.No: NICE/2022/O.Le/135 *Date:* 17/05/22.

To

Mr/Ms: N.K. Balamaniyakandan S/O, ~~D/O~~ K.Krishnamoorthy. A.

Name of the College: Jamal Mohamed College (BCA).

Place : Trichy.

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : 10000 *+ (Allowances) 500/. : Grant Total :* 10500

(Rupees Ten Thousand five Hundred only)

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You

Best Wishes .....

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Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in
(Reg. No. : 55/2011/IV)

Ref.No: NICE/2022/O.Le/146 *Date:* 17/03/22

To

Mr/Ms: R. Elayarasan **S/O, D/O** S. Ramasamy.

Name of the College: Jamal Mohamed College (Physics).

Place : Trichy

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : ..... *+ (Allowances) 500/. : Grant Total :* 11000

(Rupees ELEVEN THOUSAND RUPEES ONLY .....)

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You

Best Wishes .....

NICE EDUCATION
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Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in

(Reg. No. : 55/2011/IV)

Ref.No: NICE/2022/O.Le/.125.*Date:*..17/03/22.

To

Mr/Ms:..M:GOWTHAM.....**S/O, ~~D/O~~** .R:MUTHURAJU.

Name of the College: ....Jamal....Mohamed College (Botany).

Place : ....Trichy.....

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : ..... *+ (Allowances) 500/. : Grant Total :*..12000.....

(Rupees ...Twelve.....Thousand.....only.....)

Other Allowances :

HRA : 1500 to 4500/. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You

Best Wishes .....

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Website : www.niceeducation.in

(Reg. No. : 55/2011/IV)

Ref.No: NICE/2022/O.Le/114 Date: 17/03/22

To

Mr/Ms: M.IMRAN KALEEL S/O, ~~D/O~~ AR.MAHABOOB MALI.K.

Name of the College: Jamal Mohamed College (BCA)

Place : Trichy

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : 11,500 *+ (Allowances) 500/. : Grant Total :* 12000

(Rupees TWELVE THOUSAND *)*

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You
Best Wishes .....

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Website : www.niceeducation.in

(Reg. No. : 55/2011/IV)

Ref.No: NICE/2022/O.Le/149 *Date:* 17/03/22

To
Mr/Ms: K. Mohamed Jaffer Sadiq S/O, ~~D/O~~ K.P. Kalifulla.
Name of the College: Jamal Mohamed College (B.com).
Place : Trichy.

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : ..... *+ (Allowances) 500/. : Grant Total :* 12000
(Rupees Twelve Thousand Rupees only.....)

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You
Best Wishes .....

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Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in

Ref.No: NICE/2022/O.Le/117 *Date:* 17/03/22

To

Mr/Ms: I. KOTHER MOYDEEN **S/O, ~~D/O~~** ISMAIL. K

Name of the College: Jamal Mohamed College (BCA).

Place : Trichy.

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : 11,500 *+ (Allowances) 500/. : Grant Total :* 12000

(Rupees TWELVE THOUSAND*)*

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You
Best Wishes .....

NICE EDUCATION
For Excellent Expression of Brilliant Young Minds..
A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST
Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in
(Reg. No. : 55/2011/IV)

Ref.No: NICE/2022/O.Le/121...Date:17/03/22

To

Mr/Ms:..A:Leslie Jones.....:S/O, ~~D/O~~ P: Albert Stephen.

Name of the College: ....Jamal Mohamed College (Bx: Botany)

Place : ....Trichy.....

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : ..... + (Allowances) 500/. : Grant Total :....10500.....

(Rupees Ten Thousand Five Hundred only.....)

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You
Best Wishes .....

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(Reg. No. : 55/2011/IV)
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Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in

Ref.No: NICE/2022/O.Le/154 *Date:* 17/05/22

To

Mr/Ms: A.Mohamed Suhaib **S/O, ~~D/O~~** H.Abdul Guthoose.

Name of the College: Jamal Mohamed College (BCA).

Place : .....

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : 11,000 *+ (Allowances) 500/. : Grant Total :* 11500

(Rupees ELEVEN THOUSAND FIVE HUNDRED RUPEES *)*

Other Allowances :

HRA : 1500 to 4500/. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You

NICE EDUCATION
(Reg. No. : 55/2011/IV)
For Excellent Expression of Brilliant Young Minds...
A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST
Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in

Ref.No: NICE/2022/O.Le/ 171 Date: 17/03/22 .

To

Mr/Ms: G. Mohamed Suhail S/O, ~~D/O~~ K. Ghouse Ibrahim.

Name of the College: Jamal Mohamed College (IT)

Place : Trichy

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : ..... + (Allowances) 500/. : Grant Total : 10500

(Rupees Ten Thousand and FIVE HUNDRED *)*

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You

NICE EDUCATION
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Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in
(Reg. No. : 55/2011/IV)

Ref.No: NICE/2022/O.Le/121...Date:..17/03/22.

To

Mr/Ms:.S.A.Mohamed Usaith S/O, ~~D/O~~ ..S.S.Abubacker.

Name of the College: ..Jamal....Mohamed....College..(BCA)...

Place : ....Trichy.....

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : .....11500..... *+ (Allowances) 500/. : Grant Total :*..12000.....

(Rupees .....TWELVE.....THOUSAND.....*)*

Other Allowances :

HRA : 1500 to 4500/. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You

Best Wishes .....

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Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in
(Reg. No. : 55/2011/IV)

Ref.No: NICE/2022/O.Le/147 Date: 17/05/22

To

Mr/Ms: S. Nantha Kumar S/O, ~~D/O~~ Samy Dural. S

Name of the College: Jamal Mohamed College (English).

Place : Trichy

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : 11500.-/- + (Allowances) 500/. : Grant Total : 12000.-/-

(Rupees Twelve thousand only)

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You

Best Wishes .....

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Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in
(Reg. No. : 55/2011/IV)

Ref.No: NICE/2022/O.Le/152 Date: 17/05/22

To

Mr/Ms: Navap Khan. S ....:S/O, ~~D/O~~ Badhulla Khan. S.

Name of the College: Jamal Mohamed College (I.T).

Place : Trichy

SUB: **Offer Letter**

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : ..... + (Allowances) 500/. : Grant Total : 10500

(Rupees Ten Thousand and Five Hundred.....)

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You
Best Wishes .....

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Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in
(Reg. No. : 55/2011/IV)

Ref.No: NICE/2022/O.Le/127 Date: 17/03/22.

To

Mr/Ms: SYED NAVASKHAN S/O, ~~D/O~~ S. MOHAMED SHAMEM.

Name of the College: Jamal Mohamed College

Place : Trichy

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : ..... + (Allowances) 500/. : Grant Total : 12000

(Rupees Twelve Thousand Only)

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You

Best Wishes .....

NICE EDUCATION
(Reg. No. : 55/2011/IV)
For Excellent Expression of Brilliant Young Minds...
A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST
Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in

Ref.No: NICE/2022/O.Le/155 *Date:* 17/03/22.

To

Mr/Ms: B. NOOR MOHAMED **S/O, ~~D/O~~** BASHEER MOHAMED.

Name of the College: Jamal Mohamed College (BCA)

Place : Trichy

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : 10000 *+ (Allowances) 500/. : Grant Total :* 10500

(Rupees Ten Thousand Five Hundred only)

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You
Best Wishes .....

NICE EDUCATION
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Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in
(Reg. No. : 55/2011/IV)

Ref.No: NICE/2022/O.Le/136 Date: 17/05/22

To

Mr/Ms: S. Shahil Arshath S/O, ~~D/O~~ M. Siddiq.

Name of the College: Jamal Mohamed College (BCA).

Place : Trichy

SUB: **Offer Letter**

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : ..... *+ (Allowances) 500/. : Grant Total :* 12000

(Rupees TWELVE THOUSAND *)*

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You

NICE EDUCATION
For Excellent Expression of Brilliant Young Minds...
A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST
Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in

(Reg. No. : 55/2011/IV)

Ref.No: NICE/2022/O.Le/157 Date: 17/03/22

To

Mr/Ms: S. KUMARAN S/O, ~~D/O~~ M. SANTHASEELAN.

Name of the College: Jamal Mohamed College (BCA),

Place : Trichy

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : ..... + (Allowances) 500/. : Grant Total : 12000

(Rupees TWELVE THOUSAND *)*

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You

NICE EDUCATION
(Reg. No. : 55/2011/IV)
For Excellent Expression of Brilliant Young Minds...
A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST
Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in

Ref.No: NICE/2022/O.Le/178..Date:17/05/22.

To

Mr/Ms: S.Santhosh Kumar S/O, ~~D/O~~ R.Sankar.....

Name of the College: ....Jamal.....Mohamed...College(BCA).

Place : .....Trichy - 620024.....

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : ..... *+ (Allowances) 500/. : Grant Total :*....13000.....

(Rupees ....Thirteen.....thousand.....Rupees.....only.....)

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You

Best Wishes .....

NICE EDUCATION
For Excellent Expression of Brilliant Young Minds...
A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST
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Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in
(Reg. No. : 55/2011/IV)

Ref.No: NICE/2022/O.Le/179 Date: 17/05/22.

To

Mr/Ms: A. Abdhahir S/O, D/O Abubakkar

Name of the College: Jamal Mohamed College (BCA)

Place : Trichy

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : ..... + (Allowances) 500/. : Grant Total : 12000

(Rupees Twelve Thousand rupees.....)

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You

Best Wishes .....

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Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in
(Reg. No. : 55/2011/IV)

Ref.No: NICE/2022/O.Le/140 *Date:* 17/05/22

To

Mr/Ms: M. Kamalachandran **S/O, ~~D/O~~** Mariyappan. S.

Name of the College: Jamal Mohamed College (II M.Sc Physics)

Place : Trichy

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : ..... *+ (Allowances) 500/. : Grant Total :* 13000

(Rupees THIRTEEN THOUSAND RUPEES ONLY/- *)*

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You

Best Wishes .....

NICE EDUCATION
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Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in
(Reg. No. : 55/2011/IV)

Ref.No: NICE/2022/O.Le/.141...Date:17/03/22.

To

Mr/Ms: NK. Asif Ali .....:S/O, ~~D/O~~ Abdul Basheer. NK.

Name of the College: .....Jamal Mohamed College (Physics),

Place : .....Trichy.....

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : ..... + (Allowances) 500/. : Grant Total :...12000.....

(Rupees .....Twelve thousand rupees.....)

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You
Best Wishes .....

NICE EDUCATION
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Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in

Ref.No: NICE/2022/O.Le/142 Date: 17/05/22.

To

Mr/Ms: S. Solai Raj S/O, ~~D/O~~ V. S. Selvaraj

Name of the College: Jamal Mohamed College (BCA).

Place : Trichy

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : 13500/- + *(Allowances) 500/. : Grant Total :* 14000/-

(Rupees Fourteen Thousand only)

Other Allowances :

HRA : 1500 to 4500/. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You

Best Wishes .....

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A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST
Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : niceniceekerala@gmail.com
Website : www.niceeducation.in

(Reg. No. : 55/2011/IV)

Ref.No: NICE/2022/O.Le/.145.*Date:*.13/03/22

To

Mr/Ms:.M.Pavithiran....S/O, D/O P.Muthusamy.

Name of the College: ..Jamal.....Mohamed.....College (Physics)

Place : ....Trichy.....

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : ....12500.-/-..... *+ (Allowances) 500/. : Grant Total :*....13000.-/-.....

(Rupees .....Thirteen.....Thousand.....only.....)

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You

Best Wishes .....

NICE EDUCATION
For Excellent Expression of Brilliant Young Minds...
A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST
Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in
(Reg. No. : 55/2011/IV)

Ref.No: NICE/2022/O.Le/144..Date:17/03/22.

To

Mr/Ms:Afrith Ahamed.....:S/O, ~~D/O~~ M. Sikanthar.

Name of the College: ...Jamal Mohamed College (Physics).

Place : Trichy

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : ...13500/-..... + (Allowances) 500/. : Grant Total : ...14000 Fourteen thousand only

(Rupees .....)

Other Allowances :

HRA : 1500 to 4500/. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You
Best Wishes .....

NICE EDUCATION
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(Reg. No.: 55/2011/IV)
A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST
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Ph : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in

Ref.No: NICE/2022/O.Le/145 Date: 13/03/22

To

Mr/Ms: Nassirdeen Shak S/O, D/O M. Kader sha

Name of the College: Jamal Mohamed College (Physics)

Place : Trichy

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : 9500-/- + *(Allowances) 500/. : Grant Total :* 10000-/-

(Rupees Ten thousand only)

Other Allowances :

HRA : 1500 to 4500/. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You
Best Wishes .....

NICE EDUCATION
(Reg. No. : 55/2011/IV)
For Excellent Expression of Brilliant Young Minds...
A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST
Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in

Ref.No: NICE/2022/O.Le/126 Date: 17/03/22

To

Mr/Ms: Mohamed Reyas N S/O, ~~D/O~~ ~~H~~ Naina Mohamed.

Name of the College: Jamal Mohamed College (BCA).

Place : Trichy

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : ..... *+ (Allowances) 500/. : Grant Total :* 12000

(Rupees Twelve Thousand only)

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You

Best Wishes .....

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For Excellent Expression of Brilliant Young Minds...
A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST
Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in
(Reg. No. : 55/2011/IV)

Ref.No: NICE/2022/O.Le/148...Date: 17/03/22

To

Mr/Ms: Kalakand Shakya S/O, D/O M. Ramesh.

Name of the College: Jamal Mohamed College (English)

Place : Trichy

SUB: **Offer Letter**

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : 13500/- + *(Allowances) 500/. : Grant Total :* 14000/-

(Rupees Fourteen thousand only)

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You

Best Wishes .....

NICE EDUCATION
(Reg. No. : 55/2011/IV)
For Excellent Expression of Brilliant Young Minds...
A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST
Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in

Ref.No: NICE/2022/O.Le/130 Date: 17/03/22.

To

Mr/Ms: S. Mohamed Shafeeq S/O, ~~D/O~~ Badhulla Khan. S.

Name of the College: Jamal Mohamed College (BCA).

Place : Trichy

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : 12,000 *+ (Allowances) 500/. : Grant Total :* 12500

(Rupees Twelve Thousand Five hundred)

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You

NICE EDUCATION

(Reg. No. : 55/2011/IV)

For Excellent Expression of Brilliant Young Minds...

A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST
Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in

Ref.No: NICE/2022/O.Le/.118...Date:.17/03/22

To

Mr/Ms:.SHAKEEL.AKTHAR.K.S/O, ~~D/O~~ ..KATTUVA.K.A.

Name of the College: ....Jamal....Mohamed...College...(B.CA).

Place : .....Trichy.....

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : ..11,500..... *+ (Allowances) 500/. : Grant Total :* .12000.....

(Rupees .....TWELVE THOUSAND.....)

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You
Best Wishes .....

NICE EDUCATION
(Reg. No. : 55/2011/IV)
For Excellent Expression of Brilliant Young Minds...
A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST
Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in

Ref.No: NICE/2022/O.Le/123..Date:17/03/22

To

Mr/Ms:...M.VETHIS.....:S/O, ~~D/O~~ ...K.P.MURUGAN.

Name of the College: ....Jamal Mohamed College (M.com)

Place : .....Trichy.....

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : ..... + (Allowances) 500/. : Grant Total :.....10500.....

(Rupees .....Ten.....thousand and five.....hundred.....rupees)

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You
Best Wishes .....

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Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in

Ref.No: NICE/2022/O.Le/122..Date:17/05/22.

To

Mr/Ms: M.Y. YASER ARAFATH S/O, ~~D/O~~ M.S. Mohamed Yahaiya.

Name of the College: Jamal Mohamed College (M.Com).

Place : Trichy.

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : ..... *+ (Allowances) 500/. : Grant Total :* 13000

(Rupees Thirteen thousand only.....*)*

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com, before 10th of April 2022

Thanking You

Best Wishes .....

NICE EDUCATION
For Excellent Expression of Brilliant Young Minds
(Reg. No.: 55/2011/IV)
A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST
Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : niceniceekerala@gmail.com
Website : www.niceeducation.in

Ref.No: NICE/2022/O.Le/100 Date: 13/03/22

To

Mr/Ms: N.MEENAL S/O, D/O NACHIAPPAN. ARN

Name of the College: Jamal Mohamed College (Physics) BSC.

Place : Trichy

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : 12500 -/- + (Allowances) 500/. : Grant Total : 13000 -/-

(Rupees Thirteen Thousand only)

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You

Best Wishes .....

NICE EDUCATION
For Excellent Expression of Brilliant Young Minds...
A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST
Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in
(Reg. No. : 55/2011/IV)

Ref.No: NICE/2022/O.Le/101 Date: 17/03/22

To

Mr/Ms: V. MALINI S/O, D/O D. VARATHARAJU. (BSc. Physics)

Name of the College: Jamal Mohamed College

Place : Trichy

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : 11500-/- *+ (Allowances) 500/. : Grant Total :* 12000-/-

(Rupees Twelve Thousand only)

Other Allowances :

HRA : 1500 to 4500/. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You

Best Wishes .....

NICE EDUCATION
For Excellent Expression of Brilliant Young Minds...
(Reg. No.: 55/2011/IV)
A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST
Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in

Ref.No: NICE/2022/O.Le/102..Date:..17/04/22

To

Mr/Ms: V. RAJARAJESHWARI S/O, D/O ..K. VADIVEL... (M.Sc (Physics)).

Name of the College: ...Jamal Mohamed College...

Place : ...Trichy...

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : ...10500.-/-..... + (Allowances) 500/. : Grant Total :....11000.-/-.....

(Rupees ....Eleven thousand only.....)

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You

Best Wishes .....

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Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in

(Reg. No. : 55/2011/IV)

Ref.No: NICE/2022/O.Le/103 *Date:* 17/05/22

To

Mr/Ms: D. RESHMA **S/O, D/O** K. DURAIARASAN

Name of the College: Jamal Mohamed College (M.Sc. Physics),

Place : Trichy.

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : 12000.-/- *+ (Allowances) 500/. : Grant Total :* 12500.-/-

(Rupees Twelve thousand five hundred only.)

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You
Best Wishes .....

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A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST
Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in

Ref.No: NICE/2022/O.Le/.104..Date:.17/03/22

To

Mr/Ms:....R.ANUSHA.....:S/O, D/O ....P.RAVI..... M.Sc (Physics)

Name of the College: ...Jamal.....Mohamad....College.....

Place : .....Trichy.....

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : ....10500..... + (Allowances) 500/. : Grant Total :...11000/-.....

(Rupees ....Eleven thousand only.....)

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You

Best Wishes .....

NICE EDUCATION
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Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : niceniceekerala@gmail.com
Website : www.niceeducation.in
(Reg. No. : 55/2011/IV)

Ref.No: NICE/2022/O.Le/105 Date: 17/03/22

To

Mr/Ms: C. INDIRA S/O, D/O A. CHANDRASEKARAN.

Name of the College: Jamal Mohamed College (M.Sc Physics).

Place : Trichy

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : 11500/- + (Allowances) 500/. : Grant Total : 12000/-

(Rupees Twelve thousand only)

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You

NICE EDUCATION
For Excellent Expression of Brilliant Young Minds...
A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST
Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in

(Reg. No. : 55/2011/IV)

Ref.No: NICE/2022/O.Le/.106..Date:17/03/22

To

Mr/Ms:...A.SABARIDHA.....S/O, D/O ....S.ASOKAN..

Name of the College: ...Jamal....Mohamed....College..(M.Sc (Physics).

Place : .....Trichy.....

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : ...10500..... *+ (Allowances) 500/. : Grant Total :*...11000/-.....

(Rupees ....Eleven thousand only.....)

Other Allowances :

HRA : 1500 to 4500/. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You
Best Wishes .....

NICE EDUCATION
(Reg. No. : 55/2011/IV)
For Excellent Expression of Brilliant Young Minds...
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Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in

Ref.No: NICE/2022/O.Le/107 Date: 17/03/22

To

Mr/Ms: D. JENIFER S/O, D/O DHANAKODI JOSEPH

Name of the College: Jamal Mohamed College (BBA)

Place : Trichy

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : 10500/- + (Allowances) 500/. : Grant Total : 11000/-

(Rupees Eleven Thousand only)

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You

Best Wishes .....

NICE EDUCATION
For Excellent Expression of Brilliant Young Minds...
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Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in
(Reg. No. : 55/2011/IV)

Ref.No: NICE/2022/O.Le/.108..Date:17/03/22

To

Mr/Ms:.....C. Divya.....S/O; D/O Chitrarasu.

Name of the College: .....Jamal Mohamed College(MCA).

Place : .....Trichy.....

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : ...12500/-..... + (Allowances) 500/. : Grant Total :..13000/-.....

(Rupees .....Thirteen Thousand only.....)

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You

Best Wishes .....

NICE EDUCATION
For Excellent Expression of Brilliant Young Minds...
(Reg. No. : 55/2011/IV)
A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST
Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in

Ref.No: NICE/2022/O.Le/.109..Date:.17/05/22

To

Mr/Ms:.....M. AAFREEN.....~~S/O~~, D/O M. MOHAMMED ALI.

Name of the College: ..Jamal.....Mohamad.....College (B.com).

Place : .....Trichy.....

SUB: **Offer Letter**

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : ....10500.-/-..... + (Allowances) 500/. : Grant Total :...11000.-/-.....

(Rupees ....Eleven Thousand only.....)

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You

Best Wishes .....

NICE EDUCATION
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Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in

(Reg. No. : 55/2011/IV)

Ref.No: NICE/2022/O.Le/110...*Date:* 17/03/22.

To

Mr/Ms: A. Mariyam Shaani **S/O, D/O** I. Abu bakkar.

Name of the College: Jamal Mohamed College (B.com)

Place : Trichy

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : 11500.-/- *+ (Allowances) 500/. : Grant Total :* 12000.-/-

(Rupees Twelve Thousand only)

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You
Best Wishes .....

NICE EDUCATION
(Reg. No. : 55/2011/IV)
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Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in

Ref.No: NICE/2022/O.Le/...111...*Date:*...17/03/22

To

Mr/Ms:....U.S.H.E.H.A.N.A.Z.....**S/O, D/O** ..U.S.A.I.N..M.E.E.Y.A.N..J.

Name of the College: ....Jamal....Mohamed....College(B.B.A).

Place : .....Trichy.....

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : ...11500.-/-..... *+ (Allowances) 500/. : Grant Total :*.....12000.-/-.....

(Rupees ....Twelve....Thousand....only.....)

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You

Best Wishes .....

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For Excellent Expression of Brilliant Young Minds...
A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST
Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in
(Reg. No. : 55/2011/IV)

Ref.No: NICE/2022/O.Le/.112..Date17/03/22

To

Mr/Ms:.....E.ANISHA.....:~~S/O~~, D/O ..A.ELIYAS.....

Name of the College: ...Jamal.....Mohamed...College.(Bio-tech).

Place : .....Trichy.....

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : ...12500.-/-..... *+ (Allowances) 500/. : Grant Total :*.....13000.-/-.....

(Rupees .....Thirteen.....Thousand.....only.....)

Other Allowances :

HRA : 1500 to 4500 /. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You

Best Wishes .....

NICE EDUCATION
(Reg. No. : 55/2011/IV)
For Excellent Expression of Brilliant Young Minds...
A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST
Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in

Ref.No: NICE/2022/O.Le/115.Date: 17/06/22.

To

Mr/Ms: Ram Jalaluddin S/O, D/O P.A.M. Jalaluddin.

Name of the College: Jamal Mohamed College (Bio-tech).

Place : Trichy.

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : 15500 *+ (Allowances) 500/. : Grant Total :* 16000/-

(Rupees Sixteen Thousand only*)*

Other Allowances :

HRA : 1500 to 4500/. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You

Best Wishes .....

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

NICE EDUCATION
For Excellent Expression of Brilliant Young Minds...
A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST
Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579
Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com
Website : www.niceeducation.in

(Reg. No. : 55/2011/IV)

Ref.No: NICE/2022/O.Le/099 Date: 17/03/22

To

Mr/Ms: AMRIN.I S/O, D/O IMRAN.S

Name of the College: Jamal Mohamed College (English) BA.

Place : Trichy

SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of **NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.**

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of **Communicative English Trainer** for the academic year 2020 -21

CTC Break Up :

Salary : 13500/- + (Allowances) 500/. : Grant Total : 14000/-

(Rupees Fourteen Thousand only)

Other Allowances :

HRA : 1500 to 4500/. + HRA Facilities : 2000 to 3000/.+ Other Allowances

Training & Supervision : 2500 to 4000/.

TOTAL CTC : .....

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of May 2022 regarding the training.

For Further details: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128)

To confirm your appointment, you are requested to drop a confirmation mail with a copy of this offer letter , your contact details to our HR department: dmitnice@gmail.com. before 10th of April 2022

Thanking You

Best Wishes .....

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

PATRA

STRICTLY PRIVATE & CONFIDENTIAL

Date: 08-Apr-2022

To,
Sujithkumar S,
coimbatore,
Tamilnadu,
India.

Dear Sujithkumar,

We are pleased to offer you the position of **Process Executive Trainee** at Patra India BPO Services Pvt. Ltd., with a start date of **11-Apr-2022 (Tentative).**

Your starting CTC will be **Rs. 176700.0 Per Annum**

We hope your careful consideration will result in a decision to join us.

Please note that this offer is conditional upon successful references.

A detailed salary structure and the employment conditions can be found in the Appointment agreement.

Kindly confirm your offer acceptance within 24 hours to **talentacquisition@patracorp.net**

We look forward to your joining and becoming a part of the Patra India BPO Services Pvt. Ltd., Family.

Authorized Signatory
Patra India BPO Services Pvt. Ltd.,

Kaustubh Avhale

Kaustubh Avhale
AGM - Human Resources

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

SALARY ANNEXURE (Benefits Monthly and Yearly)

Particulars	Per Annum (INR)	Per Month (INR)
Basic	73440.0	6120.0
HRA	43200.0	3600.0
Medical	14400.0	1200.0
Special Allowance	12960.0	1080.0
Base	144000.0	12000.0
Conveyance allowances	0.0	0.0
Canteen Concession	0.0	0.0
TA (Internet Allowances)	12000.0	1000.0
Gross	156000.0	13000.0
Deductions		
ESIC Employer Contribution @ 3.25%	5076.0	423.0
ESIC Employee Contribution @ 0.75%	1176.0	98.0
PF Employer Contribution 12% or 1800 whichever is less	12096.0	1008.0
PF Employee Contribution 12% or 1800 whichever is less	12096.0	1008.0
Take Home	142728.0	11894.0
Gratuity (4.81% of Basic)	3528.0	294.0
CTC	176700.0	14725.0

Other benefits beyond CTC
1. Performance Incentives / Bonus (Based on individual as well as company performance)
These are not guaranteed benefits and are paid at the discretion of the company (only to the active employees
2. Night Shift Allowance
3. Health Insurance (For non-ESIC employees)
4. Accident Insurance (For non-ESIC employees)
5. ESIC Health Insurance & ESIC Leave benefits (for ESIC employees)
6. Life Insurance from EPFO department (EDIL)
7 Labor welfare benefits from the Government.
*Gratuity is payable to an employee at the time of separation; only after 5 years of continuous service with the organization.

CTC: Rs. 176700.0 Per Annum

Variable Pay: All confirmed employees are paid incentives periodically based on individual as well as company performance.

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

Authorized Signatory
Patra India BPO Services Pvt. Ltd.,

Kaustubh Avhale
AGM - Human Resources

Patra India BPO Services Pvt. Ltd.,
Regd. No CIN U72200AP2007PTC052623)
D.NO: 37-5-88/1, Varun Point, Manchukonda Gardens,
Murali Nagar, Visakhapatnam - 530 007
Ph. No. +91 891 - 2550325 www.patraindia.in

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

PATRA

STRICTLY PRIVATE & CONFIDENTIAL

Date: 08-Apr-2022

To,
VIKNESHWARAJ M,
Neyveli,
Tamil Nadu,
India.

Dear VIKNESHWARAJ,

We are pleased to offer you the position of **Process Executive Trainee** at Patra India BPO Services Pvt. Ltd., with a start date of **11-Apr-2022 (Tentative).**

Your starting CTC will be **Rs. 176700.0 Per Annum**

We hope your careful consideration will result in a decision to join us.

Please note that this offer is conditional upon successful references.

A detailed salary structure and the employment conditions can be found in the Appointment agreement.

Kindly confirm your offer acceptance within 24 hours to **talentacquisition@patracorp.net**

We look forward to your joining and becoming a part of the Patra India BPO Services Pvt. Ltd., Family.

Authorized Signatory
Patra India BPO Services Pvt. Ltd.,

Kaustubh Avhale

Kaustubh Avhale
AGM - Human Resources

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

SALARY ANNEXURE (Benefits Monthly and Yearly)

Particulars	Per Annum (INR)	Per Month (INR)
Basic	73440.0	6120.0
HRA	43200.0	3600.0
Medical	14400.0	1200.0
Special Allowance	12960.0	1080.0
Base	144000.0	12000.0
Conveyance allowances	0.0	0.0
Canteen Concession	0.0	0.0
TA (Internet Allowances)	12000.0	1000.0
Gross	156000.0	13000.0
Deductions		
ESIC Employer Contribution @ 3.25%	5076.0	423.0
ESIC Employee Contribution @ 0.75%	1176.0	98.0
PF Employer Contribution 12% or 1800 whichever is less	12096.0	1008.0
PF Employee Contribution 12% or 1800 whichever is less	12096.0	1008.0
Take Home	142728.0	11894.0
Gratuity (4.81% of Basic)	3528.0	294.0
CTC	176700.0	14725.0

Other benefits beyond CTC
1. Performance Incentives / Bonus (Based on individual as well as company performance)
These are not guaranteed benefits and are paid at the discretion of the company (only to the active employees
2. Night Shift Allowance
3. Health Insurance (For non-ESIC employees)
4. Accident Insurance (For non-ESIC employees)
5. ESIC Health Insurance & ESIC Leave benefits (for ESIC employees)
6. Life Insurance from EPFO department (EDIL)
7 Labor welfare benefits from the Government.
*Gratuity is payable to an employee at the time of separation; only after 5 years of continuous service with the organization.

CTC: Rs. 176700.0 Per Annum

Variable Pay: All confirmed employees are paid incentives periodically based on individual as well as company performance.

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

Authorized Signatory
Patra India BPO Services Pvt. Ltd.,

Kaustubh Avhale
AGM - Human Resources

Patra India BPO Services Pvt. Ltd.,
Regd. No CIN U72200AP2007PTC052623)
D.NO: 37-5-88/1, Varun Point, Manchukonda Gardens,
Murali Nagar, Visakhapatnam - 530 007
Ph. No. +91 891 - 2550325 www.patraindia.in

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

Ramyas Hotels
PRIVATE LTD
Enriched hospitality
13-D/2, Williams Road, Trichy - 620 001. Tamilnadu, India. ✆ : 4000400, 2414646, 2414747
E-mail : ramyashotel@gmail.com www.ramyashotels.com

Feb 26, 2022

Appointment Letter

To

Mr. Nelson A,
No.9 B/21, Ambethkar Street,
Muthapudaiyanpatti,
Manapparai, Trichy - 620012

Dear Nelson,

With reference to your application of our interview, we are glad to provide appointment order for you to join in our esteemed concern.

Name	:	Nelson A
Department	:	Human Resource
Designation	:	HR Trainee
Date of Joining	:	Feb 28, 2022
Salary per month	:	□8,000/-
Duty timing	:	As per schedule

Best wishes for joining in our Organization.

For Ramyas Hotels Pvt. Ltd.

Lakshmi Priya C
HR Manager

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

08th June 2022

Gokul S

Dear Gokul,

We were excited to meet you and get to know you. It is our pleasure to offer you a full time position of **Operations Executive** at Sellsom, starting on **13th June 2022**.

Your annual salary will be **INR 2,35,000 (Two Lacs Thirty Five Thousand Only)**.

To confirm your acceptance of this offer, sign and date this letter and mail the copy back to us by 09th June 2022.

We look forward to having you in our team and seeing you achieve great things at Sellsom!

Sincerely,

Team Sellsom

I hereby accept the offer.

Signature

08/06/22
Date

Sellsom Technologies Pvt Ltd
414, 9th Main Road, 1st Block,
HRBR Layout, Kalyan Nagar,
Bangalore 560043
www.freeupapp.com

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

Jamal Mohamed <placement@jmc.edu>

Fwd: Offer Letter- Management Trainee

1 message

JAMAL INSTITUTE OF MANAGEMENT TRICHY <jimplacement@gmail.com> Mon, Feb 14, 2022 at 11:47 AM
To: Jamal Mohamed <placement@jmc.edu>, jamal guidance jamal <guidancejmc@yahoo.co.in>

FYI

---------- Forwarded message ---------
From: **Donic** <try.hrm@solaimalai.in>
Date: Thu, Jan 20, 2022 at 9:51 AM
Subject: Offer Letter- Management Trainee
To: <ashikhussainj2204@gmail.com>
Cc: <jimplacement@gmail.com>, Head Hr <headhr@solaimalai.in>

Dear Ashik Hussain ,

Greetings From Solaimalai Enterprises!

Congratulations! you have been Selected as Management Trainee. Below I have shared your Offer Letter , kindly Look into it and acknowledge me the same for Further process

6th Jun 2022

Dear Mr. Ashik Hussain,

SUB : LETTER OF OFFER

With reference to your application and subsequent interviews you have had with us, we are pleased to make you an offer for the position of **Management Trainee, Solaimalai Enterprises.**

Your salary compensation will be as follows

.You are kindly requested to bring attested copies of the following along with original certificates/testimonials at the time of joining:

1. Five Passport size photographs
2. Educational certificates Xerox copies
3. Address proof – Ration card/Passport/Bank Pass book latest
4. ID proof – Driving license/Adhaar card
5. Work experience proof – Relieving orders from previous College

You will be issued a letter of appointment on completing joining formalities as per Solaimalai Enterprises, policy.

Please sign and return to us the duplicate of this letter as a token of your acceptance of the above terms and conditions.

We look forward to you joining our team and hope it is the beginning of a mutually fulfilling association.

SALARY COMPENSATION:

Basic	8500
HRA	7450

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

Conveyance	3820
Medical Allowance	1250
Gross	**21020**
P.F. @ 13%	1105
Bonus	500
Liabilities	**1605**
P.F. @ 12%	1020
Deductions	**1020**
Take Home	20000
Fixed CTC	**22625**
Fuel Allowances	3500
Variable Pay *	10000
Total CTC	**36125**

Regards

DONIC REGIS. S

Divisional HR Manager

Solaimalai Enterprises

TRICHY

7448819240

Awaiting to serve you within a business day

--
Thanks & Regards,
Kumaraguru A
Placement Officer
Jamal Institute of Management,
Jamal Mohamed College (Autonomous),

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

Trichy
91766-01822

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

Jamal Mohamed <placement@jmc.edu>

Fwd: Offer Letter - Management Trainee-FM

1 message

JAMAL INSTITUTE OF MANAGEMENT TRICHY <jimplacement@gmail.com> Mon, Feb 14, 2022 at 11:48 AM
To: Jamal Mohamed <placement@jmc.edu>, jamal guidance jamal <guidancejmc@yahoo.co.in>

FYI

---------- Forwarded message ---------
From: **Donic** <try.hrm@solaimalai.in>
Date: Thu, Jan 20, 2022 at 10:04 AM
Subject: Offer Letter - Management Trainee-FM
To: <faizalmba2020@gmail.com>
Cc: <jimplacement@gmail.com>, Head Hr <headhr@solaimalai.in>

Dear Faizal,
Greetings From Solaimalai Enterprises!

Congratulations! you have been Selected as Management Trainee. Below I have shared your Offer Letter , kindly Look into it and acknowledge me the same for Further process

6th Jun 2022

Dear Mr. Faizal Ahamed F,

SUB : LETTER OF OFFER

With reference to your application and subsequent interviews you have had with us, we are pleased to make you an offer for the position of **Management Trainee, Solaimalai Enterprises.**

Your salary compensation will be as follows

.You are kindly requested to bring attested copies of the following along with original certificates/testimonials at the time of joining:

1. Five Passport size photographs
2. Educational certificates Xerox copies
3. Address proof – Ration card/Passport/Bank Pass book latest
4. ID proof – Driving license/Adhaar card
5. Work experience proof – Relieving orders from previous College

You will be issued a letter of appointment on completing joining formalities as per Solaimalai Enterprises, policy.

Please sign and return to us the duplicate of this letter as a token of your acceptance of the above terms and conditions.

We look forward to you joining our team and hope it is the beginning of a mutually fulfilling association.

SALARY COMPENSATION:

BREAK UP OF THE SALARY	
Basic	8500
HRA	7450

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

Conveyance	3820
Medical Allowance	1250
Gross	**21020**
P.F. @ 13%	1105
E.S.I. @ 3.25%	0
Bonus	500
Liabilities	**1605**
P.F. @ 12%	1020
E.S.I. @ 0.75%	0
Deductions	**1020**
Take Home	20000
Fixed CTC	**22625**
Variable Pay *	5000
Total CTC	**27625**

Regards

DONIC REGIS. S

Divisional HR Manager

Solaimalai Enterprises

TRICHY

7448819240

Awaiting to serve you within a business day

--
Thanks & Regards,
Kumaraguru A
Placement Officer

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

Jamal Institute of Management,
Jamal Mohamed College (Autonomous),
Trichy
91766-01822

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

Jamal Mohamed <placement@jmc.edu>

Fwd: Offer Letter- Management Trainee-VTL

1 message

JAMAL INSTITUTE OF MANAGEMENT TRICHY <jimplacement@gmail.com> Mon, Feb 14, 2022 at 11:48 AM
To: Jamal Mohamed <placement@jmc.edu>, jamal guidance jamal <guidancejmc@yahoo.co.in>

FYI

---------- Forwarded message ---------
From: **Donic** <try.hrm@solaimalai.in>
Date: Thu, Jan 20, 2022 at 10:11 AM
Subject: Offer Letter- Management Trainee-VTL
To: <parameshwaranb1999@gmail.com>
Cc: <jimplacement@gmail.com>, Head Hr <headhr@solaimalai.in>

Dear Parameshwaran,

Greetings From Solaimalai Enterprises!

Congratulations! you have been Selected as Management Trainee. Below I have shared your Offer Letter , kindly Look into it and acknowledge me the same for Further process

6th Jun 2022

Dear Mr. Parameshwaran,

SUB : LETTER OF OFFER

With reference to your application and subsequent interviews you have had with us, we are pleased to make you an offer for the position of **Management Trainee, Solaimalai Enterprises.**

Your salary compensation will be as follows

.You are kindly requested to bring attested copies of the following along with original certificates/testimonials at the time of joining:

1. Five Passport size photographs
2. Educational certificates Xerox copies
3. Address proof – Ration card/Passport/Bank Pass book latest
4. ID proof – Driving license/Adhaar card
5. Work experience proof – Relieving orders from previous College

You will be issued a letter of appointment on completing joining formalities as per Solaimalai Enterprises, policy.

Please sign and return to us the duplicate of this letter as a token of your acceptance of the above terms and conditions.

We look forward to you joining our team and hope it is the beginning of a mutually fulfilling association.

SALARY COMPENSATION:

-

BREAK UP OF THE SALARY	
Basic	8000

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

HRA	4111
Conveyance	2720
Medical Allowance	1250
Gross	**16081**
P.F. @ 13%	1040
E.S.I. @ 3.25%	523
Bonus	666
Liabilities	**2229**
P.F. @ 12%	960
E.S.I. @ 0.75%	121
Deductions	**1081**
Take Home	15000
Fixed CTC	**18310**
Fuel Allowances	2500
Variable Pay *	5000
Total CTC	**25810**
CTC EX VP	20810

Regards

DONIC REGIS. S

Divisional HR Manager

Solaimalai Enterprises

TRICHY

7448819240

Awaiting to serve you within a business day

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

--
Thanks & Regards,
Kumaraguru A
Placement Officer
Jamal Institute of Management,
Jamal Mohamed College (Autonomous),
Trichy
91766-01822

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

Jamal Mohamed <placement@jmc.edu>

Fwd: Offer Letter- Management Trainee - Solaimalai

1 message

JAMAL INSTITUTE OF MANAGEMENT TRICHY <jimplacement@gmail.com> Mon, Feb 14, 2022 at 11:47 AM
To: Jamal Mohamed <placement@jmc.edu>, jamal guidance jamal <guidancejmc@yahoo.co.in>

FYI

---------- Forwarded message ---------
From: **Donic** <try.hrm@solaimalai.in>
Date: Thu, Jan 20, 2022 at 9:48 AM
Subject: Offer Letter- Management Trainee
To: <santhoshnathan1923@gmail.com>
Cc: <jimplacement@gmail.com>, Head Hr <headhr@solaimalai.in>

Dear Santhoshnathan ,

Greetings From Solaimalai Enterprises!

Congratulations! you have been Selected as Management Trainee. Below I have shared your Offer Letter , kindly Look into it and acknowledge me the same for Further process

6th Jun 2022

Dear Mr. Santhoshnathan S,

SUB : LETTER OF OFFER

With reference to your application and subsequent interviews you have had with us, we are pleased to make you an offer for the position of **Management Trainee, Solaimalai Enterprises.**

Your salary compensation will be as follows

.You are kindly requested to bring attested copies of the following along with original certificates/testimonials at the time of joining:

1. Five Passport size photographs
2. Educational certificates Xerox copies
3. Address proof – Ration card/Passport/Bank Pass book latest
4. ID proof – Driving license/Adhaar card
5. Work experience proof – Relieving orders from previous College

You will be issued a letter of appointment on completing joining formalities as per Solaimalai Enterprises, policy.

Please sign and return to us the duplicate of this letter as a token of your acceptance of the above terms and conditions.

We look forward to you joining our team and hope it is the beginning of a mutually fulfilling association.

SALARY COMPENSATION:

Basic	8500

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

HRA	7450
Conveyance	3820
Medical Allowance	1250
Gross	**21020**
P.F. @ 13%	1105
Bonus	500
Liabilities	**1605**
P.F. @ 12%	1020
Deductions	**1020**
Take Home	20000
Fixed CTC	**22625**
Fuel Allowances	3500
Variable Pay *	10000
Total CTC	**36125**

Regards

DONIC REGIS. S

Divisional HR Manager

Solaimalai Enterprises

TRICHY

7448819240

Awaiting to serve you within a business day

--

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

Thanks & Regards,
Kumaraguru A
Placement Officer
Jamal Institute of Management,
Jamal Mohamed College (Autonomous),
Trichy
91766-01822

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College
Date:28-05-2022

Dear Antony Infanta.A (B.Sc. Computer Science)

Congratulations!!!

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

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

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

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

Yours sincerely,

Talent Acquisition
Sutherland

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

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College
Date:28-05-2022

Dear Ezhilarasan C (B.Sc. Information Technology)

Congratulations!!!

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

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

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

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

Yours sincerely,

Talent Acquisition
Sutherland

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc-A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College
Date:28-05-2022

Dear J. Rubina Banu (B.Sc. Information Technology)

Congratulations!!!

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

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College
Date:28-05-2022

Dear JEHIN APSAR.A (B.Com)

Congratulations!!!

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

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College
Date:28-05-2022

Dear Logamanikandan K (B.B.A.)

Congratulations!!!

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

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College
Date:28-05-2022

Dear M.MOHAMMED RIYAS (B.Com)

Congratulations!!!

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

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College
Date:28-05-2022

Dear M.MUBARAKALKABIR (B.Com)

Congratulations!!!

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

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College
Date:28-05-2022

Dear MOHAMED FAIZAL S.M (B.C.A.)

Congratulations!!!

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

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College
Date:28-05-2022

Dear Mohamed Riyaz Khan (B.Sc. Information Technology)

Congratulations!!!

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

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College
Date:28-05-2022

Dear Mohammed Thameem (B.B.A.)

Congratulations!!!

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

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College
Date:28-05-2022

Dear NIZAMDHEEN H (B.Com)

Congratulations!!!

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College
Date:28-05-2022

Dear Riyaz ahamed K. M (B.C.A.)

Congratulations!!!

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College
Date:28-05-2022

Dear Roshni N (B.B.A.)

Congratulations!!!

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College
Date:28-05-2022

Dear S.kathia begam (B.Sc. Microbiology)

Congratulations!!!

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

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College
Date:28-05-2022

Dear S.Mahadeer Mohamed (B.A. Arabic)

Congratulations!!!

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

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College
Date:28-05-2022

Dear Sai priyan G (B.Com)

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College
Date:28-05-2022

Dear SANJAY S (B.Com)

Congratulations!!!

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College
Date:28-05-2022

Dear Sathish Kumar.P (B.A. English)

Congratulations!!!

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

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College
Date:28-05-2022

Dear SHEIK ABDULLA Z (B.Com)

Congratulations!!!

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College
Date:28-05-2022

Dear SULTHAN IBRAHIM.J (B.Sc. Computer Science)

Congratulations!!!

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

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College
Date:28-05-2022

Dear U.Shehanaz (B.B.A.)

Congratulations!!!

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

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- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Yours sincerely,

Talent Acquisition
Sutherland

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

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College
Date:28-05-2022

Dear V. PRASANNA (B.Sc. Computer Science)

Congratulations!!!

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

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College
Date:28-05-2022

Dear A. FARHAAN MOHAMED (B.B.A.)

Congratulations!!!

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

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College
Date:28-05-2022

Dear A.khadhim Ismail (B.Com)

Congratulations!!!

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

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College
Date:28-05-2022

Dear Abbas (B.C.A.)

Congratulations!!!

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

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College
Date:28-05-2022

Dear Abdul Kalam. R (B.A. English)

Congratulations!!!

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

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College
Date:28-05-2022

Dear ABU FAIZAL .N A (B.C.A.)

Congratulations!!!

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College
Date:28-05-2022

Dear AFIA A (B.Sc. Information Technology)

Congratulations!!!

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

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College

Date: 23-March-2022

Dear Mohamed Musavirudeen M (B.Sc - Maths)

Congratulations!!!

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

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College
Date:23-March-2022

Dear MOHAMMED YASIN.A (Arts(B.C.A.))

Congratulations!!!

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

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College

Date: 23-March-2022

Dear Niha Sulthana A (B.Com)

Congratulations!!!

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College
Date:23-March-2022

Dear S. Pooja (Arts(B.C.A.))

Congratulations!!!

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

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College
Date:23-March-2022

Dear S.Arshiya Zarin Fathima (Arts(B.Com))

Congratulations!!!

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

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College

Date: 23-March-2022

Dear Santhosh Kumar R (B.C.A)

Congratulations!!!

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College

Date: 23-March-2022

Dear Asmaa M (B.Sc - Maths)

Congratulations!!!

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College
Date:23-March-2022

Dear HEMA SRI (Arts(B.Sc. Information Technology))

Congratulations!!!

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

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College

Date: 23-March-2022

Dear Khairun Sulaigha M (B.Sc - IT)

Congratulations!!!

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Jamal Mohamed College
Date:23-March-2022

Dear Mohamed Faisal M (Arts(B.Com))

Congratulations!!!

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

Syngene

Syngene International Limited
SEZ Unit
Biocon Special Economic Zone
Bommasandra - Jigani Link Road
Bangalore - 560 099, India
T 91 80 2808 2808
F 91 80 2808 3189
www.syngeneintl.com

Ref: S/HR/LET-OFR/45141/145889
Date: 17 June 2022

Dear Mohamed Eesa,

Congratulations and thank you for your interest in Syngene International!

We are delighted to confirm your selection on the below terms and conditions of employment with us:

Position : RESEARCH ASSOCIATE TRAINEE - DISCOVERY CHEMISTRY STA
Level : 9-I - RESEARCH ASSOCIATE TRAINEE
Location : Hyderabad
Address : Syngene International Limited, Building No. 7, 8 carved out of Plot No. 7, Survey Nos. 542, MN Park, Synergy Square 2, Genome Valley, Kolthur (V), Shameerpet (M), Medchal District, Hyderabad, Telangana – 500 079

You will be entitled to a Total Cash compensation of Rs. 313605 p.a the detailed break-up is attached as Annexure I. The policy guidelines on benefits and emoluments are enclosed in Annexure II.

This offer of employment is valid subject to confirmation of your medical fitness and satisfactory completion of reference / background verification of your credentials related to your educational and / or professional experience.

The appointment is effective from the date of your joining and we request you to join on or before 04 July 2022.

Please confirm that the terms of this offer are acceptable within three days from the date of offer or this offer shall be deemed to have been withdrawn and consequently you will not have any further claim for employment with us. It is understood that we will mutually keep this offer as **CONFIDENTIAL** till the time you are on board with us.

We are excited about many ways you will have opportunities to contribute to the success of Syngene and look forward to having a mutually beneficial association.

Best Regards,
for **Syngene International Ltd.**

Sanjeev Sukumaran
Chief Human Resource Officer

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

Syngene

ANNEXURE - I

Name : Mohamed Eesa
Position : RESEARCH ASSOCIATE TRAINEE - DISCOVERY CHEMISTRY STA
Level : 9-I

Salary Components	Annual (Rs.)	Monthly(Rs.)
Basic Salary	197040	16420
House Rent Allowance	24456	2038
Leave Travel Allowance	0	0
Flexi Allowance	0	0
Advance statutory Bonus / Ex-Gratia	39408	3284
Canteen Cost	9000	750
Gross Salary - (A)	269904	22492
Employer Contribution of PF	23640	1970
Gratuity Fund	9456	788
Employer Contribution to ESI	0	0
Statutory Contributions - (B)	33096	2758
Total Fixed Cost - (C = A+B)	303000	25250
Short Term Incentive (STI) at Target - (D)	10605	
Total Cash Compensation - (C+D)	313605	

Benefit Component	Annual Benefit Value	Features
Group Medical Insurance	200000	Covers only for Self, Spouse and two dependent children.
Group Personal Accident Insurance	1700000	Covers only self, up to a limit of Rs. 17,00,000 or two times of your Annual Fixed Pay whichever is higher

Applicable for STA's (Syngene Training Academy) only: All hires under the STA programme, are bound by the terms and obligations agreed in the **SERVICE AGREEMENT** executed at the time of joining Syngene. The candidate shall undergo training in technical and soft skill enhancement, for a period of six months from the date of joining. After successful completion of 6 months training programme, the candidates will be required to serve the company for a minimum period of 24 months (in total - 30 months). In the event the employee leaves the services of the company before expiry of 30 months, he will be liable to pay a sum of Rs.1,00,000/- (Rupees one lakh only) as liquidated damages.

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

Syngene

ANNEXURE - II

Guidelines on Emoluments / Benefits:

Company Transportation: New employees opting for company transportation would be provided this facility, depending on the availability of seats. It takes a minimum of seven (7) days for the administration team to provide transportation. They need to have at least 8 employees to introduce a new route.

- For Level 9, 10 & 11: An amount of Rs. 1,800/- will be deducted from the monthly salary, if employee avail company transport.
- For Level 8 - Car Petrol allowance will not be paid, if employee avail Company transport.
- For Level 7 & above: Car Petrol & Maintenance allowance will not be paid, if employee avail Company transport.

Short Term Incentive: Short Term Incentive (STI) will be payable based on the Company performance versus the Business plan, Departmental performance versus the annual departmental score card and the individual performance versus the objectives in your individual scorecard for the financial year. Weightages assigned to Company, Department and Individual performance for your level are as follows:

Company	Department	Individual
10%	10%	80%

STI will be paid during the annual appraisal cycle and employees who are onboard at the time of disbursement without serving notice of resignation are only eligible for STI payout. The amount will be prorated for the first year based on date of joining. Employees joining on/after November 1st in a financial year will not be entitled to STI pay-out, which is generally paid-out in June of the subsequent year.

Children Education Reimbursement: The reimbursement will be paid to the confirmed employee on production of school fee receipts at Rs. 20,000/- per child upto maximum of two children. The minimum age should be three and half years. For the first-year claim, the amount will be paid on pro-rated basis for the financial year depending on the date of joining.

Probation: Six (6) months from the date of joining. Probation can be extended on unsatisfactory performance.

Working Days: Five (5) days a week. Some departments function for six (6) days schedule also. For employees in Six day schedule, first Saturday of every month is a declared Holiday.

Office Timings: 8:15 AM to 5:15 PM for General Shift and shift schedules applicable to other employees.

Leave Eligibility: Employees are eligible for combined Casual & Sick Leave of 12 days per annum and Earned leave of 18 days per annum. The CL & SL will be credited on prorated basis from the date of joining and EL will be credited every month on pro-rated basis from the date of joining. The annual leave credit period is from April till March.

Salary Revision:

A. Employees who joins the organization on or before 31st October of current calendar year shall be eligible for salary review during the month of April of subsequent year. Employees joining later to 31st October of current year are not eligible for salary review during the subsequent year.

B. All other payments / benefits if extended by Company (other than the payment of salary as stated above and other statutory

payments or benefits payable in accordance with law from time to time), shall be subject to discretion of the Company and the same shall not be considered as your entitlement.

Syngene

Relocation Policy:

Scope: Applicable to all New Employees who are currently employed outside of their offered location and are relocating to join the Company.

Relocation Travel Reimbursement: Towards travel of Self, Spouse and 2 Children paid at actuals, travel eligibility for Levels 7 to 1: Air -Economy class; Levels 8 to 11: II a/c train fare or bus fare (whichever is lesser). All supporting Ticket / Boarding passes to be submitted for reimbursement.

Relocation Transport Reimbursement: Towards shifting of house hold goods (Packing / Loading / Unloading / Unpacking / Insurance / 1 Four or Two wheeler vehicle), Max of 1 truckload and costs will be on actuals subject to max amounts as per levels. Levels 3 to 1: At Actuals; Levels 7 to 4: Rs. 50,000/-; Levels 8 & 9: Rs. 20,000/; Levels 10 & 11: Rs. 10,000/-. The employee has to submit quotations to HR department from at least 3 movers / packers (from an approved list of vendors i.e. Prakash Packer & Movers / Leo Packer & Movers / Agrawal Packers & Movers). The final / optimal option would need to be pre-approved by HR and all supporting Bills / Quotations have to be submitted for reimbursement (CASH TRANSACTIONS WILL NOT BE ACCEPTED).

Relocation Allowance: One month's Basic will be paid as relocation allowance towards child's / children's school admissions, estate agent commission, or any miscellaneous costs.

Initial Accommodation: The Company will provide accommodation for outstation candidates in the company-leased guest houses / rooms for a period of 1 week from the date of joining. The new employee would need to inform HR at least 10 days before joining, if he / she would like to avail accommodation facility.

Claim Period: Any claims pertaining to Relocation Expenses / Allowances has to be submitted within 45 days from date of joining. Any bills submitted beyond this period (45 days) will not be eligible for reimbursement. (PLEASE NOTE SYNGENE WILL REQUIRE ONLINE TRANSACTION PROOF FOR ALL EXPENSE/RELOCATION CLAIMS, CASH TRANSACTIONS WILL NOT BE ACCEPTED)

Recovery:If the employee leaves the organization within one year of joining, all relocation expenses related to Travel Reimbursement, Transportation Reimbursement, Relocation Allowance(one month basic pay), Joining Bonus (if any), Notice Period Buyout paid by the Company will be recovered from the employee in the full and final settlement.

Note: The management reserves the right to change any policies at its own discretion and the applicability will be based on new policy. We will issue the formal appointment letter detailing the terms and conditions of employment on your joining our organization. It is understood that such terms and conditions of employment will be binding on you and you will comply with all rules, regulations and code of conduct applicable to employees of the company.

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

Syngene

Please bring the following certificates / documents (original & copies) at the time of reporting:

CERTIFICATES:

I) EDUCATIONAL

a) School Leaving- 10th & 12th Certificate
b) P.U. or Equivalent
c) Degree Certificate / Marks Sheets - Duly approved by UGC / AICTE.
d) Post Graduation Certificate / Marks Sheets
e) Any Other

II) OTHERS

a) Date of Birth Certificate / Proof
b) Experience Letter(s)/ Reliving Letter(s) (any one) – from all previous employments as mentioned in your CV.
c) Salary Slips of last 2 months
d) Copy of Form-16 & IT Acknowledgement (Last 2 years), if applicable.
e) Relieving Letter
f) Photographs : Passport Size : 4 numbers, Stamp Size : 2 numbers (Color)
g) Pan Card
h) Aadhaar Card
I) Any one document among following as latest Address Proof
* Passport, Driving License, Voter's ID card.

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

TATA

Offer: Computer Consultancy
Ref: TCSL/DT20218984293/Chennai
Date: 04/02/2022

Mr. Kidhur Mohaideen S
14-48Parakath Veedhi,
R.S.Mangalam,
Ramanthapuram-623525,
Tamil Nadu.
Tel# -

Dear Kidhur Mohaideen S,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,950/-** per month.

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

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BOUQUET OF BENEFITS (BoB)

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

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

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹3,180/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹0/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

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

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,500/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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

OTHER BENEFITS

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

HIS offers the following benefits:

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

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

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

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

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

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

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

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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

RETIRALS

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

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

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

2. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

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

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

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

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

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

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

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8. Confidentiality Agreement

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

9. Work in SBWS mode

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

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

The above terms and conditions 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.

13. TATA Code of Conduct

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

14. Notice Period

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

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

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

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qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

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

18. Background Check

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

19. Submission of Documents

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

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

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

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

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

The original documents will be returned to you after verification.

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

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

20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

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

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

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

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

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GROSS SALARY SHEET Annexure 1

Name	Kidhur Mohaideen S
Designation	Graduate Trainee
Institute Name	Jamal Mohd. College ,Trichy

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

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

##Contribution towards Employees' State Insurance borne by TCS.

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

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

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

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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10. Equitable Rights

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

11. General

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

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

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

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

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

TATA

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

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

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

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Offer: Computer Consultancy
Ref: TCSL/DT20218763267/Chennai
Date: 04/02/2022

Ms. Laavanya Balasubramanian
598 Th Street , Kurinji Nagar,
Kattur,
Trichy-620019,
Tamil Nadu.
Tel# 91-9443997282

Dear Laavanya Balasubramanian,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,950/-** per month.

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BOUQUET OF BENEFITS (BoB)

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

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

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹3,180/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹0/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

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

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,500/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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

OTHER BENEFITS

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

HIS offers the following benefits:

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

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

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

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

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

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

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

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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

RETIRALS

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

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

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

2. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

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

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

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

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

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

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8. Confidentiality Agreement

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

9. Work in SBWS mode

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

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

The above terms and conditions 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.

13. TATA Code of Conduct

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

14. Notice Period

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

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

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

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qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

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

18. Background Check

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

19. Submission of Documents

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

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

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

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

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

The original documents will be returned to you after verification.

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

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

20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

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

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

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

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Laavanya Balasubramanian**
Designation	**Graduate Trainee**
Institute Name	**Jamal Mohd. College ,Trichy**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

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

##Contribution towards Employees' State Insurance borne by TCS.

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

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

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

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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

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Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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10. Equitable Rights

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

11. General

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

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

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

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

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

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

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

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Offer: Computer Consultancy
Ref: TCSL/DT20195910740/Chennai
Date: 04/11/2021

Ms. M Rizwana Begum
7/25 Samaspiran Street, Raja Park, Trichy -08,
Near Balaji Sliks,
Tiruchirappalli-620008,
Tamil Nadu.
Tel# -9952847587

Dear M Rizwana Begum,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be **₹3,53,578/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

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

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

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

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹15,000/-** per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹6,000/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹1,035/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

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

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

PERFORMANCE PAY

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

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

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

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

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

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

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

OTHER BENEFITS

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

HIS offers the following benefits:

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

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

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

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

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

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

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

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

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

RETIRALS

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

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

TERMS AND CONDITIONS

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

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

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

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

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

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

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

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

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

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

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

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

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment,

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business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

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

10. Work in SBWS mode

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

11. Service Agreement

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

12. Overseas International Assignment Agreement

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

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

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

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

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

16. Retirement

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

17. Pre-employment Medical Certificate

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

18. Employment of Non Indian Citizens

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

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19. Background Check

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

20. Submission of Documents

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

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

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

- If you were employed, a formal Relieving letter & Experience letter from your previous employer The original documents will be returned to you after verification.

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

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

21. TCS Xperience Program

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

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

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

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

24. Compliance to all clauses

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

25. Data Privacy Clause:

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(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

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

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

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GROSS SALARY SHEET Annexure 1

Name	M Rizwana Begum
Designation	Assistant System Engineer-Trainee
Institute Name	Jamal Mohd. College ,Trichy

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	8,785	1,05,420
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
TOTAL GROSS	28,807	3,53,578
Xplore/ Learning Incentive****		Upto 60,000

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

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

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

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

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

Component Category	Monthly	Annual
House Rent Allowance	6,000	72,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	1,035	12,420
GROSS BOUQUET OF BENEFITS	8,785	1,05,420

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

TATA CONSULTANCY SERVICES
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Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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10. Equitable Rights

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

11. General

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

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

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

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

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

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

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

TATA

Offer: Computer Consultancy
Ref: TCSL/DT20218209270/Chennai
Date: 04/02/2022

Mr. Mohamed Ameen
1/325-11Satham Hussain Nagar,
Veeranam,
Tenkasi-627861,
Tamil Nadu.
Tel# 91-9994065229

Dear Mohamed Ameen,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,950/-** per month.

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BOUQUET OF BENEFITS (BoB)

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

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

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹3,180/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹0/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

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

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,500/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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

OTHER BENEFITS

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

HIS offers the following benefits:

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

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

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

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

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

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

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

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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

RETIRALS

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

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

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

2. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

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

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

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

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

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

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

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8. Confidentiality Agreement

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

9. Work in SBWS mode

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

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

The above terms and conditions 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.

13. TATA Code of Conduct

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

14. Notice Period

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

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

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

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qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

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

18. Background Check

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

19. Submission of Documents

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

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

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

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

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

The original documents will be returned to you after verification.

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

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

20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

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

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

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

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Mohamed Ameen**
Designation	**Graduate Trainee**
Institute Name	**Jamal Mohd. College ,Trichy**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

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

##Contribution towards Employees' State Insurance borne by TCS.

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

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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

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Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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10. Equitable Rights

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

11. General

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

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

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

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

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

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

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

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

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Offer: Computer Consultancy
Ref: TCSL/DT20217584725/Chennai
Date: 04/02/2022

Mr. Mohamed Eliyas Sheik Hussain
44Gandhi Street,
Subramaniyapuram,
Tiruchirappalli-620020,
Tamil Nadu.
Tel# 91-6379184954

Dear Mohamed Eliyas Sheik Hussain,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,950/-** per month.

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BOUQUET OF BENEFITS (BoB)

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

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

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹3,180/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹0/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

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

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,500/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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

OTHER BENEFITS

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

HIS offers the following benefits:

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

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

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

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

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

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

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

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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

RETIRALS

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

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

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

2. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

12. Terms and Conditions

The above terms and conditions 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.

13. TATA Code of Conduct

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

14. Notice Period

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

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

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

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qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

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

18. Background Check

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

19. Submission of Documents

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

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

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

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

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

The original documents will be returned to you after verification.

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

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

20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

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

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

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

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Mohamed Eliyas Sheik Hussain**
Designation	**Graduate Trainee**
Institute Name	**Jamal Mohd. College ,Trichy**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

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

##Contribution towards Employees' State Insurance borne by TCS.

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

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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

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Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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10. Equitable Rights

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

11. General

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

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

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

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

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

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

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

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

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Offer: Computer Consultancy
Ref: TCSL/DT20218682722/Chennai
Date: 04/02/2022

Mr. Mohamed Hajmal
74/A, 5th DrawingMullai Street , Ezhil Nagar,
Hp Gas Godown,
Trichy-620014,
Tamil Nadu.
Tel# 91-8973808664

Dear Mohamed Hajmal,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,950/-** per month.

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BOUQUET OF BENEFITS (BoB)

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

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

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹3,180/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹0/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

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

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,500/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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

OTHER BENEFITS

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

HIS offers the following benefits:

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

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

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

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

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

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

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

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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

RETIRALS

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

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

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

2. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

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This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions 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.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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5.2.1. Average percentage of placement of outgoing students during the last five years

Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Mohamed Hajmal**
Designation	**Graduate Trainee**
Institute Name	**Jamal Mohd. College ,Trichy**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. **Prior knowledge**
Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. **Use of third party material**
Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**
Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. **Working in SBWS Framework:**
Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. **Restriction on Associate's Rights**
Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. **No License**
TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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5.2.1. Average percentage of placement of outgoing students during the last five years

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Offer: Computer Consultancy
Ref: TCSL/DT20218684325/Chennai
Date: 04/02/2022

Mr. Mohamed Nabil
24/62,Fazith ManzilMackaipalayam,
Thuckalay,
Kanyakumari-629175,
Tamilnadu.
Tel# -

Dear Mohamed Nabil,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,950/-** per month.

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BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹3,180/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹0/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,500/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

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This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions 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.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Mohamed Nabil**
Designation	**Graduate Trainee**
Institute Name	**Jamal Mohd. College ,Trichy**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. **Prior knowledge**
Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. **Use of third party material**
Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**
Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. **Working in SBWS Framework:**
Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. **Restriction on Associate's Rights**
Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. **No License**
TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

Offer: Computer Consultancy
Ref: TCSL/DT20218683762/Chennai
Date: 04/02/2022

Mr. Mohamed Thahir J
30/31bChinna Arisikara Strret,
Maharnonmbu Chavady,
Thanjavur-613001,
Tamil.Nadu.
Tel# -

Dear Mohamed Thahir J,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,950/-** per month.

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BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹3,180/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹0/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,500/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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8. **Confidentiality Agreement**
As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. **Work in SBWS mode**
TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

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This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions 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.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Mohamed Thahir J**
Designation	**Graduate Trainee**
Institute Name	**Jamal Mohd. College ,Trichy**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. **Prior knowledge**
Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. **Use of third party material**
Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**
Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. **Working in SBWS Framework:**
Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. **Restriction on Associate's Rights**
Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. **No License**
TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

Offer: Computer Consultancy
Ref: TCSL/DT20218741735/Chennai
Date: 04/02/2022

Mr. Mohammed Niyas
No:66, Sara ComplexNorth Annaji Rao Road,
Roja Rice Mill,
Mettupalayam-641301,
Tamilnadu.
Tel# -

Dear Mohammed Niyas,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,950/-** per month.

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BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹3,180/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹0/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,500/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

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This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions 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.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
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5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Mohammed Niyas**
Designation	**Graduate Trainee**
Institute Name	**Jamal Mohd. College ,Trichy**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. **Prior knowledge**
Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. **Use of third party material**
Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**
Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. **Working in SBWS Framework:**
Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. **Restriction on Associate's Rights**
Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. **No License**
TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Offer: Computer Consultancy
Ref: TCSL/DT20218782958/Chennai
Date: 04/02/2022

Mr. Mohammed Usman Akthar
266Main Road,
Madathukulam,
Madathukulam-642113,
Tamilnadu.
Tel# 91-8608062747

Dear Mohammed Usman Akthar,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,950/-** per month.

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BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹3,180/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹0/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,500/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

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This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions 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.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Mohammed Usman Akthar**
Designation	**Graduate Trainee**
Institute Name	**Jamal Mohd. College ,Trichy**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. **Prior knowledge**
Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. **Use of third party material**
Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**
Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. **Working in SBWS Framework:**
Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. **Restriction on Associate's Rights**
Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. **No License**
TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

Offer: Computer Consultancy
Ref: TCSL/DT20218684801/Chennai
Date: 04/02/2022

Mr. R Muthukumar
No. 2/1 Sankari Iyer StoreMaligai Street,
Professional Courier,
Tiruchirapalli-620002,
Tamilnadu.
Tel# 91-9087406290

Dear R Muthukumar,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,950/-** per month.

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BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹3,180/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹0/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,500/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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8. **Confidentiality Agreement**
As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. **Work in SBWS mode**
TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

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This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions 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.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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5.2.1. Average percentage of placement of outgoing students during the last five years

Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**R Muthukumar**
Designation	**Graduate Trainee**
Institute Name	**Jamal Mohd. College ,Trichy**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. **Prior knowledge**
Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. **Use of third party material**
Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**
Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. **Working in SBWS Framework:**
Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. **Restriction on Associate's Rights**
Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. **No License**
TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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5.2.1. Average percentage of placement of outgoing students during the last five years

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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Offer: Computer Consultancy
Ref: TCSL/DT20218586489/Chennai
Date: 04/02/2022

Mr. Nivas D
19/8a Dhanam ApartmentKiledhar Street,
Gvn Hospital,
Trichy-620002,
Tamilnadu.
Tel# 91-7871407757

Dear Nivas D,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,950/-** per month.

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BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹3,180/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹0/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,500/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

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This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions 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.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Nivas D**
Designation	**Graduate Trainee**
Institute Name	**Jamal Mohd. College ,Trichy**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. **Prior knowledge**
Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. **Use of third party material**
Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**
Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. **Working in SBWS Framework:**
Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. **Restriction on Associate's Rights**
Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. **No License**
TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Offer: Computer Consultancy
Ref: TCSL/DT20218682136/Chennai
Date: 04/02/2022

Mr. Noor Mohamed
29Subramaniyam Nagar,
Kalif Nagar,
Pudukkottai-622001,
Tamil Nadu.
Tel# -

Dear Noor Mohamed,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,950/-** per month.

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BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹3,180/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹0/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,500/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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8. **Confidentiality Agreement**
As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. **Work in SBWS mode**
TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

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This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions 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.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Noor Mohamed**
Designation	**Graduate Trainee**
Institute Name	**Jamal Mohd. College ,Trichy**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. **Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. **Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. **Prior knowledge**
Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. **Use of third party material**
Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**
Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. **Working in SBWS Framework:**
Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. **Restriction on Associate's Rights**
Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. **No License**
TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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5.2.1. Average percentage of placement of outgoing students during the last five years

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Offer: Computer Consultancy
Ref: TCSL/DT20218479770/Chennai
Date: 04/02/2022

Ms. Princilla Mary Pusparaj
41/805th Street,
Chruch,
Trichy-620004,
Tamil Nadu.
Tel# -9500346161

Dear Princilla Mary Pusparaj,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,950/-** per month.

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BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹3,180/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹0/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,500/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

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This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions 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.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Princilla Mary Pusparaj**
Designation	**Graduate Trainee**
Institute Name	**Jamal Mohd. College ,Trichy**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. **Prior knowledge**
Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. **Use of third party material**
Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**
Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. **Working in SBWS Framework:**
Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. **Restriction on Associate's Rights**
Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. **No License**
TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

Offer: Computer Consultancy
Ref: TCSL/DT20218805422/Chennai
Date: 04/02/2022

Ms. Rabeena Habeebulla
983East Street,
Puthanatham,
Tiruchirapalli-621310,
Tamilnadu.
Tel# -

Dear Rabeena Habeebulla,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,950/-** per month.

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BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹3,180/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹0/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,500/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

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This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions 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.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Rabeena Habeebulla**
Designation	**Graduate Trainee**
Institute Name	**Others**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. **Prior knowledge**
Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. **Use of third party material**
Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**
Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. **Working in SBWS Framework:**
Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. **Restriction on Associate's Rights**
Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. **No License**
TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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5.2.1. Average percentage of placement of outgoing students during the last five years

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Offer: Computer Consultancy
Ref: TCSL/DT20217680076/Chennai
Date: 04/02/2022

Mr. Shibi Krishnaa Shibi
P 41,Thiyagarajanagar Alagappan Street Pandamangalam Woriyur Trichy-03Alagappan Street,
Aurobindo School,
Trichy-620003,
Tamilnadu.
Tel# 91-9952729215

Dear Shibi Krishnaa Shibi,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,950/-** per month.

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BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹3,180/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹0/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,500/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

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This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions 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.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Shibi Krishnaa Shibi**
Designation	**Graduate Trainee**
Institute Name	**Jamal Mohd. College ,Trichy**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. **Prior knowledge**
Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. **Use of third party material**
Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**
Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. **Working in SBWS Framework:**
Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. **Restriction on Associate's Rights**
Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. **No License**
TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

Offer: Computer Consultancy
Ref: TCSL/DT20218724408/Chennai
Date: 04/02/2022

Mr. Sivahari R
520,Kalimangalam,Avoor Post,Viralimalai TalukKalimankalam,
Avoor Post,
Pudukkottai-622515,
Tamilnadu.
Tel# 91-9443644842

Dear Sivahari R,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,950/-** per month.

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BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹3,180/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹0/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,500/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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8. **Confidentiality Agreement**
As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. **Work in SBWS mode**
TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

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This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions 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.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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5.2.1. Average percentage of placement of outgoing students during the last five years

Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Sivahari R**
Designation	**Graduate Trainee**
Institute Name	**Jamal Mohd. College ,Trichy**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. **Prior knowledge**
Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. **Use of third party material**
Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**
Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. **Working in SBWS Framework:**
Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. **Restriction on Associate's Rights**
Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. **No License**
TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

Offer: Computer Consultancy
Ref: TCSL/DT20218416332/Hyderabad
Date: 21/11/2021

Ms. Soundaryalakshmi Krishnamoorthy
No.57/5,Sri Sai Nivas2nd Main Raod,Renga Nagar,
Hostel Bus Stop,
Trichy-620021,
Tamil Nadu.
Tel# -9443825280

Dear Soundaryalakshmi Krishnamoorthy,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,950/-** per month.

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BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹3,180/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹0/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,500/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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8. **Confidentiality Agreement**
As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. **Work in SBWS mode**
TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

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This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions 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.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Soundaryalakshmi Krishnamoorthy**
Designation	**Graduate Trainee**
Institute Name	**Shrimati Indira Gandhi College, Trichy**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. **Prior knowledge**
Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. **Use of third party material**
Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**
Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. **Working in SBWS Framework:**
Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. **Restriction on Associate's Rights**
Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. **No License**
TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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Offer: Computer Consultancy
Ref: TCSL/DT20218751384/Chennai
Date: 04/02/2022

Mr. Thrivikraman G
5c Yogalakshmi AppartmentThangaiyan Street,
Near Srirangam Railway Station,
Trichy-620006,
Tamil Nadu.
Tel# 91-9543074785

Dear Thrivikraman G,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,950/-** per month.

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BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹3,180/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹0/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,500/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

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This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions 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.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Thrivikraman G**
Designation	**Graduate Trainee**
Institute Name	**Jamal Mohd. College ,Trichy**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. **Prior knowledge**
Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. **Use of third party material**
Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**
Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. **Working in SBWS Framework:**
Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. **Restriction on Associate's Rights**
Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. **No License**
TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

Offer: Computer Consultancy
Ref: TCSL/DT20218733920/Chennai
Date: 04/02/2022

Mr. Zakir Hussain I
9a/19aRajiv Gandhi Nagar,
Edamalaippatti Pudur,
Tiruchirappalli-620012,
Tamil Nadu.
Tel# 91-9443038844

Dear Zakir Hussain I,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,950/-** per month.

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BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹3,180/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹0/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,500/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

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This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions 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.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

GROSS SALARY SHEET **Annexure 1**

Name	**Zakir Hussain I**
Designation	**Graduate Trainee**
Institute Name	**Jamal Mohd. College ,Trichy**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. **Prior knowledge**
Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. **Use of third party material**
Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**
Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. **Working in SBWS Framework:**
Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. **Restriction on Associate's Rights**
Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. **No License**
TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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5.2.1. Average percentage of placement of outgoing students during the last five years

Offer: Computer Consultancy
Ref: TCSL/DT20218726153/Chennai
Date: 04/02/2022

Mr. Aravindh S
11/BSouth Dhorwpathi Amman Kovil,
Puthur,
Thiruchirapalli-620017,
Tamil Nadu.
Tel# 91-9500001626

Dear Aravindh S,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,950/-** per month.

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BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹3,180/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹0/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,500/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

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This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions 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.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Aravindh S**
Designation	**Graduate Trainee**
Institute Name	**Jamal Mohd. College ,Trichy**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. **Prior knowledge**
Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. **Use of third party material**
Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**
Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. **Working in SBWS Framework:**
Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. **Restriction on Associate's Rights**
Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. **No License**
TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20219108120/Chennai/BPS/BTN
Date:05/04/2022

Dear Ms. Arshiya Zarin Fathima,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

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Tata Consultancy Services Limited
6th Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India
Ph.: +91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click Here or use a QR code scanner from your mobile to validate the offer letter

ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20219108120/Chennai/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:

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5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

Offer: Computer Consultancy
Ref: TCSL/DT20218900873/Chennai
Date: 04/02/2022

Ms. Deepika S
80/4Karppagavinayagar 4th Street,,
Andharapatti Road,,
Musiri-621211,
Tamil Nadu.
Tel# 91-6382192918

Dear Deepika S,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,950/-** per month.

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BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹3,180/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹0/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,500/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

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This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions 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.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Deepika S**
Designation	**Graduate Trainee**
Institute Name	**Jamal Mohd. College ,Trichy**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

TATA CONSULTANCY SERVICES
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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. **Prior knowledge**
Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. **Use of third party material**
Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**
Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. **Working in SBWS Framework:**
Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. **Restriction on Associate's Rights**
Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. **No License**
TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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5.2.1. Average percentage of placement of outgoing students during the last five years

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Offer: Computer Consultancy
Ref: TCSL/DT20218686517/Chennai
Date: 04/02/2022

Ms. Fathima John N
No 112th Street Anna Nagar,
Vallam,
Thanjavur-613403,
Tamilnadu.
Tel# 91-9600750754

Dear Fathima John N,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,950/-** per month.

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BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹3,180/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹0/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,500/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

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This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions 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.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Fathima John N**
Designation	**Graduate Trainee**
Institute Name	**Jamal Mohd. College ,Trichy**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. **Prior knowledge**
Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. **Use of third party material**
Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**
Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. **Working in SBWS Framework:**
Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. **Restriction on Associate's Rights**
Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. **No License**
TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Offer: Computer Consultancy
Ref: TCSL/DT20218702828/Chennai
Date: 04/02/2022

Ms. Harini S
70/11, Dharmu ComplexRenga Nagar,
Kk Nagar Main Road,
Trichy-620021,
Tamilnadu.
Tel# -

Dear Harini S,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,950/-** per month.

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BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹3,180/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹0/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,500/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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8. **Confidentiality Agreement**
As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. **Work in SBWS mode**
TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

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This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions 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.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Harini S**
Designation	**Graduate Trainee**
Institute Name	**Jamal Mohd. College ,Trichy**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. **Prior knowledge**
Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. **Use of third party material**
Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**
Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. **Working in SBWS Framework:**
Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. **Restriction on Associate's Rights**
Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. **No License**
TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Offer: Computer Consultancy
Ref: TCSL/DT20218751328/Chennai
Date: 04/02/2022

Mr. Jayasuriya Saravanan Saravanan
12,12,Rajagobala Swamy Nagar,Mannargudi,
Annamalai Kovil Street,
Mannargudi-614001,
Tamil Nadu.
Tel# -

Dear Jayasuriya Saravanan Saravanan,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,950/-** per month.

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BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹3,180/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹0/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,500/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

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This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions 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.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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5.2.1. Average percentage of placement of outgoing students during the last five years

Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Jayasuriya Saravanan Saravanan**
Designation	**Graduate Trainee**
Institute Name	**Jamal Mohd. College ,Trichy**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. **Prior knowledge**
Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. **Use of third party material**
Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**
Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. **Working in SBWS Framework:**
Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. **Restriction on Associate's Rights**
Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. **No License**
TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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5.2.1. Average percentage of placement of outgoing students during the last five years

Offer: Computer Consultancy
Ref: TCSL/DT20218743725/Chennai
Date: 04/02/2022

Ms. Kamalavalli K B
3Pandarinadapuram,
Beemanagar,
Tiruchirappalli-620001,
Tamil Nadu.
Tel# 91-9865392313

Dear Kamalavalli K B,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,950/-** per month.

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BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹3,180/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹0/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,500/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

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This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions 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.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Kamalavalli K B**
Designation	**Graduate Trainee**
Institute Name	**Jamal Mohd. College ,Trichy**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. **Prior knowledge**
Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. **Use of third party material**
Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**
Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. **Working in SBWS Framework:**
Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. **Restriction on Associate's Rights**
Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. **No License**
TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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5.2.1. Average percentage of placement of outgoing students during the last five years

UNITED WELFARE ORGANISATION

ஐக்கியநலக்கூட்டமைப்பு (Reg:610/2011)

☐ For Info. ☐ PL Reply ☐ For Followup ☐ To Distribute ☐ For Your Comments ☐ urgent

Date .....

Appointment Letter

From
United Welfare Organisation
Chennai.

To
MOHAMED SAHUL HAMEED
250/2, Azarth street,
Silaiman, Madurai.

Dear Mohamed Sahul Hameed,

Sub: Letter Of Appointment

With reference to the discussion had with you on behalf of United Welfare Organisation, are pleased to appoint you as "**Graduate Trainees**"

We are pleased to welcome you into UNWO family. Further you will be provided Rs.10,000/- (Ten Thousand Only) on Training for first 3 months & Rs.12,000/- (Twelve Thousand Only) will be provided on your probation period for the next 3 months . Based on your performance you will confirmed with best salary as per industrial standards.

The allowances, benefits, other terms and conditions of your employment will be as per UNWO policies as applicable from time to time. Your compensation will be reviewed in future as per UNWO policy. Your date of joining in UNWO will be from **18.07.2022** you shall be on a Training & Probation period for **6 months & one day leave per month** Once again we welcome you into UNWO family and expect your utmost efforts in rendering best services to the mankind

Best Regards,

J.MOHAMED FAROOK
(GENERAL MANAGER)

10/39, First Floor, Anaikkar Complex, M.V.BadranStreet,Periamet, Chennai- 600 003, India
Tel : 044-42041130 Email : info@unwo.org URL :WWW.unwo.org

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UNITED WELFARE ORGANISATION

ஐக்கியநலக்கூட்டமைப்பு (Reg 610/2011)

☐ For Info ☐ Pl. Reply ☐ For Followup ☐ To Distribute ☐ For Your Comments ☐ urgent

Date .....

Appointment Letter

From
United Welfare Organisation
Chennai.

To

ABDUL AJEES A
611 , Pandiyamman Street ,
Ponnamaravathy(PO) , Pudukottai - 620003

Dear Abdul Ajees ,

Sub: Letter Of Appointment

With reference to the discussion had with you on behalf of United Welfare Organisation, are pleased to appoint you as "**Graduate Trainees**"

We are pleased to welcome you into UNWO family. Further you will be provided Rs 10,000/- (Ten Thousand Only) on Training for first 3 Months & Rs 12,000 - (Twelve Thousand Only) will be provided on your Probation period for the next 3 months Based on your performance you will confirmed with best salary as per industrial standards.

The allowances, benefits, other terms and conditions of your employment will be as per UNWO policies as applicable from time to time. Your compensation will be reviewed in future as per UNWO policy. Your date of joining in UNWO will be from **18.07.2022** you shall be on a Training & Probation period for **6 months & one day leave per month** Once again we welcome you into UNWO family and expect your utmost efforts in rendering best services to the mankind

Best Regards,

J.MOHAMED FAROOK
(GENERAL MANAGER)

10/39, First Floor, Anaikkar Complex, M.V.BadranStreet,Periamet, Chennai- 600 003, India
Tel : 044 42041130 Email : info@unwo.org URL :WWW.unwo.org

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UNITED WELFARE ORGANISATION

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☐ For Info. ☐ Pl. Reply ☐ For Followup ☐ To Distribute ☐ For Your Comments ☐ urgent

Date .....

Appointment Letter

From
United Welfare Organisation
Chennai

To

MOHAMED SAHEEL HASAN
354-B/4, Aysha Nagar, Dindigul Road,
Pallapatti, Karur(Dt)-639 205

Dear Mohamed Saheel Hasan,

Sub: Letter Of Appointment

With reference to the discussion had with you on behalf of United Welfare Organisation, are pleased to appoint you as "**Graduate Trainees**"

We are pleased to welcome you into UNWO family. Further you will be provided Rs 10,000/- (Ten Thousand Only) on Training for first 3 Months & Rs 12,000/- (Twelve Thousand Only) will be provided on your Probation period for the next 3 months. Based on your performance you will confirmed with best salary as per industrial standards.

The allowances, benefits, other terms and conditions of your employment will be as per UNWO policies as applicable from time to time. Your compensation will be reviewed in future as per UNWO policy. Your date of joining in UNWO will be from **01.07.2022** you shall be on a Training & probation period for **6 months & one day leave per month** Once again we welcome you into UNWO family and expect your utmost efforts in rendering best services to the mankind

Best Regards,

J.MOHAMED FAROOK
(GENERAL MANAGER)

10/39, First Floor, Anaikkar Complex, M.V.BadranStreet,Periamet, Chennai- 600 003, India
Tel : 044-42041130 Email : info@unwo.org URL :WWW.unwo.org

5.2.1. Average percentage of placement of outgoing students during the last five years

UNITED WELFARE ORGANISATION

ஐக்கியநலக்கூட்டமைப்பு (Reg 610/2011)

☐ For Info. ☐ Pl. Reply ☐ For Followup ☐ To Distribute ☐ For Your Comments ☐ urgent

Date .....

Appointment Letter

From
United Welfare Organisation
Chennai

To
USMAN AHAMED U
Door no : 2/457, 5th Ward, Middle Street,
Thiruvarur (Tk), Thiruvarur(Dt) – 611101

Dear Usman Ahamed ,

Sub: Letter Of Appointment

With reference to the discussion had with you on behalf of United Welfare Organisation, are pleased to appoint you as "**Graduate Trainees**"

We are pleased to welcome you into UNWO family. Further you will be provided Rs 10,000/- (Ten Thousand Only) on Training for first 3 months & Rs 12,000/- (Twelve Thousand Only) will be provided on your Probation period for the next 3 months. Based on your performance you will confirmed with best salary as per industrial standards.

The allowances, benefits, other terms and conditions of your employment will be as per UNWO policies as applicable from time to time. Your compensation will be reviewed in future as per UNWO policy. Your date of joining in UNWO will be from **18.07.2022** you shall be on a Training & probation period for **6 months & one day leave per month** Once again we welcome you into UNWO family and expect your utmost efforts in rendering best services to the mankind

Best Regards,

J.MOHAMED FAROOK
(GENERAL MANAGER)

10/39, First Floor, Anaikkar Complex, M.V.BadranStreet,Periamet, Chennai- 600 003, India
Tel : 044-42041130 Email : info@unwo.org URL :WWW.unwo.org

5.2.1. Average percentage of placement of outgoing students during the last five years

UNITED WELFARE ORGANISATION

ஐக்கியநலக்கழகம் (Reg 610/2011)

☐ For Info ☐ Pl. Reply ☐ For Followup ☐ To Distribute ☐ For Your Comments ☐ Urgent

Date .....

Appointment Letter

From
United Welfare Organisation
Chennai

To
KIRUBAKARAN G
67G 24, South Vaikolkara Street,
Woraiyur, Trichy - 620003

Dear Kirubakaran

Sub: Letter Of Appointment

With reference to the discussion had with you on behalf of United Welfare Organisation, are pleased to appoint you as "**Graduate Trainees**"

We are pleased to welcome you into UNWO family. Further you will be provided Rs 10,000 - (Ten Thousand Only) on Training for first 3 Months & Rs 12,000 - (Twelve Thousand Only) will be provided on your Probation period for the next 3 months. Based on your performance you will confirmed with best salary as per industrial standards

The allowances, benefits, other terms and conditions of your employment will be as per UNWO policies as applicable from time to time. Your compensation will be reviewed in future as per UNWO policy. Your date of joining in UNWO will be from **01.07.2022** you shall be on a Training & probation period for **6 months & one day leave per month** Once again we welcome you into UNWO family and expect your utmost efforts in rendering best services to the mankind

Best Regards,

J MOHAMED FAROOK
(GENERAL MANAGER)

10/39, First Floor, Anaikkar Complex, M.V.Badran Street, Periamet, Chennai 600 003, India
Tel 044 42041130 Email URL WWW.unwo.org

5.2.1. Average percentage of placement of outgoing students during the last five years

UNITED WELFARE ORGANISATION

ஐக்கியநலக்கூட்டமைப்பு (Reg:610/2011)

☐ For Info. ☐ Pl. Reply ☐ For Followup ☐ To Distribute ☐ For Your Comments ☐ urgent

Date .....

Appointment Letter

From
United Welfare Organisation
Chennai

To
FRANKLIN JOSWA L
17/F , Paramasivam Street,
Mela kalkandar kottai , Trichy - 620011

Dear Franklin Joswa

Sub: Letter Of Appointment

With reference to the discussion had with you on behalf of United Welfare Organisation, are pleased to appoint you as "**Graduate Trainees**"

We are pleased to welcome you into UNWO family. Further you will be provided Rs.10,000/- (Ten Thousand Only) on Training for first 3 Months & Rs.12,000/- (Twelve Thousand Only) will be provided on your Probation period for the next 3 months . Based on your performance you will confirmed with best salary as per industrial standards.

The allowances, benefits, other terms and conditions of your employment will be as per UNWO policies as applicable from time to time. Your compensation will be reviewed in future as per UNWO policy. Your date of joining in UNWO will be from **01.07.2022** you shall be on a Training & Probation period for **6 months & one day leave per month** Once again we welcome you into UNWO family and expect your utmost efforts in rendering best services to the mankind

Best Regards,

J.MOHAMED FAROOK
(GENERAL MANAGER)

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Tel : 044-42041130 Email : info@unwo.org URL :WWW.unwo.org

5.2.1. Average percentage of placement of outgoing students during the last five years

VDart

HR Ref No. VGCO202257

Campus Trainee Offer Letter

23 Mar 2022

Dear Mohamed Suhaib.A

Congratulations! Greetings from the VDart Group. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

The location of your initial reporting for training will be at at VDart Inc, No 30/1, Chennai Bye-Pass Road, Mannarpuram, Trichy – 620020.. Your training commences on **July'2022**, and you would be reporting to the Training Manager Ibrahim.

You would undergo **6 weeks of Training & Budding wherein 3 weeks will be in Day Shift and remaining 3 weeks in US shift. On Successful Completion** of Training & Budding **you are eligible for a Stipend Payout of Rs.6,000/-** also you will be hired as a **Trainee Recruiter** on rolls with VDart Group with **Annual CTC** of **Rs 2,25,000/- per annum, (Two Lakh Twenty-Five Thousand Only).**

*** Training period may extend time to time considering the current pandemic situation and Business requirement**

On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training, and the contractual obligation to be with VDart Group.

This is the **Provisional Trainee Offer letter** and the **Formal Offer / Appointment Orde**r with terms of your employment will be sent to you on your joining date.

We congratulate you and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Please sign the duplicate copy of the letter as a token of your acceptance and return it to us for office records.

Yours Sincerely,

R. Mohana

Mohana Sundaram
Assistant General Manager – HR

40, RAJA COLONY, 4th CROSS COLLECTOR'S OFFICE ROAD, TRICHY – 620001, PH – 0431 4241441

5.2.1. Average percentage of placement of outgoing students during the last five years

VDart

HR Ref No. VGCO202258

Campus Trainee Offer Letter

23 Mar 2022

Dear Noor Mohamed B

Congratulations! Greetings from the VDart Group. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

The location of your initial reporting for training will be at at VDart Inc, No 30/1, Chennai Bye-Pass Road, Mannarpuram, Trichy – 620020.. Your training commences on **July'2022**, and you would be reporting to the Training Manager Ibrahim.

You would undergo **6 weeks of Training & Budding wherein 3 weeks will be in Day Shift and remaining 3 weeks in US shift. On Successful Completion** of Training & Budding **you are eligible for a Stipend Payout of Rs.6,000/-** also you will be hired as a **Trainee Recruiter** on rolls with VDart Group with **Annual CTC** of **Rs 2,25,000/- per annum, (Two Lakh Twenty-Five Thousand Only).**

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Yours Sincerely,

R. Mohan

Mohana Sundaram
Assistant General Manager – HR

40, RAJA COLONY, 4th CROSS COLLECTOR'S OFFICE ROAD, TRICHY – 620001, PH – 0431 4241441

5.2.1. Average percentage of placement of outgoing students during the last five years

VDart

HR Ref No. VGCO202259

Campus Trainee Offer Letter

23 Mar 2022

Dear Rubina Banu. J

Congratulations! Greetings from the VDart Group. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

The location of your initial reporting for training will be at at VDart Inc, No 30/1, Chennai Bye-Pass Road, Mannarpuram, Trichy – 620020.. Your training commences on **July'2022**, and you would be reporting to the Training Manager Ibrahim.

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Yours Sincerely,

R. Mohana

Mohana Sundaram
Assistant General Manager – HR

40, RAJA COLONY, 4th CROSS COLLECTOR'S OFFICE ROAD, TRICHY – 620001, PH – 0431 4241441

5.2.1. Average percentage of placement of outgoing students during the last five years

VDart

HR Ref No. VGCO202260

Campus Trainee Offer Letter

23 Mar 2022

Dear Mohammed Riswan. A

Congratulations! Greetings from the VDart Group. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

The location of your initial reporting for training will be at at VDart Inc, No 30/1, Chennai Bye-Pass Road, Mannarpuram, Trichy – 620020.. Your training commences on **July'2022**, and you would be reporting to the Training Manager Ibrahim.

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Yours Sincerely,

R. Mohan

Mohana Sundaram
Assistant General Manager – HR

40, RAJA COLONY, 4th CROSS COLLECTOR'S OFFICE ROAD, TRICHY – 620001, PH – 0431 4241441

5.2.1. Average percentage of placement of outgoing students during the last five years

VDart

HR Ref No. VGCO202261

Campus Trainee Offer Letter

23 Mar 2022

Dear Syed Navaskhan M

Congratulations! Greetings from the VDart Group. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

The location of your initial reporting for training will be at at VDart Inc, No 30/1, Chennai Bye-Pass Road, Mannarpuram, Trichy – 620020.. Your training commences on **July'2022**, and you would be reporting to the Training Manager Ibrahim.

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Yours Sincerely,

R. Mohan

Mohana Sundaram
Assistant General Manager – HR

40, RAJA COLONY, 4th CROSS COLLECTOR'S OFFICE ROAD, TRICHY – 620001, PH – 0431 4241441

5.2.1. Average percentage of placement of outgoing students during the last five years

VDart

HR Ref No. VGCO202262

Campus Trainee Offer Letter

23 Mar 2022

Dear Divya.C

Congratulations! Greetings from the VDart Group. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

The location of your initial reporting for training will be at at VDart Inc, No 30/1, Chennai Bye-Pass Road, Mannarpuram, Trichy – 620020.. Your training commences on **July'2022**, and you would be reporting to the Training Manager Ibrahim.

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Please sign the duplicate copy of the letter as a token of your acceptance and return it to us for office records.

Yours Sincerely,

R. Mohan

Mohana Sundaram
Assistant General Manager – HR

40, RAJA COLONY, 4th CROSS COLLECTOR'S OFFICE ROAD, TRICHY – 620001, PH – 0431 4241441

5.2.1. Average percentage of placement of outgoing students during the last five years

VDart

HR Ref No. VGCO202263

Campus Trainee Offer Letter

23 Mar 2022

Dear Santhosh Kumar S

Congratulations! Greetings from the VDart Group. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

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Please sign the duplicate copy of the letter as a token of your acceptance and return it to us for office records.

Yours Sincerely,

R. Mohan

Mohana Sundaram
Assistant General Manager – HR

40, RAJA COLONY, 4th CROSS COLLECTOR'S OFFICE ROAD, TRICHY – 620001, PH – 0431 4241441

5.2.1. Average percentage of placement of outgoing students during the last five years

VDart

HR Ref No. VGCO202264

Campus Trainee Offer Letter

23 Mar 2022

Dear Abdul Rahman Mohamed Aathil R

Congratulations! Greetings from the VDart Group. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

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Please sign the duplicate copy of the letter as a token of your acceptance and return it to us for office records.

Yours Sincerely,

R. Mohana

Mohana Sundaram
Assistant General Manager – HR

40, RAJA COLONY, 4th CROSS COLLECTOR'S OFFICE ROAD, TRICHY – 620001, PH – 0431 4241441

5.2.1. Average percentage of placement of outgoing students during the last five years

VDart

HR Ref No. VGCO202265

Campus Trainee Offer Letter

23 Mar 2022

Dear Mohammed Imthiyas. S

Congratulations! Greetings from the VDart Group. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

The location of your initial reporting for training will be at at VDart Inc, No 30/1, Chennai Bye-Pass Road, Mannarpuram, Trichy – 620020.. Your training commences on **July'2022**, and you would be reporting to the Training Manager Ibrahim.

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Please sign the duplicate copy of the letter as a token of your acceptance and return it to us for office records.

Yours Sincerely,

R. Mohana

Mohana Sundaram
Assistant General Manager – HR

40, RAJA COLONY, 4th CROSS COLLECTOR'S OFFICE ROAD, TRICHY – 620001, PH – 0431 4241441

5.2.1. Average percentage of placement of outgoing students during the last five years

VDart

HR Ref No. VGCO202266

Campus Trainee Offer Letter

23 Mar 2022

Dear Hasan Ahamed M G

Congratulations! Greetings from the VDart Group. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

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Please sign the duplicate copy of the letter as a token of your acceptance and return it to us for office records.

Yours Sincerely,

R. Mohan

Mohana Sundaram
Assistant General Manager – HR

40, RAJA COLONY, 4th CROSS COLLECTOR'S OFFICE ROAD, TRICHY – 620001, PH – 0431 4241441

5.2.1. Average percentage of placement of outgoing students during the last five years

VDart

HR Ref No. VGCO202267

Campus Trainee Offer Letter

23 Mar 2022

Dear Mohammed Adhil A

Congratulations! Greetings from the VDart Group. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

The location of your initial reporting for training will be at at VDart Inc, No 30/1, Chennai Bye-Pass Road, Mannarpuram, Trichy – 620020.. Your training commences on **July'2022**, and you would be reporting to the Training Manager Ibrahim.

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Yours Sincerely,

R. Mohana

Mohana Sundaram
Assistant General Manager – HR

40, RAJA COLONY, 4th CROSS COLLECTOR'S OFFICE ROAD, TRICHY – 620001, PH – 0431 4241441

5.2.1. Average percentage of placement of outgoing students during the last five years

VDart

HR Ref No. VGCO202268

Campus Trainee Offer Letter

23 Mar 2022

Dear Sabari Shaan R

Congratulations! Greetings from the VDart Group. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

The location of your initial reporting for training will be at at VDart Inc, No 30/1, Chennai Bye-Pass Road, Mannarpuram, Trichy – 620020.. Your training commences on **July'2022**, and you would be reporting to the Training Manager Ibrahim.

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Yours Sincerely,

R. Mohan

Mohana Sundaram
Assistant General Manager – HR

40, RAJA COLONY, 4th CROSS COLLECTOR'S OFFICE ROAD, TRICHY – 620001, PH – 0431 4241441

5.2.1. Average percentage of placement of outgoing students during the last five years

VDart

HR Ref No. VGCO202269

Campus Trainee Offer Letter

23 Mar 2022

Dear Sanjay Varmal

Congratulations! Greetings from the VDart Group. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

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You would undergo **6 weeks of Training & Budding wherein 3 weeks will be in Day Shift and remaining 3 weeks in US shift. On Successful Completion** of Training & Budding **you are eligible for a Stipend Payout of Rs.6,000/-** also you will be hired as a **Trainee Recruiter** on rolls with VDart Group with **Annual CTC** of **Rs 2,25,000/- per annum, (Two Lakh Twenty-Five Thousand Only).**

*** Training period may extend time to time considering the current pandemic situation and Business requirement**

On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training, and the contractual obligation to be with VDart Group.

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Please sign the duplicate copy of the letter as a token of your acceptance and return it to us for office records.

Yours Sincerely,

R. Mohan

Mohana Sundaram
Assistant General Manager – HR

40, RAJA COLONY, 4th CROSS COLLECTOR'S OFFICE ROAD, TRICHY – 620001, PH – 0431 4241441

5.2.1. Average percentage of placement of outgoing students during the last five years

VDart

HR Ref No. VGCO202270

Campus Trainee Offer Letter

23 Mar 2022

Dear Sabeer Ibrahim S

Congratulations! Greetings from the VDart Group. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

The location of your initial reporting for training will be at at VDart Inc, No 30/1, Chennai Bye-Pass Road, Mannarpuram, Trichy – 620020.. Your training commences on **July'2022**, and you would be reporting to the Training Manager Ibrahim.

You would undergo **6 weeks of Training & Budding wherein 3 weeks will be in Day Shift and remaining 3 weeks in US shift. On Successful Completion** of Training & Budding **you are eligible for a Stipend Payout of Rs.6,000/-** also you will be hired as a **Trainee Recruiter** on rolls with VDart Group with **Annual CTC** of **Rs 2,25,000/- per annum, (Two Lakh Twenty-Five Thousand Only).**

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R. Mohan

Mohana Sundaram
Assistant General Manager – HR

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5.2.1. Average percentage of placement of outgoing students during the last five years

VDart

HR Ref No. VGCO202271

Campus Trainee Offer Letter

23 Mar 2022

Dear Mohamed Faisal M

Congratulations! Greetings from the VDart Group. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

The location of your initial reporting for training will be at at VDart Inc, No 30/1, Chennai Bye-Pass Road, Mannarpuram, Trichy – 620020.. Your training commences on **July'2022**, and you would be reporting to the Training Manager Ibrahim.

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Yours Sincerely,

R. Mohana

Mohana Sundaram
Assistant General Manager – HR

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5.2.1. Average percentage of placement of outgoing students during the last five years

VDart

HR Ref No. VGCO202272

Campus Trainee Offer Letter

23 Mar 2022

Dear Mohamed Salman Ali R

Congratulations! Greetings from the VDart Group. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

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Mohana Sundaram
Assistant General Manager – HR

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5.2.1. Average percentage of placement of outgoing students during the last five years

VDart

HR Ref No. VGCO202273

Campus Trainee Offer Letter

23 Mar 2022

Dear Sanofar Ganam S

Congratulations! Greetings from the VDart Group. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

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Mohana Sundaram
Assistant General Manager – HR

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5.2.1. Average percentage of placement of outgoing students during the last five years

VDart

HR Ref No. VGCO202274

Campus Trainee Offer Letter

23 Mar 2022

Dear Abdul Hakeem S

Congratulations! Greetings from the VDart Group. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

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5.2.1. Average percentage of placement of outgoing students during the last five years

VDart

HR Ref No. VGCO202275

Campus Trainee Offer Letter

23 Mar 2022

Dear Thanu Vasan S

Congratulations! Greetings from the VDart Group. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

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Yours Sincerely,

R. Mohan

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Assistant General Manager – HR

40, RAJA COLONY, 4th CROSS COLLECTOR'S OFFICE ROAD, TRICHY – 620001, PH – 0431 4241441

5.2.1. Average percentage of placement of outgoing students during the last five years

VDart

HR Ref No. VGCO202276

Campus Trainee Offer Letter

23 Mar 2022

Dear S Mohamed Shaffeq

Congratulations! Greetings from the VDart Group. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

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5.2.1. Average percentage of placement of outgoing students during the last five years

VDart

HR Ref No. VGCO202277

Campus Trainee Offer Letter

23 Mar 2022

Dear A Abdul Shabeer Ahmed

Congratulations! Greetings from the VDart Group. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

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Assistant General Manager – HR

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5.2.1. Average percentage of placement of outgoing students during the last five years

VDart

HR Ref No. VGCO202278

Campus Trainee Offer Letter

23 Mar 2022

Dear Asan Mohamed M

Congratulations! Greetings from the VDart Group. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

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Mohana Sundaram
Assistant General Manager – HR

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5.2.1. Average percentage of placement of outgoing students during the last five years

VDart

HR Ref No. VGCO202279

Campus Trainee Offer Letter

23 Mar 2022

Dear Shakeel Akthar K

Congratulations! Greetings from the VDart Group. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

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Mohana Sundaram
Assistant General Manager – HR

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5.2.1. Average percentage of placement of outgoing students during the last five years

VDart

HR Ref No. VGCO202280

Campus Trainee Offer Letter

23 Mar 2022

Dear M Imran Kaleel

Congratulations! Greetings from the VDart Group. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

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Assistant General Manager – HR

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5.2.1. Average percentage of placement of outgoing students during the last five years

VDart

HR Ref No. VGCO202281

Campus Trainee Offer Letter

23 Mar 2022

Dear Mohammed Anas M

Congratulations! Greetings from the VDart Group. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

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5.2.1. Average percentage of placement of outgoing students during the last five years

VDart

HR Ref No. VGCO202282

Campus Trainee Offer Letter

23 Mar 2022

Dear Kumaran S

Congratulations! Greetings from the VDart Group. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

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Assistant General Manager – HR

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5.2.1. Average percentage of placement of outgoing students during the last five years

VDart

HR Ref No. VGCO202283

Campus Trainee Offer Letter

23 Mar 2022

Dear Shahil Arshath S

Congratulations! Greetings from the VDart Group. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

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5.2.1. Average percentage of placement of outgoing students during the last five years

VDart

HR Ref No. VGCO202284

Campus Trainee Offer Letter

23 Mar 2022

Dear Sheik Abdullah J

Congratulations! Greetings from the VDart Group. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

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We congratulate you and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Please sign the duplicate copy of the letter as a token of your acceptance and return it to us for office records.

Yours Sincerely,

R. Mohana

Mohana Sundaram
Assistant General Manager – HR

40, RAJA COLONY, 4th CROSS COLLECTOR'S OFFICE ROAD, TRICHY – 620001, PH – 0431 4241441

5.2.1. Average percentage of placement of outgoing students during the last five years

VDart

HR Ref No. VGCO202285

Campus Trainee Offer Letter

23 Mar 2022

Dear Mohamed Aslam S

Congratulations! Greetings from the VDart Group. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

The location of your initial reporting for training will be at at VDart Inc, No 30/1, Chennai Bye-Pass Road, Mannarpuram, Trichy – 620020.. Your training commences on **July'2022**, and you would be reporting to the Training Manager Ibrahim.

You would undergo **6 weeks of Training & Budding wherein 3 weeks will be in Day Shift and remaining 3 weeks in US shift. On Successful Completion** of Training & Budding **you are eligible for a Stipend Payout of Rs.6,000/-** also you will be hired as a **Trainee Recruiter** on rolls with VDart Group with **Annual CTC** of **Rs 2,25,000/- per annum, (Two Lakh Twenty-Five Thousand Only).**

*** Training period may extend time to time considering the current pandemic situation and Business requirement**

On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training, and the contractual obligation to be with VDart Group.

This is the **Provisional Trainee Offer letter** and the **Formal Offer / Appointment Orde**r with terms of your employment will be sent to you on your joining date.

We congratulate you and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Please sign the duplicate copy of the letter as a token of your acceptance and return it to us for office records.

Yours Sincerely,

R. Mohana

Mohana Sundaram
Assistant General Manager – HR

40, RAJA COLONY, 4th CROSS COLLECTOR'S OFFICE ROAD, TRICHY – 620001, PH – 0431 4241441

5.2.1. Average percentage of placement of outgoing students during the last five years

VERITAS FINANCE

Date:22ND MAR 2022

Mr. MANISH MURALI NAIR
76,SATHYA SAI NAGAR
UYAKONDAN THIRUMALAI,RENGA NAGAR,
WEST EXTN,TIRUCHIRAPPALLI,
TAMIL NADU - 620017

Dear MANISH MURALI NAIR ,

OFFER/APPOINTMENT LETTER

Welcome to Veritas!

This letter refers to the discussion we had and further to our offer dated **22.03.2022.** We are pleased to appoint you as **MANAGEMENT TRAINEE - IT** in Grade **L1.**You would have a compensation of **Rs. 4,16,600 P.A. (Rupees Four Lakh Sixteen Thousand Six Hundred Only)** as per the details of Annexure 1 of this appointment. Your initial posting would be in **HEAD OFFICE** which is however transferable at the discretion of management to any of our branch/offices across the country.

We are indeed happy that you have chosen to be part of Veritas in its journey to become a best in class organization which is focused on making a true impact on the lives of millions associated with the micro small and medium enterprises, who actually build the nation. Veritas has been started with the primary intention of reaching out to the unreached in the informal sector. We are confident that your career at Veritas would be highly challenging and truly rewarding.

Your appointment is subject to the following terms and conditions

1. You will be on probation for a period of six months from the date of your joining. Your appointment will be confirmed on expiry of your probationary period, subject to your performance being satisfactory, this period may be extended if considered necessary by the management.
2. Your remuneration consisting of Basic, HRA and allowances as per Annexure -1 attached herewith forms part of this appointment letter.'
3. You would be eligible to avail the medical benefits of the company mentioned as below effecting from your date of joining.
    - Group Personal Accident Insurance.
    - ESI or Group Medical Insurance for Self & Family (as applicable)
    - Group Term Life Insurance.
4. During the term of employment, you shall be

Veritas Finance Private Limited
SKCL Central Square 1, South Wing, 1 Floor, Unit # C28-C35, Cipet Road,
Thiru Vi Ka Industrial Estate, Guindy, Chennai - 600 032.
CIN : U65923TN2015PTC100328
: 044 4615 0011
: www.veritasfin.in
: customercare@veritasfin.in

5.2.1. Average percentage of placement of outgoing students during the last five years

VERITAS FINANCE

a. Involved and devote all your time and attention exclusively to the business and affairs of the company and should not engage in any activity or business or course either full time or part time, except with the written consent of the company.

b. Required to keep as confidential all business and trade information, company information, performance details and transactions that you might come across during your employment in the organization.

c. Not engage in any activity, directly or indirectly, which would affect or hinder or is harmful, to the organization.

5. You are expected to join us latest 30 days from the date of appointment letter after which date, the offer would automatically expire unless extended in writing by the Company. You are requested to send us your acceptance within 15 days of the date of issue of this offer after which this offer will lapse.

6. Please note that this letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within 15 days from issue of this letter.

7. Notwithstanding the clause above, if at any time, in the opinion of the company, which shall be final, you are found guilty of dishonesty, disorderly behavior and found to be negligent, disobedient or absenting from duty without any valid reason, or found guilty of any conduct which is considered to be detrimental to the company or in violation of one or more terms of the employment your services are liable to be terminated without any notice.
You are required to submit your acceptance by signing the duplicate copy of this appointment letter.

8. You are required to read, understand and submit your acceptance by signing the General Service Conditions in Annexure 2 of this appointment.
We welcome and look forward to a long association with Veritas in its journey to make a meaningful difference in the lives of millions of micro enterprises!

Yours Sincerely

Kumareshan Sivam
Senior Vice President-HR

Accepted

MANISH MURALI NAIR

Veritas Finance Private Limited
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5.2.1. Average percentage of placement of outgoing students during the last five years

VERITAS FINANCE

Annexure – 1

SALARY BREAK UP DETAILS

Name of the Employee	MANISH MURALI NAIR	
Grade	L1	
Designation	MANAGEMENT TRAINEE - IT	
Location	HEAD OFFICE	
COMPENSATION DETAILS	MONTHLY	ANNUAL
BASIC	12,000	1,44,000
HRA	6,000	72,000
MEDICAL REIMBURSEMENT	1,250	15,000
LTA	2,500	30,000
SPECIAL ALLOWANCE	8,250	99,000
GROSS SALARY	30,000	3,60,000
EMPLOYER PF	1800	21,600
PERFORMANCE BONUS		35,000
TOTAL COST TO COMPANY	31,800	4,16,600
Less - EMPLOYER PF	1,800	21,600
Less - EMPLOYEE PF	1,800	21,600
TAKE HOME PAY	28200	338400

* Professional Tax will be deducted as applicable
* Gratuity will be paid as per Payment of Gratuity Act 1972

Yours Sincerely

Kumareshan Sivam

Senior Vice President-HR

Accepted

MANISH MURALI NAIR

Veritas Finance Private Limited
SREI Central Square 1, South Wing, 1 Floor, Unit # C28 C35, Ojot Road,
Thiru Vi Ka Industrial Estate, Guindy, Chennai - 600 032.
CIN : U65923TN2015PTC100328

T : 044 4615 0011
W : www.veritasfin.in
E : customercare@veritasfin.in

5.2.1. Average percentage of placement of outgoing students during the last five years

DELLA IT SERVICES PVT LTD

To,

Date: 05-04-2022

The Principal

Jamal Mohamed College,

Trichy.

Respected Sir,

Sub: Campus Recruitment Drive – Selected Candidates List

We are pleased to extend the following offer of employment to the following candidates who has been selected on the Campus Recruitment Drive held on 28th March 2022. We request you to kindly inform the below candidates about their interview status and we will shortly issue their offer letters to the Placement Head.

Department	Name
B. Com	1. M. ABDUL RAZACK 2. IJAS AHMED 3. A ABDUL SHABEER AHMED 4. S IMRAN MAHATHI 5. V ARUN KUMAR
B.A. English	6. R. KALAKAND SAAKYA
BCA	7. R SABARI SHAAN 8. K HARIHARAN 9. S.A MOHAMMED USAITH 10. ABDUL HAKEEM 11. N MOHAMED REYAS 12. S. VENKATESH BABU 13. R. SRIVARSAN 14. R SANTHOSH KUMAR 15. S POOJA 16. SUMAIYA MARIYAM
BSC IT	17. H. MOHAMED IBRAHIM 18. A NASREEN

Office #9, ELCOT - IT Business Park, Navalpattu, Trichy, Tamil Nadu- 620016
Email: enquiry@dellainfotech.com
Ph: 0431 - 6999921
www.dellainfotech.com

5.2.1. Average percentage of placement of outgoing students during the last five years

DELLA IT SERVICES PVT LTD

BSc. Maths	19. M MOHAMED MUSAVIRUDEEN 20. M. ASMAA
BSc. Physics	21. U USMAN AHMED
MBA	22. H MOHAMED MARZUK
M.Com	23. AHAMED NAUFAL 24. VETHIS MURUGAN 25. D VINITHA
MSC.CS	26. S. NIZAR AHAMED 27. S UMAR
MSc. Maths	28. K KEERTHANA
MSc. Physics	29. N.R.C HAREE 30. R. CHINNAIAH

We take this opportunity to Congratulate you on the success of your students and for the opportunity given to us to come for the campus placement.

Thanks & Regards,

Mark Peters

Director – HR & Operations

Office #9, ELCOT - IT Business Park, Navalpattu, Trichy, Tamil Nadu- 620016
Email: enquiry@dellainfotech.com
Ph: 0431 - 6999921 www.dellainfotech.com

5.2.1. Average percentage of placement of outgoing students during the last five years

January 31, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Sabihah kather,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of

5.2.1. Average percentage of placement of outgoing students during the last five years

the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renawal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the

5.2.1. Average percentage of placement of outgoing students during the last five years

relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

5.2.1. Average percentage of placement of outgoing students during the last five years

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

5.2.1. Average percentage of placement of outgoing students during the last five years

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain

all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online

5.2.1. Average percentage of placement of outgoing students during the last five years

assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

5.2.1. Average percentage of placement of outgoing students during the last five years

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Sabihah kather, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

a. validating my application form and retaining records on the same for any future reference/verification;

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the

5.2.1. Average percentage of placement of outgoing students during the last five years

Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee

5.2.1. Average percentage of placement of outgoing students during the last five years

with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

☑ Accept ☐ Decline

☑ **Signature** Sabihah kather 31/1/2022 9:41 PM
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

23285859

5.2.1. Average percentage of placement of outgoing students during the last five years

March 23, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear SAFEEK B,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic

5.2.1. Average percentage of placement of outgoing students during the last five years

program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renawal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month

salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

5.2.1. Average percentage of placement of outgoing students during the last five years

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the

5.2.1. Average percentage of placement of outgoing students during the last five years

sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

5.2.1. Average percentage of placement of outgoing students during the last five years

iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

5.2.1. Average percentage of placement of outgoing students during the last five years

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I SAFEEK B, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

a. validating my application form and retaining records on the same for any future reference/verification;

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus

5.2.1. Average percentage of placement of outgoing students during the last five years

Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

5.2.1. Average percentage of placement of outgoing students during the last five years

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

☑ Accept ☐ Decline

☑ **Signature** SAFEEK B 23/3/2022 1:16 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

24110491

5.2.1. Average percentage of placement of outgoing students during the last five years

February 18, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear SALMAN S,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic

5.2.1. Average percentage of placement of outgoing students during the last five years

program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renawal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month

salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

5.2.1. Average percentage of placement of outgoing students during the last five years

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the

5.2.1. Average percentage of placement of outgoing students during the last five years

sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

5.2.1. Average percentage of placement of outgoing students during the last five years

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I SALMAN S, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

a. validating my application form and retaining records on the same for any future reference/verification;

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus

5.2.1. Average percentage of placement of outgoing students during the last five years

Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

5.2.1. Average percentage of placement of outgoing students during the last five years

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

☑ Accept ☐ Decline

☑ **Signature** SALMAN S 18/2/2022 7:53 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

23817583

5.2.1. Average percentage of placement of outgoing students during the last five years

February 22, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear SRI PRIYAVARTHINI MURALITHARAN,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic

5.2.1. Average percentage of placement of outgoing students during the last five years

program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renawal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month

salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

5.2.1. Average percentage of placement of outgoing students during the last five years

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the

5.2.1. Average percentage of placement of outgoing students during the last five years

sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

5.2.1. Average percentage of placement of outgoing students during the last five years

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I SRI PRIYAVARTHINI MURALITHARAN, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

a. validating my application form and retaining records on the same for any future reference/verification;

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus

Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

5.2.1. Average percentage of placement of outgoing students during the last five years

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

☑ Accept ☐ Decline

☑ **Signature** SRI PRIYAVARTHINI MURALITHARAN 22/2/2022 10:33 AM
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

23264631

5.2.1. Average percentage of placement of outgoing students during the last five years

Submit & Print

February 2, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, DoddaKannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Thrivikraman .,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

5.2.1. Average percentage of placement of outgoing students during the last five years

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-.** You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-.** This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renawal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	
First year	**15000**	
Second year	**17000**	
Third year	**19000**	
Fourth year	**23000**	

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before

joining the program ("Training Agreement").

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester (8^{th} semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any

independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

   a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

   b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

   c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

   d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association

with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment.

It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial

order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Thrivikraman ., confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

a. validating my application form and retaining records on the same for any future

reference/verification;

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

5.2.1. Average percentage of placement of outgoing students during the last five years

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and

5.2.1. Average percentage of placement of outgoing students during the last five years

you would not need to submit bills towards usage of this amount.

ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

Accept Decline

Signature

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

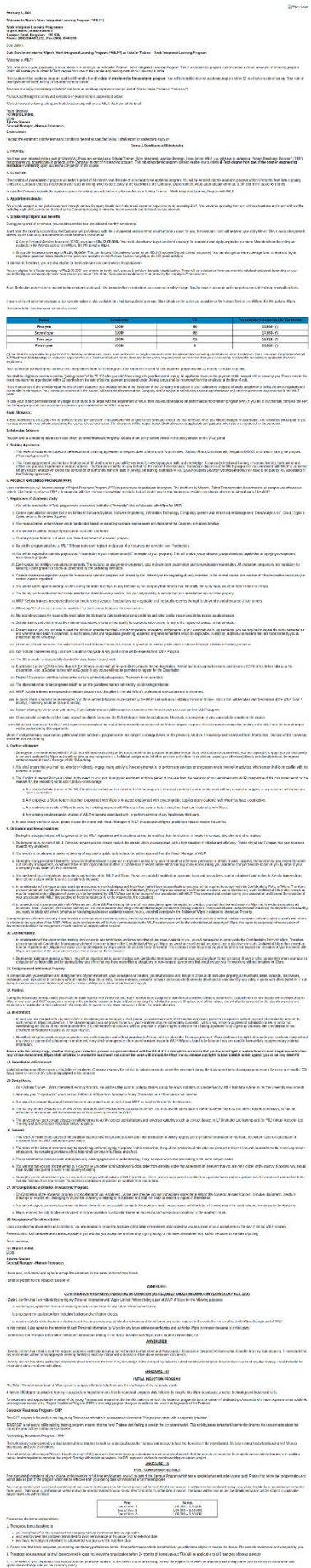
Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

23264632

Submit & Print

5.2.1. Average percentage of placement of outgoing students during the last five years



5.2.1. Average percentage of placement of outgoing students during the last five years

April 5, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Antony ,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of

the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-.** You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-.** This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renawal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the

relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

5.2.1. Average percentage of placement of outgoing students during the last five years

vii. You will be required to submit a project work / dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during

this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel

this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

iv. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

5.2.1. Average percentage of placement of outgoing students during the last five years

For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Antony , confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

a. validating my application form and retaining records on the same for any future reference/verification;

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

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To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

5.2.1. Average percentage of placement of outgoing students during the last five years

Travel

i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

☑ Accept ☐ Decline

☑ **Signature** Antony 5/4/2022 5:34 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

24216431

5.2.1. Average percentage of placement of outgoing students during the last five years

March 21, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear ABDUL JABAR,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic

5.2.1. Average percentage of placement of outgoing students during the last five years

program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renawal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month

salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

5.2.1. Average percentage of placement of outgoing students during the last five years

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the

5.2.1. Average percentage of placement of outgoing students during the last five years

sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

5.2.1. Average percentage of placement of outgoing students during the last five years

iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

5.2.1. Average percentage of placement of outgoing students during the last five years

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I ABDUL JABAR, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

a. validating my application form and retaining records on the same for any future reference/verification;

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus

5.2.1. Average percentage of placement of outgoing students during the last five years

Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

5.2.1. Average percentage of placement of outgoing students during the last five years

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

☑ Accept ☐ Decline

☑ **Signature** ABDUL JABAR 21/3/2022 11:41 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

24110215

5.2.1. Average percentage of placement of outgoing students during the last five years

March 21, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Afhra S,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of

5.2.1. Average percentage of placement of outgoing students during the last five years

the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renawal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the

5.2.1. Average percentage of placement of outgoing students during the last five years

relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

5.2.1. Average percentage of placement of outgoing students during the last five years

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain

all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online

5.2.1. Average percentage of placement of outgoing students during the last five years

assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

5.2.1. Average percentage of placement of outgoing students during the last five years

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Afhra S, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

a. validating my application form and retaining records on the same for any future reference/verification;

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the

5.2.1. Average percentage of placement of outgoing students during the last five years

Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee

5.2.1. Average percentage of placement of outgoing students during the last five years

with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

☑ Accept ☐ Decline

☑ **Signature** Afhra S 21/3/2022 8:17 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

23971221

5.2.1. Average percentage of placement of outgoing students during the last five years

February 1, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Aravindh S,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of

5.2.1. Average percentage of placement of outgoing students during the last five years

the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-.** You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-.** This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renawal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the

relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

5.2.1. Average percentage of placement of outgoing students during the last five years

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester (8^{th} semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain

all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online

assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

5.2.1. Average percentage of placement of outgoing students during the last five years

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Aravindh S, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

a. validating my application form and retaining records on the same for any future reference/verification;

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the

Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee

5.2.1. Average percentage of placement of outgoing students during the last five years

with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

☑ Accept ☐ Decline

☑ **Signature** Aravindh S 1/2/2022 10:27 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

23264633

5.2.1. Average percentage of placement of outgoing students during the last five years

April 13, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Aravinthan S,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic

5.2.1. Average percentage of placement of outgoing students during the last five years

program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renawal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month

5.2.1. Average percentage of placement of outgoing students during the last five years

salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester (8^{th} semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class

5.2.1. Average percentage of placement of outgoing students during the last five years

is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

iv. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

5.2.1. Average percentage of placement of outgoing students during the last five years

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Aravinthan S, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

a. validating my application form and retaining records on the same for any future reference/verification;

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

5.2.1. Average percentage of placement of outgoing students during the last five years

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the

5.2.1. Average percentage of placement of outgoing students during the last five years

time of exit.

☑ Accept ☐ Decline

☑ **Signature** Aravinthan S 13/4/2022 6:15 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

24110136

5.2.1. Average percentage of placement of outgoing students during the last five years

February 18, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Balaji .,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of

5.2.1. Average percentage of placement of outgoing students during the last five years

the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renawal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the

5.2.1. Average percentage of placement of outgoing students during the last five years

relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

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iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

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xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain

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all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online

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assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

5.2.1. Average percentage of placement of outgoing students during the last five years

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Balaji ., confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

a. validating my application form and retaining records on the same for any future reference/verification;

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the

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Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee

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with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

☑ Accept ☐ Decline

☑ **Signature** Balaji . 18/2/2022 9:43 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

23818008

5.2.1. Average percentage of placement of outgoing students during the last five years

wipro CAREERS (/careers-home)

5.2.1. Average percentage of placement of outgoing students during the last five years

Submit & Print

Accept required.
Cand Signature required.

March 17, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear DHILIP G,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

5.2.1. Average percentage of placement of outgoing students during the last five years

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renawal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)

Second year	**17000**	**553**	**17,553/- (*)**
Third year	**19000**	**618**	**19,618/- (*)**
Fourth year	**23000**	**0**	**23,000/- (*)**

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to

the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I DHILIP G, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

a. validating my application form and retaining records on the same for any future reference/verification;

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information relating to me that is available with Wipro

5.2.1. Average percentage of placement of outgoing students during the last five years

Fraud Awareness (/fraud-awareness) FAQs (/faqs) Contact Us (/contact-us)
Hiring Process (/hiring-process) Interview Tips (/interview-tips)
Site Map (/site-map)

(https://www.youtube.com/channel/UCVE9DbzllQSL0Iz8EJpp/procareers)

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Privacy Statement (/privacy-statement) Terms of use (/terms-of-use)

5.2.1. Average percentage of placement of outgoing students during the last five years

February 21, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear HARINI S,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

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Terms & Conditions of Scholarship

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5.2.1. Average percentage of placement of outgoing students during the last five years

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In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

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(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month

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A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

5.2.1. Average percentage of placement of outgoing students during the last five years

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the

5.2.1. Average percentage of placement of outgoing students during the last five years

sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

5.2.1. Average percentage of placement of outgoing students during the last five years

iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

5.2.1. Average percentage of placement of outgoing students during the last five years

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I HARINI S, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

a. validating my application form and retaining records on the same for any future reference/verification;

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus

5.2.1. Average percentage of placement of outgoing students during the last five years

Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

5.2.1. Average percentage of placement of outgoing students during the last five years

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

☑ Accept ☐ Decline

☑ **Signature** HARINI S 21/2/2022 4:43 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

23817444

5.2.1. Average percentage of placement of outgoing students during the last five years

February 3, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear F Farhan,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic

program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-.** You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-.** This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renawal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month

salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester (8^{th} semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the

sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

5.2.1. Average percentage of placement of outgoing students during the last five years

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I F Farhan, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

a. validating my application form and retaining records on the same for any future reference/verification;

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus

5.2.1. Average percentage of placement of outgoing students during the last five years

Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

5.2.1. Average percentage of placement of outgoing students during the last five years

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

☑ Accept ☐ Decline

☑ **Signature** F Farhan 3/2/2022 7:47 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

23379381

5.2.1. Average percentage of placement of outgoing students during the last five years

February 1, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Muthukumar R,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

5.2.1. Average percentage of placement of outgoing students during the last five years

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renawal timelines.

5.2.1. Average percentage of placement of outgoing students during the last five years

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship
First year	15000
Second year	17000
Third year	19000
Fourth year	23000

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored

for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal

problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of

WILP Academy

ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons

as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the

country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Muthukumar R, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

a. validating my application form and retaining records on the same for any future reference/verification;

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

POST CONVERSION DETAILS

5.2.1. Average percentage of placement of outgoing students during the last five years

Post successful completion of your course and conversion to full time employment, you will be part of the Campus Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,00
End of Year 2	1,00,000 – 1,50,00
End of Year 3	1,00,000 – 1,50,00

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of

5.2.1. Average percentage of placement of outgoing students during the last five years

attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

☑ Accept ☐ Decline

☑ **Signature** Muthukumar R 1/2/2022 7:28 PM
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:
Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India
T :+91 (80) 2644 0011
F :+91 (80) 2644 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

22464270

5.2.1. Average percentage of placement of outgoing students during the last five years

Zoho Corporation Private Limited
Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.
Ph: +91 - 44 - 6744 7070
www.zohocorp.com
SEZ Unit

Date: 09-Mar-2022

To

Mr.THRIVIKRAMAN G,
5C, YOGALAKSHMI APTS,
THANGAIYAN STREET, SRIRANGAM,
TRICHY-620006,TAMIL NADU.

Dear **Mr.THRIVIKRAMAN G,**

Based on your application and the subsequent discussions you had with us we are pleased to have you associated with us as a **PROJECT TRAINEE** for a period of 6 months from the date of commencement in our organization. During this association you will be paid **Rs.15000/- (RUPEES FIFTEEN THOUSAND ONLY)** per month as a consolidated amount.

The internship will be for a period up to 6 months from the date of commencement. Based on your performance during this period and your interest in continuing the internship, your manager may extend the internship period beyond the initial 6 months. On successful completion of your curriculum project, you may be observed as an employee of Zoho as **MEMBER TECHNICAL STAFF**. Salary will be decided at that time based on your performance.

This offer is subject to the following terms and conditions.

1. During the period of your association with Zoho, you shall keep strictly confidential any and all information that may come to your knowledge. You may share any such information with others, only on a 'need to know' basis.
2. You shall sign a Confidentiality Agreement with Zoho to protect the interests of the Company by maintaining confidentiality of all information, which may be accessible to you in the course of your association.
3. Zoho owns all right and interest to any intellectual property developed by you during the course of your association with the company.
4. Zoho reserves all rights to terminate you at any time during your association period, for any reason whatsoever, including without limitation, misuse of Zoho intellectual property, improper and unauthorized usage of internet Services, adverse finding in background verification report, misconduct and the like.
5. Zoho is under no obligation to recruit you on its roll of employees at the end of your project work. However if your project work and conduct are found to be completely satisfactory, you may be considered for employment, in accordance with Zoho's then current policy.

Corporate Identification No: U40100TN2010PTC075961
e-mail ID: hr-team@zohocorp.com

5.2.1. Average percentage of placement of outgoing students during the last five years

VALIDITY

This Project Trainee Offer is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **16-Mar-2022**. Your signature indicates your acceptance of the terms and conditions of this offer.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form. However, closer to the actual date of joining you will receive a confirmation email from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With Best Wishes,

Yours Sincerely,
For ZOHO CORPORATION PRIVATE LIMITED

Mohammed Sohail
Manager - HR

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature: Date of Offer acceptance:

Name : Thrivikraman G Place :

5.2.1. Average percentage of placement of outgoing students during the last five years

Zoho Corporation Private Limited
Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.
Ph: +91 - 44 - 6744 7070
www.zohocorp.com
SEZ Unit

Date: 27-Dec-2021

To

Mr.DHILIP G,
7/211 A1, VEERA GARDEN, VISALATCHI NAGAR,
THERKU CHATTHRAM, MELAVALADI,
TRICHY-621218,TAMIL NADU.

Dear **Mr.DHILIP G,**

Based on your application and the subsequent discussions you had with us we are pleased to have you associated with us as a **PROJECT TRAINEE** for a period of 6 months from the date of commencement in our organization. During this association you will be paid **Rs.15000/- (RUPEES FIFTEEN THOUSAND ONLY)** per month as a consolidated amount.

The internship will be for a period up to 6 months from the date of commencement. Based on your performance during this period and your interest in continuing the internship, your manager may extend the internship period beyond the initial 6 months. On successful completion of your curriculum project, you may be observed as an employee of Zoho as **DIGITAL MARKETING ANALYST**. Salary will be decided at that time based on your performance.

This offer is subject to the following terms and conditions.

1. During the period of your association with Zoho, you shall keep strictly confidential any and all information that may come to your knowledge. You may share any such information with others, only on a 'need to know' basis.
2. You shall sign a Confidentiality Agreement with Zoho to protect the interests of the Company by maintaining confidentiality of all information, which may be accessible to you in the course of your association.
3. Zoho owns all right and interest to any intellectual property developed by you during the course of your association with the company.
4. Zoho reserves all rights to terminate you at any time during your association period, for any reason whatsoever, including without limitation, misuse of Zoho intellectual property, improper and unauthorized usage of internet Services, adverse finding in background verification report, misconduct and the like.
5. Zoho is under no obligation to recruit you on its roll of employees at the end of your project work. However if your project work and conduct are found to be completely satisfactory, you may be considered for employment, in accordance with Zoho's then current policy.

5.2.1. Average percentage of placement of outgoing students during the last five years

VALIDITY

This Project Trainee Offer is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **03-Jan-2022**. Your signature indicates your acceptance of the terms and conditions of this offer.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form. However, closer to the actual date of joining you will receive a confirmation email from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With Best Wishes,

Yours Sincerely,
For ZOHO CORPORATION PRIVATE LIMITED

Mohammed Sohail
Manager - HR

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:		Date of Offer acceptance:	27 Dec 2021
Name :	Dhilip G	Place :	Tiruchirappalli

5.2.1. Average percentage of placement of outgoing students during the last five years

Zoho Corporation Private Limited
Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.
Ph: +91 - 44 - 6744 7070
www.zohocorp.com
SEZ Unit

Date: 27-Dec-2021

To

Mr.ROSHIQ SABEER H,
NO-32, ALWAR THOPPU STREET,
PALAKARAI,
TRICHY-620008,TAMIL NADU.

Dear **Mr.ROSHIQ SABEER H,**

Based on your application and the subsequent discussions you had with us we are pleased to have you associated with us as a **PROJECT TRAINEE** for a period of 6 months from the date of commencement in our organization. During this association you will be paid **Rs.15000/- (RUPEES FIFTEEN THOUSAND ONLY)** per month as a consolidated amount.

The internship will be for a period up to 6 months from the date of commencement. Based on your performance during this period and your interest in continuing the internship, your manager may extend the internship period beyond the initial 6 months. On successful completion of your curriculum project, you may be observed as an employee of Zoho as **DIGITAL MARKETING ANALYST**. Salary will be decided at that time based on your performance.

This offer is subject to the following terms and conditions.

1. During the period of your association with Zoho, you shall keep strictly confidential any and all information that may come to your knowledge. You may share any such information with others, only on a 'need to know' basis.
2. You shall sign a Confidentiality Agreement with Zoho to protect the interests of the Company by maintaining confidentiality of all information, which may be accessible to you in the course of your association.
3. Zoho owns all right and interest to any intellectual property developed by you during the course of your association with the company.
4. Zoho reserves all rights to terminate you at any time during your association period, for any reason whatsoever, including without limitation, misuse of Zoho intellectual property, improper and unauthorized usage of internet Services, adverse finding in background verification report, misconduct and the like.
5. Zoho is under no obligation to recruit you on its roll of employees at the end of your project work. However if your project work and conduct are found to be completely satisfactory, you may be considered for employment, in accordance with Zoho's then current policy.

5.2.1. Average percentage of placement of outgoing students during the last five years

VALIDITY

This Project Trainee Offer is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **03-Jan-2022**. Your signature indicates your acceptance of the terms and conditions of this offer.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form. However, closer to the actual date of joining you will receive a confirmation email from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With Best Wishes,

Yours Sincerely,
For ZOHO CORPORATION PRIVATE LIMITED

Mohammed Sohail
Manager - HR

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:		Date of Offer acceptance:	27 Dec 2021
Name :	Roshiq Sabeer H	Place :	Tiruchirapalli

5.2.1. Average percentage of placement of outgoing students during the last five years

ZUCI SYSTEMS

12th December 2021

Abdul Rahman J H

Subject: Letter of Offer and Terms of Employment

Dear Abdul,

Welcome to Zuci Family!!

Congratulations! We are pleased to confirm our offer of employment to you with **"Zuci Systems (India) Private Limited (Company)"** as **Software Engineer.** This offer is conditional upon completion of satisfactory references, review of past employment and educational records.

The terms of your employment with the Company are listed below. These terms may be modified pursuant to changes in the Company policy updated from time to time.

Annual CTC: Your total Cost to Company (CTC) will be **INR 3,50,000 (Three Lakh Fifty Thousand Rupees Only)** per annum. The salary structure is described in the Salary stack-up sheet **(Annexure A).** Any other remuneration, prerequisites or benefits extended to you shall be at the Company's sole discretion. All remuneration payable to you may be subject to income tax deduction at source wherever applicable and to any statutory deductions that may be applicable.

Other Benefits: You will be eligible for:

a. Leave and holidays as applicable to your category and location of posting.
b. Group Mediclaim Policy covers an amount of INR 3,00,000.

The emphasis in our journey together will be aligned to our Core Values **"Enable, Empower and Exemplify"**, and in this journey we will establish benchmarks that others may follow. We remain dedicated to maintaining a workplace that respects and values people from diverse backgrounds and facilitates all employees to do their very best. Our inclusive work environment uniquely combines the talent, experience and perspectives of each employee that makes us successful. We are confident that Zuci and you will make a great team.

No.11, Rattha Tek Towers, Rajiv Gandhi Salai
OMR, Thoraipakkam, Chennai - 600097.
info@zucisystems.com
www.zucisystems.com
US : +1 (214) 230-9824
INDIA : +91 (44) 49525020

5.2.1. Average percentage of placement of outgoing students during the last five years

ZUCI SYSTEMS

We are proud to welcome you as a Zucian, and wish you a long, productive, and satisfying career at Zuci Systems!

Please note that as a standard organizational procedure we carry out stringent background verification check. The process for the same will be initiated along with the acceptance of this offer. Your joining and the subsequent appointment will be contingent upon successful completion of the background check process. You are concurring to the above said clause by accepting this offer.

Increment and Promotions: Your growth will depend solely on your performance and contribution to the Company. Changes in your compensation are at the Company's discretion and will be subject to and based on your effective performance and other relevant criteria on an annual basis.

Retirement: You shall retire in the normal course from your services of the company on attaining the age of superannuation that is on the first working day following your 60th birthday or earlier if you are found to be medically unfit.

Probationary Period: You will be on probation for a period of three months. At the end of the probation period your performance will be reviewed, and the management reserves the right to confirm your services or extend the probation period. Your services may be terminated without any notice during probation period. During probationary period, you will be required to serve a notice period of one month prior to your date of leaving the company. On satisfactory completion of probation, you shall become a part of our regular rolls.

Notice Period/Termination:

a. Post confirmation, you will be required to serve a **notice period of three months** prior to your date of leaving the company. Please be informed that these terms will remain applicable throughout your tenure with the company.

b. We hope your association with us will be a very long one. However, this association may be terminated by either party giving three months' notice. In the event of willful neglect of your duties, breach of trust, reasonable suspicion, gross indiscipline, inefficiency, serious dereliction of duties or any other misconduct that may be prejudicial to the interests of the company, the company has the discretion to

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5.2.1. Average percentage of placement of outgoing students during the last five years

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terminate your services immediately or with notice and without any notice pay whatsoever.

Travel: You may have to undertake short term business travel and by accepting the offer you would also be confirming that you are willing to undertake any travel as required by the company.

Medical Fitness: By accepting this offer there is an implicit confirmation by you that you are medically fit to effectively perform the job for which you are employed or for any other assignment that may be given to you from time to time. You may be called upon to undergo medical examinations as the management may deem necessary. In the event the examination reveals any ailment including physical or mental impairment that (1) prevents or hinders you from performing your assignment effectively or (2) could put the health of other employees at risk, the same shall be reasonable ground to discharge your services with immediate effect without any compensation or notice.

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 Central Provident Fund Act. You can voluntarily contribute towards your provident fund to a higher percentage of your basic salary. Similarly, statutory deductions such as Income Tax, Professional Tax etc. shall be made from your salary as applicable.

Exams and Courses: In case you intend to take up any fulltime/part-time course while working with Zuci which requires your absence or which may hamper your regular work, you are required to obtain written permission from HR before doing so.

Company provided assets: You may be provided with various types of company/customers provided asset, 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 be handed over to anyone under any circumstances without prior written approval from HR Manager.

Your employment shall be governed by the agreement entered between you and the Company. The rules and regulations of the services of the company that are in force may be

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5.2.1. Average percentage of placement of outgoing students during the last five years

framed, amended, altered, or extended from time to time and they shall govern you in the same form as and when altered or amended.

I hereby acknowledge and agree that the Company shall invest substantially in the training and overall development of the Employee, and in consideration of the same, I hereby agree that my employment shall subsist, and I shall not terminate this Agreement for a period of 3 years from date of joining unless this Agreement is terminated in terms of this Agreement.

I acknowledge and agree that in the event I terminate this Agreement before expiry of the said period of 3 years from date of joining, I shall serve a notice of 3 months in advance with the Company and pay an amount of **INR 1,75,000 (One Lakh Seventy Five Thousand Rupees Only),** equivalent to 6 months gross salary.

Submitting true copies of all your scholastic/academic and extra-curricular attainments along with the documents as described in **Annexure B** will be communicated in due course during the time of joining.
Please return one copy of this appointment letter duly signed by you.

With Warm Regards,

For Zuci Systems (India) Private Limited

N. Punitha .

Punitha Nagarajan
Head – Talent Acquisition

I agree to the terms and conditions of the above mentioned Zuci's Employment Offer and shall report to work on _____.

Signature of the candidate

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5.2.1. Average percentage of placement of outgoing students during the last five years

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ANNEXURE A

Name	Abdul Rahman J H
Designation	Software Engineer
Department	Digital Engineering
Date of Joining	01-Jun-2022, Wednesday

Cost To Company (CTC)	29167	350000

Components	Monthly Amount	Annual Amount
EARNINGS		
Basic Salary	14584	175008
HRA	7292	87504
Special Allowance	4790	57470
TOTAL FIXED EARNINGS	**26666**	**319982**
RETIREMENT BENEFITS		
Provident Fund Employer	1800	21600
Gratuity	701	8418
TOTAL	**2501**	**30018**
TOTAL CTC	**29167**	**350000**

BASKET OF ALLOWANCES	
Food Coupon	Rs.26,400 per annum
Car Fuel and Maintenance	Rs.1,800 per month
Telephone Reimbursement	Rs.36,000 per annum
Car Lease	Maximum of 2% (per month) of car market price.

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Annexure B

You are obligated to produce the originals and soft copies of the following documents during your time of joining:

1. 10th & 12th Marksheet
2. Graduate/ Post Graduation/ Diploma - Degree certificate or Consolidated Marksheet or Provisional Certificate along with TC
3. Certificate of any other additional qualification
4. Service certificates from previous employer(s) and relieving letter from the last employer
5. Last salary hike letter and salary slip of last 3 months
6. Aadhar Card or if applied, provide the copy of acknowledgement slip with temporary enrolment number.
7. PAN Card or if applied for PAN card, the temporary number (application number)
8. Passport copy (Both Front & Back) and Visa copy (if valid visa available)
9. Cancelled Cheque Leaf or Passbook Xerox Copy (Only if HDFC bank)
10. 3 Passport Size Color photographs (Recent photo in formals with white background)

For Zuci Systems (India) Private Limited

N. Punitha

Punitha Nagarajan
Head – Talent Acquisition

Accepted,

(Please sign & date your acceptance)

5.2.1. Average percentage of placement of outgoing students during the last five years

ZUCI SYSTEMS

Annexure C

Terms & Conditions of Work

1. ***Leave***

- All full-time confirmed employees excluding consultants, contractors, interns are entitled to twenty-four days of total privileged leave in the given year. Employees joining in the middle will have their leave in the pro-rated manner, starting from their month of joining. Every month from April, two days of PL will be added to the leave balance. Earned leave for half day is not admissible. The employees should not avail PL for more than three consecutive days.
- Employees who are in their probation or training period can avail three days of paid leave during the entire probation or training period (three months). Paid leave for half day is not admissible.
- Privileged Leave should be applied in advance through respective HRMS tool, and it should be duly granted by the respective Managers (HR & Project Manager).

2. ***Non-Disclosure***

- The protection of confidential business information and trade secrets is vital to the interests and the success of the company.
- Employees who are exposed to confidential information may be required to sign a non-disclosure agreement as a condition of employment.
- Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information. This holds true even if they have not signed any contract or bond or non-disclosure agreement separately.

3. ***Office Solicitation***

- To ensure a productive and harmonious work environment, persons not employed by the company are not permitted to solicit or distribute literature in the workplace at any time for any purpose like the solicitations of memberships, contributions or conducting of similar personal business. The distribution of printed matter for any such purpose is also restricted. These restrictions apply as follows:
- Employees may not solicit or distribute in any area during their own working time
- Employees may not solicit or distribute in any area to another employee during the other employee's working time

ZUCI SYSTEMS

- Employees may not distribute in any work area at any time
- Non-employees may not solicit or distribute on the Company's property at any time
- No person may deface any Company property, including building, hallways, elevator, or equipment by affixing any poster, sign, sticker, or other type of advertising propaganda matter

4. *Benefit Plans*

I. *Zuci Flexi Component Plan*

Zuci Flexi Components plan is a basket of various allowances/ expenses considered for Income Tax exemption. Under ZFCP, you will be granted Education Allowance and Benefits regarding the use of Telephone/Mobile Phone, Non-Transferable Food Coupons, Car Maintenance Allowance and Car Lease can also be availed. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempted. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed by Human Resources.

A. **Child Education Allowance** - An Amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of two children is eligible for IT exemption under ZFCP.
B. **Non-Transferable Food Coupon** - An Amount of Rs.26,400 per annum towards purchase of Non-Transferable food coupons is eligible for IT exemption under ZFCP.
C. **Car Maintenance Allowance** – An amount of Rs.1,800 per month is eligible for Service, Fuel and Maintenance allowance of Self Owned Car under ZFCP.
D. **Telephone Allowance** – An amount of Rs. 36,000 per annum is eligible for Mobile phone (postpaid) or Broadband or Data card charges under ZFCP.
E. **Car Lease** – The car lease value will be maximum of 2% (per month) of car market price. If the car lease amount is less than Rs.20,000 then this amount is totally exempted from IT. If it exceeds Rs.20,000 then 2% of the car lease amount will be considered for IT deductions.

II. *Employee Wellness Program*

Every year, eligible employees can take a Master Medical Health check-up once according to the Employee Wellness Program policy. This checkup cannot be taken in parts or in separate time durations. The purpose of the policy is to conduct preventive checks; therefore, employees should avoid reimbursing for routine checks which are being conducted because of certain medical issues. The employee is allowed to choose any hospital or clinic that they deem appropriate for getting the test conducted.

5.2.1. Average percentage of placement of outgoing students during the last five years

ZUCI SYSTEMS

III. Group Mediclaim Policy

All permanent full-time employees are eligible for the group Mediclaim insurance. A floater coverage of Rs. 3,00,000 per annum for the family (self, spouse, two children, parents) towards hospitalization. Employee's premium will be borne by the company whereas the dependents premium will be deducted from the employee salary month on month.

IV. Employee Professional Development Policy

All permanent full-time employees are eligible for the professional development policy. Zuci will reimburse for 80% of the certification cost upon completion of certification which should not exceed Rs. 30,000 per year (if below managerial level) and Rs. 50,000 per year (if it's manager level and above).

V. Retirement Benefits:

All permanent full-time employees are eligible for retirement benefits plan listed below

- 12% of your Basic towards Provident Fund
- Notional sum indicating contribution of 4.81% of your basic towards provision for gratuity

Employees will be eligible for payment of gratuity as per the Zuci policy on the same.

For Zuci Systems (India) Private Limited

Accepted,

(Please sign & date your acceptance)

Punitha Nagarajan
Head – Talent Acquisition

5.2.1. Average percentage of placement of outgoing students during the last five years

Jamal Mohamed <placement@jmc.edu>

Fwd: SELECTED CANDIDATE NAME LIST- Aditya birla group

1 message

JAMAL INSTITUTE OF MANAGEMENT TRICHY <jimplacement@gmail.com> Tue, Aug 23, 2022 at 10:33 AM
To: Jamal Mohamed <placement@jmc.edu>, jamal guidance jamal <guidancejmc@yahoo.co.in>

Please find the selected candidates list of Aditya Birla Capital Ltd., below.

Thanks & Regards,
Kumaraguru A
Placement Officer
Jamal Institute of Management,
Jamal Mohamed College (Autonomous),
Trichy
91766-01622

---------- Forwarded message ---------
From: **AGunaselvam** <agunaselvam.3@adityabirlacapital.com>
Date: Thu, Jun 2, 2022 at 12:49 PM
Subject: SELECTED CANDIDATE NAME LIST- Aditya birla group
To: jimplacement@gmail.com <jimplacement@gmail.com>

Dear sir,

Thanks for the given opportunity from Aditya Birla Group
The following Students has been selected for the Role of (Team Manager,Agency Partner, Senior Agency Leader, Sales Manager) during the campus interview heal on 13th May at Jamal Institute of Management.

Kindly ask these students to Visit our office as per convenience sir

Proof of Documents

- **Photo 1**
- **Pan card**
- **Aadhar card**
- **Bank pass book**
- **All mark sheets**
- **Exam Fees. Rs.500/**

S.NO	NAME
1	R.HALIDEEN
2	B.HARISH
3	M.JAHITH HAMDHAN
4	SIVA RAMAKRISHNAN K
5	AMEENA SHEEBHA H
6	THINAKARAN C
7	A.MOHAMED IBRAHIM
8	VENKAT S
9	MOHAMMED SIRAJUDDN
10	NANDHAKUMAR G

5.2.1. Average percentage of placement of outgoing students during the last five years

11	GANAGA LAKSHMI S
12	JASMIN A
13	BALASHANKARI
14	RANJITH U
15	SHARNIGASRI
16	RAJESWARI S
17	SHALINI R
18	SOWMIYA P

With Regards,

A Gunaselvam

Branch Manager

Aditya Birla Health Insurance Co Ltd

No 1 First Floor, Muthiah Towers,

Royal road , cantonment

Trichy-62001

Mobile number: 9842572718

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5.2.1. Average percentage of placement of outgoing students during the last five years

Jamal Mohamed <placement@jmc.edu>

Fwd: Proposal for On Campus Hiring - Belstar Microfinance ltd

1 message

JAMAL INSTITUTE OF MANAGEMENT TRICHY <jimplacement@gmail.com> Tue, Aug 23, 2022 at 10:36 AM
To: Jamal Mohamed <placement@jmc.edu>, jamal guidance jamal <guidancejmc@yahoo.co.in>

Dear Sir,

Please find the selected candidates list of Belstar Microfinance Ltd., below

Thanks & Regards,
Kumaraguru A
Placement Officer
Jamal Institute of Management,
Jamal Mohamed College (Autonomous),
Trichy
91766-01822

---------- Forwarded message ---------
From: <prabakaran.manoharan@belstar.in>
Date: Sat, May 28, 2022 at 4:38 PM
Subject: RE: Proposal for On Campus Hiring - Belstar Microfinance ltd
To: JAMAL INSTITUTE OF MANAGEMENT TRICHY <jimplacement@gmail.com>

Dear Sir

As discussed, kindly find the below shortlisted students details for your reference.

Zone	College Name	Shortlisted for	Student Name
Trichy	Jamal Mohammed College	TBM	Vijay R
Trichy	Jamal Mohammed College	TBM	Thennarasu R
Trichy	Jamal Mohammed College	TBM	Ganagalakshmi S
Trichy	Jamal Mohammed College	TBM	Naina Mohamed nafil J
Trichy	Jamal Mohammed College	TBM	Bala Shankari R

Kindly confirm the UG students' campus hiring for branch accountant roles.

Thanks & Regards,

Prabakaran M B – HR,

Belstar Microfinance ltd,

5.2.1. Average percentage of placement of outgoing students during the last five years

Phone – 7667229962.

Herein, delete this email and destroy any physical copies, if created. Please note that any views or opinions presented in this Email are solely those of the author and do not necessarily represent those of Belstar Microfinance Ltd.
We have put efforts into ensuring that the message is error-free and virus-free. Unfortunately, full security of the email cannot be ensured as, despite our efforts, the data included in emails could be infected, intercepted or corrupted or carry malicious, spam or defamatory contents. Therefore the recipient should check the email for threats with proper software, as Belstar Microfinance Ltd does not accept liability for any damage inflicted by any virus transmitted or by viewing contents of this email.
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5.2.1. Average percentage of placement of outgoing students during the last five years

CUB
Trust and Excellence SINCE 1904

CITY UNION BANK
HRMD DEPARTMENT
ADMINISTRATIVE OFFICE-'NARAYANA'
24-B, GANDHI NAGAR, KUMBAKONAM – 612 001.

Ph: 0435-2402322 | E-mail: placement@cityunionbank.com | Fax: 2431746

A.O. \HRMD\2022-23 13.04.2022

Shri. Kumaraguru,
Placement Co-ordinator,
Jamal Mohammed Institute of Management,
Trichy.

Dear Sir,

Further to the interview conducted by us on 05.04.2022 & 06.04.2022 at your institution, we are pleased to inform you that the following candidates have been selected:-

Name of the candidates who have been selected for the **Relationship Manager – II** cadre:

S.No.	Name
1	Mohamed Anas
2	Mohamed Arif M
3	Mohamed Yasir A
4	Mohamed Arsath J
5	Abraham E
6	Hareeharan V
7	Balakrishnan A
8	Santhosh S

Thanking you,

Yours faithfully,

B. Raja
Assistant General Manager
HRMD

5.2.1. Average percentage of placement of outgoing students during the last five years

Jamal Mohamed <placement@jmc.edu>

Fwd: ICICI Bank || Recruitment

1 message

JAMAL INSTITUTE OF MANAGEMENT TRICHY <jimplacement@gmail.com> Mon, Feb 14, 2022 at 11:45 AM
To: Jamal Mohamed <placement@jmc.edu>, jamal guidance jamal <guidancejmc@yahoo.co.in>

Dear Sir,

Please find the mail confirmation from ICICI Bank for the students who got selected through campus drive.

Thanks & Regards,
Kumaraguru A
Placement Officer
Jamal Institute of Management,
Jamal Mohamed College (Autonomous),
Trichy
91766-01822

---------- Forwarded message ---------
From: **Harshini G /HRMG/IBANK/RHMADURAI** <harshini.g@icicibank.com>
Date: Fri, Dec 10, 2021 at 8:31 PM
Subject: ICICI Bank || Recruitment
To: jimplacement@gmail.com <jimplacement@gmail.com>
Cc: Vivek Rajan /HRMG/IBANK/KRL <vivek.rajan@icicibank.com>

Dear Sir/Ma'am,

Please find below the list of selected candidates. We thank you for the support extended during the recruitment process.

Applicant ID	Candidate Name	Campus
4960923	HEMA .R	Jamal Institute of Management, Trichy
4963017	ARTHI .V	Jamal Institute of Management, Trichy
4959652	KATHIRVEL.R	Jamal Institute of Management, Trichy
4959386	ZAHIR ABBAS. S A	Jamal Institute of Management, Trichy
4961659	MANISH MURALI NAIR	Jamal Institute of Management, Trichy
4962396	KANNADASAN E.M.	Jamal Institute of Management, Trichy
4961861	RAGUL M.R	Jamal Institute of Management, Trichy

5.2.1. Average percentage of placement of outgoing students during the last five years

4093854	ABINAYA SRINIVAS	Jamal Institute of Management, Trichy
4960790	KEERTHANA .S	Jamal Institute of Management, Trichy
4962844	RUMAANA H.G	Jamal Institute of Management, Trichy
4959316	SHABANA AASMIN N	Jamal Institute of Management, Trichy
4959143	AKASH.S	Jamal Institute of Management, Trichy

Thanks & Regards,

Harshini G

HRMG

#ICICI lead the new

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5.2.1. Average percentage of placement of outgoing students during the last five years

Jamal Mohamed <placement@jmc.edu>

Fwd: ICICI Prudential Campus Drive 2022

2 messages

JAMAL INSTITUTE OF MANAGEMENT TRICHY <jimplacement@gmail.com> Mon, Feb 28, 2022 at 5:02 PM
To: jamal guidance jamal <guidancejmc@yahoo.co.in>, Jamal Mohamed <placement@jmc.edu>

Please find the list of selected students in ICICI Prudential Life Insurance Co. Ltd., Chennai in the below mail.

Thanks & Regards,
Kumaraguru A
Placement Officer
Jamal Institute of Management,
Jamal Mohamed College (Autonomous),
Trichy
91766-01622

---------- Forwarded message ---------
From: **Mathan Arun /HR SO/ICICIPRU/Chenn** <mathan.arun@iciciprulife.com>
Date: Wed, Feb 23, 2022 at 10:27 AM
Subject: RE: ICICI Prudential Campus Drive 2022
To: jimplacement@gmail.com <jimplacement@gmail.com>
Cc: KARTHICK DEEPAK /HR SO/ICICIPRU/Chenn <karthick.deepak@iciciprulife.com>

Dear Team,

We are happy to inform you that ICICI Prudential would like to extend the offer for the position of **Graduate Trainees** to the below students.

S. No.	Reg. No.	Name of the Student
1	20MBA004	AFSAR HUSSAIN.K
2	20MBA021	MOHAMED SHARUK M R
3	20MBA097	AMEENA @ SHEEBHA .H
4	20MBA109	SHIEFA PARVEEN.S
5	20MBA017	JAHITH HAMDHAN .M
6	20MBA033	MOHAMED IBRAHIM.A
7	20MBA096	AFRIN FATHIMA. S
8	20MBA099	BALA SHANKARI .R
9	20MBA107	SHALINI.R
10	20MBA116	DEEPICKA.P
11	20MBA119	JASMIN.A
12	20MBA064	NITHIYANANTHAN.V

Kindly request the selected students to enroll themselves on the below portal by 24th February,2022.

https://ismarthire.iciciprulife.com/Campus/

Also, please share the ATS ID's of the students with us as well. Congratulations to all the selects! ☺

Regards,
Mathan Arun
Human Resources
ICICI Prudential Life Insurance Co. Ltd.

5.2.1. Average percentage of placement of outgoing students during the last five years

From: KARTHICK DEEPAK /HR SO/ICICIPRU/Chenn
Sent: Friday, February 18, 2022 2:47 PM
To: Mathan Arun /HR SO/ICICIPRU/Chenn
Subject: FW: ICICI Prudential Campus Drive 2022

FYI

From: JAMAL INSTITUTE OF MANAGEMENT TRICHY [mailto:jimplacement@gmail.com]
Sent: Monday, January 24, 2022 12:58 PM
To: KARTHICK DEEPAK /HR SO/ICICIPRU/Chenn <karthick.deepak@iciciprulife.com>
Subject: Re: ICICI Prudential Campus Drive 2022

External Email Warning: Do not click on any attachment or links/URL in this email unless sender is reliable.

Dear Sir,

Greetings from Jamal Institute of Management

Thank you for considering our college to conduct campus interview for MBA students. As requested, I hereby share with you the details of students who are willing to take up the selection process of ICICI Prudential Life Insurance Co. Ltd., in the file attached herewith.

Kindly let us know the date and time for the campus drive.

Thanks & Regards,

Kumaraguru A

Placement Officer

Jamal Institute of Management,

Jamal Mohamed College (Autonomous),

Trichy

91766-01822

On Thu, Jan 20, 2022 at 3:18 PM KARTHICK DEEPAK /HR SO/ICICIPRU/Chenn <karthick.deepak@iciciprulife.com> wrote:

> Dear Mr. Kumaraguru,
>
> We would like to conduct the campus recruitment program for your college. It is going to be a three day process. We would like to know approximately how many students will be attending the process and a tentative date that you would be comfortable with. All the details of the process has been given below.
>
> **About ICICI Prudential:**
>
> We are a technologically driven company offering savings and protection solutions in the financial services space. Since inception in 2000, we have grown to Net Assets under Management over 2 lakh crores (Rupee). (Please visit our website : www.iciciprulife.com for more details)
>
> **What are we looking for in aspirants?**
>
> We are looking for candidates keen and interested in a career in sales, where a lot of time is invested in building distribution and acquiring new customers. As part of learning, you would have the opportunity to engage in a direct sales role and evolve to a team management role over the period of time basis your skill building in any of the available distribution channels. We are expecting applicants to be mobile.
>
> **Who can apply?**
>
> Final year students from any stream, interested to develop a professional career in sales. (Should not have any live arrears).
>
> **Compensation on offer:**
>
> **CTC:** Annual Guaranteed Pay 2.30 lakhs + Variable Bonus + Mobile allowance + Mediclaim Benefit of 4 lakh + Group Term & Accident cover (15,00,000 + 30,00,000)
>
> **Locations** :Tamil Nadu
>
> **Recruitment Process** :Campus Presentation-> Group Discussion -> Personal Interviews
>
> Looking forward to your reply
>
> Regards,
>
> Karthick Deepak
>
> 9940479661

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5.2.1. Average percentage of placement of outgoing students during the last five years

> Thank you for your cooperation.""

--

--

Jamal guidance Jamal <guidancejmc@yahoo.co.in> Wed, Mar 2, 2022 at 8:30 AM
To: Jamal Mohamed <placement@jmc.edu>

Co-Ordinator
Placement Cell
Jamal Mohamed College
Tiruchirappalli - 620 020
Mobile: 98431-15771

[Quoted text hidden]

5.2.1. Average percentage of placement of outgoing students during the last five years

Jamal Mohamed <placement@jmc.edu>

Fwd: FW: Campus Drive -JAMAL College - Invite for Interview

1 message

JAMAL INSTITUTE OF MANAGEMENT TRICHY <jimplacement@gmail.com>
To: Jamal Mohamed <placement@jmc.edu>

Sir,

Please find the selected list from KVB

Thanks & Regards,
Kumaraguru A
Placement Officer
Jamal Institute of Management,
Jamal Mohamed College (Autonomous),
Trichy
91766-01822

---------- Forwarded message ---------
From: **A. Kumaraguru A** <kg@jmc.edu>
Date: Thu, Jul 7, 2022 at 1:34 PM
Subject: Fwd: FW: Campus Drive -JAMAL College - Invite for Interview
To: <jimplacement@gmail.com>

---------- Forwarded message ---------
From: **Sabari Velavan B** <sabarivelavanb@kvbmail.com>
Date: Thu, Jul 7, 2022 at 1:29 PM
Subject: FW: Campus Drive -JAMAL College - Invite for Interview
To: kg@jmc.edu <kg@jmc.edu>
Cc: Shabeer Ahamed Sathar <shabeer@kvbmail.com>

Dear Sir,

As Requested.

With Regards,

B.SABARI VELAVAN,

Central Office - HRD,

The Karur Vysya Bank Ltd,

Karur - 639 002.

From: Sabari Velavan B
Sent: Thursday, July 07, 2022 12:59
To: "JAMAL INSTITUTE OF MANAGEMENT TRICHY"
Cc: GM HRD; HRD_Recruitment
Subject: RE: Campus Drive -JAMAL College - Invite for Interview

Dear Sir,

Greetings from Karur Vysya Bank Ltd,

We are glad to inform you that the following candidates was selected in the personal interview held on 2nd July 2022.

Further details on the On boarding process, Appointment order and place of posting shall be individually notified to the cand

Please advise the candidate to check their mail frequently on the aforesaid subject.

Thanks for all your support.

5.2.1. Average percentage of placement of outgoing students during the last five years

List of selected candidates:-

S.No	Campus Name	Candidate Name	Degree	Gender	DOB	Age	Mobile	
1	Jamal Institute of Management	BALA SHANKARI .R	MBA	F	03/12/1999	22	9715911251	shankarl9
2	Jamal Institute of Management	BENAZIR S.M	MBA	F	09/05/2000	22	7449005464	benasyed
3	Jamal Institute of Management	SHALINI.R	MBA	F	10/08/1999	22	9444141697	poojashal
4	Jamal Institute of Management	SHARNIGASRI P .M	MBA	F	26/06/2000	22	9344661516	shamigasr
5	Jamal Institute of Management	SOWMIYA.P	MBA	F	10/09/1999	22	8072372439	pragasam
6	Jamal Institute of Management	GANAGA LAKSHMI S	MBA	F	02/10/2000	21	8610749966	ganagalak
7	Gnanam School of Business	A. SUSHWA	MBA	F	10/06/1999	23	6380508985	sushmadh
8	CARE College of Engineering	SEETHA LAKSHMI C	MBA	F	09/11/2000	21	6383727190	cseetha91
9	CARE College of Engineering	SUSHMITHA E	MBA	F	23/06/1999	23	9789742142	sushjs02@
10	Jamal Institute of Management	HALIDEEN.R	MBA	M	26/11/1999	22	9944945163	halideen.r
11	Jamal Institute of Management	HARISH.B	MBA	M	08/09/1999	22	8754517131	harishrocc
12	Jamal Institute of Management	MANOJ KUMAR.M	MBA	M	25/09/2000	21	8220992221	manojmur
13	Jamal Institute of Management	MOHAMED MUTHAR	MBA	M	20/01/2000	22	7397586044	mmuthar6
14	Jamal Institute of Management	MOHAMED SHAFIQ.A	MBA	M	04/10/2000	21	9361927075	shafiq10p
15	Jamal Institute of Management	MOHAMMED SIRAJUDEEN	MBA	M	25/05/2000	22	7548886610	mohamed
16	JAMAL MOHAMED COLLEGE	B THASLIM	M.com	F	07/06/2000	22	8428170299	greenytha

With Regards,

B.SABARI VELAVAN,

Central Office - HRD,

The Karur Vysya Bank Ltd,

Karur - 639 002.

From: Sabari Velavan B
Sent: Thursday, June 30, 2022 12:31
To: 'JAMAL INSTITUTE OF MANAGEMENT TRICHY'
Cc: GM HRD; HRD_Recruitment
Subject: Campus Drive -JAMAL College - Invite for Interview

Dear Sir,

Greetings from Karur Vysya Bank Ltd

Reg:- Interview for Recruitment of Branch Sales and Service Executive.

With reference to the subject line, we request you to kindly inform the shortlisted candidates (as mentioned below) to appear for a Personal Interview to be held as

5.2.1. Average percentage of placement of outgoing students during the last five years

VENUE:

Date	Time
02nd July 2022	9.30 AM
Place of Interview	
Jamal Mohamed College (Autonomous), P.Box.No.808, #7 Race Course Road, TVS Toll gate, Khajanagar,Tiruchirapalli-620 020	

Kindly inform the candidates to produce the following documents in original along with Photostat copies at the time of Interview.

List of Documents Required:-

1. Duly filled Bio Data form & Annexure (attached with this mail).
2. Copies of PAN, Aadhaar in support of your Date of Birth & Residential address.
3. Mark Sheets and Degree Certificates (as relevant) for SSLC, HSC, Graduation, Post- Graduation, JAIIB / CAIIB, other qualificati
4. Bonafide certificate from the educational institution is mandatory for the current year students.
5. Other relevant certificates **(If any)**.
6. Latest Passport Size Photo – 2 Nos

List of Shortlisted Candidates:-

S.no	SOURCE	Campus Name	Campus Location	Candidate Name	Gender	DOB	Mobile	Emai
1	JAMAL	Jamal Institute of Management	Trichy	AHAMED SALMAN KHAN.B	Male	14/11/1999	9487521868	bask
2	JAMAL	Jamal Institute of Management	Trichy	BRAGATHISWARAN.G	Male	20/09/1999	8870545526	brag
3	JAMAL	Jamal Institute of Management	Trichy	HALIDEEN.R	Male	26/11/1999	9944945163	halid
4	JAMAL	Jamal Institute of Management	Trichy	HARISH.B	Male	08/09/1999	8754517151	haris
5	JAMAL	Jamal Institute of Management	Trichy	MANOJ KUMAR.M	Male	25/09/2000	8220992221	man
6	JAMAL	Jamal Institute of Management	Trichy	NIZAM AFREDI.I	Male	31/05/1999	9677394694	nizar
7	JAMAL	Jamal Institute of Management	Trichy	MOHAMED IBRAHIM.A	Male	09/11/1999	8124997571	ibrah
8	JAMAL	Jamal Institute of Management	Trichy	MOHAMED MUTHAR	Male	20/01/2000	7397586044	mmu
9	JAMAL	Jamal Institute of Management	Trichy	MOHAMED SHAFIQ.A	Male	04/10/2000	9361927075	shafi
10	JAMAL	Jamal Institute of Management	Trichy	MOHAMED SIDDIK .S	Male	14/07/2000	8754194778	siddi
11	JAMAL	Jamal Institute of Management	Trichy	MOHAMMED SIRAJUDEEN	Male	25/05/2000	7548886610	moh
12	JAMAL	Jamal Institute of Management	Trichy	NITHIYANANTHAN.V	Male	19/05/2000	6380013836	nithi
13	JAMAL	Jamal Institute of Management	Trichy	VISHAL.C	Male	02/08/2000	7904898411	visha
14	JAMAL	Jamal Institute of Management	Trichy	BALA SHANKARI .R	Female	03/12/1999	9715911251	shan
15	JAMAL	Jamal Institute of Management	Trichy	BENAZIR S.M	Female	09/05/2000	7449005464	bena

5.2.1. Average percentage of placement of outgoing students during the last five years

16	JAMAL	Jamal Institute of Management	Trichy	KEERTHANA .K	Female	29/01/1998	9384388137	keer
17	JAMAL	Jamal Institute of Management	Trichy	SHALINI.K	Female	10/08/1999	9444141697	pooj
18	JAMAL	Jamal Institute of Management	Trichy	SHARNIGASRI P .M	Female	26/06/2000	9344661516	shar
19	JAMAL	Jamal Institute of Management	Trichy	SOWMIYA.P	Female	10/09/1999	8072372439	prag
20	JAMAL	Jamal Institute of Management	Trichy	GANAGA LAKSHMI S	Female	02/10/2000	8610749966	gana
21	JAMAL	JAMAL MOHAMED COLLEGE	Trichy	A BAVATHARINI	Female	27/06/2000	9791458725	bitha
22	JAMAL	Gnanam School of Business	Thanjavur	A. Sushwa	Female	10/06/1999	6380508985	sush
23	JAMAL	JAMAL MOHAMED COLLEGE	Trichy	B THASLIM	Female	07/06/2000	8428170299	gree
24	JAMAL	JAMAL MOHAMED COLLEGE	Trichy	M JASMINE BANU	Female	07/07/1999	8248812906	jasku
25	JAMAL	JAMAL MOHAMED COLLEGE	Trichy	MOHAMED SUHAIL IBRAHIM M A	Male	14/08/2000	8610058540	suha
26	JAMAL	Gnanam school of business	Thanjavur	N.Edwin	Male	30/09/1999	8883146558	edwi
27	JAMAL	Gnanam School of Business	Thanjavur	R.Dinesh Kumar	Male	22/07/2000	9123534897	dine
28	JAMAL	Gnanam School of Business	Thanjavur	S. Sindhuja	Female	23/07/2000	6379365891	sindl
29	JAMAL	CARE College of Engineering	Trichy	Seetha Lakshmi C	Female	09/11/2000	6383727190	csee
30	JAMAL	CARE College of Engineering	Trichy	Sushmitha E	Female	23/06/1999	9789742142	sush
31	JAMAL	JAMAL MOHAMED COLLEGE	Trichy	J.PRAKESH	Male	21/05/2000	6383329997	prak

-

Please note that the bank will retain the copies and return the originals, post verification.

Traveling and other expenses shall have to be borne by the candidates.

With Regards,

B.SABARI VELAVAN,

Central Office - HRD,

The Karur Vysya Bank Ltd,

Karur - 639 002.

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5.2.1. Average percentage of placement of outgoing students during the last five years

Strictly Private and Confidential

25-Feb-2022

Imran Abdul Rahman
C10852642
115/1, MHM Manzil, Gandhiji Street, Rail Nagar, Trichy-10

Subject: Offer of Employment ("Offer")

Dear **Imran,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Center, India as per the below terms and conditions:

Job Profile - System and Application Services Associate
Management Level – 12

Please refer to:
Annexure I for the compensation and benefits details.
Annexure II for the documentation to be submitted by you.
Terms of Employment.

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take both doses of the COVID-19 vaccine before onboarding, unless your second dose is due post onboarding, and in that circumstance the second dose should be taken within the government prescribed timelines.

Please note that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

5.2.1. Average percentage of placement of outgoing students during the last five years

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 Accenture 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, Accenture 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.

To indicate your acceptance of this offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this offer letter and Terms of Employment.

After accepting this Offer, we encourage you visit Countdown to the Company- (http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have any feedback/ suggestion or have any query, feel free to write an e-mail to http://indiacampus.accenture.com /myzone/accenture/auth/login.

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,

Mahesh Vasudeo Zurale

Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED:

Imran Abdul Rahman

Date:

Candidate's Signature _____

5.2.1. Average percentage of placement of outgoing students during the last five years

ANNEXURE 1

COMPENSATION & BENEFITS

Annual Total cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	3,00,000
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	25,500
Maximum Annual Total earning potential (A+B)	3,25,500
(C) Additional Notional Benefits	
# (C) Gratuity as per law + Benefits	8,000
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	3,33,500

(A)Annual Fixed Compensation

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms.

Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B)Local Variable Bonus (LVB)

As part of your annual total cash compensation, you will be eligible to participate in the FY22 Local Variable Bonus program (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. 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 LVB program guidelines The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

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.

Benefits applicable for current Company Financial year:

In addition to your annual total cash compensation, effective your date of joining, you will be eligible for following benefits, which will be governed by Company policy:

1. Medical Insurance for self, spouse and 2 dependent children up to INR 300000/- per annum.
   a. You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and siblings up to INR 1000000/- & any additional child up to INR 500000/- under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 1000000/-. The entire premium for this will have to be borne by you. These plan allow for coverage of pre-existing ailments.
   b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under :
      - 10% of such claims for self, spouse and 2 dependent children.
      - 20% of such claims for parents, parents in-law, siblings, and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your annual fixed compensation.
   a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with a minimum cover of INR 500000/-. You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
4. Gratuity as per The Payment of Gratuity Act, 1972.
5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.
   Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

In addition to the above, you will also be eligible for the following benefits:

1. #(C)Gratuity amount shown above is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
3. Transport facility, as per Company guidelines, can be availed.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of one (1) year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your settlement to the extent possible.

5.2.1. Average percentage of placement of outgoing students during the last five years

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 Medical Insurance, Personal Accident Insurance and Life Insurance and Relocation Assistance program guidelines.

From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the company.

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.

5.2.1. Average percentage of placement of outgoing students during the last five years

ANNEXURE 2

Mandatory documentation at the time of onboarding:

- Two copies of your recent passport size photographs.
- Original & Copy of X, XII and all semester mark sheets of PG / UG Degrees.
- Original & Copy of Degree/PG/Diploma (as applicable) certificates.
- Pan Card
- Passport copy , if available (if not please apply immediately)
- Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

 Candidate's Signature _____

5.2.1. Average percentage of placement of outgoing students during the last five years

BE YOURSELF,
MAKE A DIFFERENCE.

accenture

01-Jul-2022

C6852447

*For Accenture use only

VIJAY Sivagurunathan
Lal Baghadur street, South kattur, trichy, 620019
Management Level - 13
Sublevel - 3

Job Profile - Transaction Processing New Associate
Job Family Group - Business Process Delivery
Business Deal - Non Contact Center

Dear VIJAY,

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 Chennai, India as per the below terms and conditions:

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' (Annexure 2) effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this offer.

This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet, to Accenture upon joining Accenture but no later than within 6 months of the result being declared by your institute. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

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.

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.

Candidate's Signature

Version 7.9 June 2022

Reference Id: fb9a9613-93a7-4a1d-a902-3c7d5a5f4f87_2

5.2.1. Average percentage of placement of outgoing students during the last five years

Strictly Private and Confidential

Date: 09/20/2022

Khairun Sulaigha Mohamed Ibrahim
C11092242
79/A,2ND FLOOR,GANDHI STREET,SANGILIYANDAPURAM,TRICHY-620001.
9791308708

Dear **Khairun Sulaigha Mohamed Ibrahim,**
Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Application Development Associate
Management Level - 12
Job Family Group - Software Eng

Please refer to:
- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college , as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

5.2.1. Average percentage of placement of outgoing students during the last five years

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment,in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. Before onboarding, we strongly encourage you to take both doses of the COVID-19 vaccine as per government prescribed timelines.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

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 Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture 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.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (https://india.jobs.accenture.com/default.aspx) using your unique reference number, candidate identification (CID) and mobile number within 14 days (fourteen days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 14 days (fourteen days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

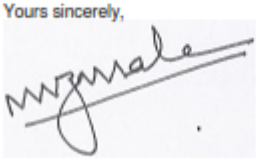
After accepting this Offer, we encourage you visit Countdown to the Company-

(http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on *https://indiacampus.accenture.com/myzone/accenture/auth/login*

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

Khairun Sulaigha Mohamed Ibrahim

ANNEXURE I

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	3,00,000/-
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	25,500/-
Maximum Annual Total earning potential(A+B)	3,25,500/-
(C)# Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 5,000/-
Notional Insurance Premium paid by Company	INR 11,300/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	INR 341800/-

(D)##Additional Discretionary Reimbursements	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

(E)Optional opportunity to participate in the Employee Share Purchase Plan	INR 4,500/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares **at 15% discount on the fair market value**	

(A) Annual Fixed Compensation

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms.Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B) Local Variable Bonus (LVB)

As part of your annual total cash compensation, you will be eligible to participate in the FY23 Local Variable Bonus program (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. 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 LVB program guidelines The LVB will be paid out

subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

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/regulations 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.

Benefits applicable for current Company financial year:

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1.Medical:

a) Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plans allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse and 2 dependent children
- 20% of such claims for parents, parent's in-law, siblings, and additional children under the separate Insurance plan.

2.Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3.Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

##(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion. Currently, the discretionary WFH benefits as mentioned in Annexure 1 (D) are available for our people until August 31, 2023 as per the company guidelines, provided such employees have joined/onboarded with Accenture before August 31st 2023.

5.You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6.Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In addition to the above, you will also be eligible for the following benefits:

- One time relocation allowance subject to a maximum of INR 2500.00/- on submission of actual supporting as per policy.
- Transport facility, as per Company guidelines, can be availed at no cost.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New joiner Relocation (NJR) > within 90 days of joining.

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 benefits & guidelines.

From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the Company.

GST Clause:

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.

General Tax:

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.

5.2.1. Average percentage of placement of outgoing students during the last five years

ANNEXURE II

Mandatory documentation at the time of onboarding:

1.Two copies of your recent passport size photographs.

2.Original marksheet of all semester (PG/UG).

3.Original provisional degree certificate or convocation degree certificate.

4.Copy of X, XII and all semester mark sheets of PG & UG Degrees.

5.Copy of Degree/PG/Diploma (as applicable) certificates.

6.Passport copy, if available (if not please apply immediately).

7.Pan Card

8.Certification Completion Document (as mentioned in the eligibility criteria)

9.Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

5.2.1. Average percentage of placement of outgoing students during the last five years

ANNEXURE IV - DECLARATION

I hereby represent and warrant that as of my effective start date of employment with 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 employment 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 Accenture 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 Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture 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 Accenture. 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 Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

_____

Khairun Sulaigha Mohamed Ibrahim

Date:

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."

5.2.1. Average percentage of placement of outgoing students during the last five years

ALKEM LABORATORIES LTD.
Regd. Office : ALKEM HOUSE, Senapati Bapat Marg,
Lower Parel (West), Mumbai - 400 013, Maharashtra, India.
• Phone: +91-22-3982 9999 • Fax: 022-2495 2955
• Email: contact@alkem.com • Website: www.alkemlabs.com
• CIN: L00305MH1973PLC174201

Great Place To Work. Certified MAR 2022-MAR 2023 INDIA

Date : 21-Aug-2022

MR. MOHAMED ARSATH PARVEES P
2C MM COMPLEX, SUN TAILOR NEAR UPSTAIRS
TVS TOLGATE
TIRUCHIRAPPALLI/TIRUCHIRAPPALLI 620020
TAMIL NADU
M:8778783629

Dear MR. MOHAMED ARSATH PARVEES P,

Subject: Offer cum Appointment letter for the post of MARKETING EXECUTIVE

On behalf of the Management, I take great pleasure in offering you appointment as **MARKETING EXECUTIVE** in grade **ME** in our **METABOLICS 2** Division.

The terms and conditions of the employment are as per ANNEXURE – I.

Your posting will be presently at **TRICHY.**

Your Basic Salary will be **Rs. 2,80,000/- per annum (Rupees Two Lakh Eighty Thousand Only).** In addition to this you will be entitled to benefits as indicated in. **ANNEXURE II.**

Your appointment is subject to you being found medically fit and on the understanding that all the details mentioned by yourself in the job application form are correct and complete in all respect.

Your tentative date of joining will be **22-Aug-2022.** In case you do not join on or before this date, the offer cum appointment letter shall stand cancelled. Should there be any change in date of joining, please keep us informed in advance.

We welcome you to the Alkem family and look forward to your significant personal and professional growth during your association with us.

With Best Wishes,

For Alkem Laboratories Limited

HIMANSHU RATHI
SENIOR MANAGER

5.2.1. Average percentage of placement of outgoing students during the last five years

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ANNEXURE – I

1. **LIST OF DOCUMENTS :**

Please bring the originals and a copy of the following documents at the time of your joining. These documents are mandatory for activation of joining process.

a. Educational Qualifications
(Provisional or final certificates of S.S.C, H.S.C, Graduation, Post-Graduation etc till date)

b. Proof of Date of Birth
(Certificate obtained from SSC / Aadhaar with date of birth mentioned)

c. Permanent Account Number (PAN Card)

d. Aadhaar Card

e. Offer Letter, Relieving letter and Salary Slips (last 3 months) of previous employer.

f. Cancelled Cheque of your saving's account.

g. One Latest Passport size photograph of yourself in white background.

2. PROBATION / CONFIRMATION:

You will initially be on probation for period of six months from date of joining the Company, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable either by the company or by you without assigning any reason whatsover. On completion of probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation.

3. TRANSFER:

Divisions / SBUs / Subsidiary Companies / Associated Companies / Affiliated Companies etc, which are in existence or which may be set up in future, will be automatically governed by the terms & conditions, to which you are transferred.

4. CESSATION OF EMPLOYMENT:

On the basis of documents / certificates submitted by you, your date of birth is recorded as **24-Sep-2000**

a. As per the policy of the company the age of superannuation is on completion of 58 years

b. On satisfactory completion of the probation period and / or after you have received your confirmation in writing except for the reason mentioned in this appointment letter, your services can be terminated by the company at any time or you can choose to leave the company by giving 1 MONTH notice in writing or fixed gross salary (basic + allowances) in lieu of notice at the discretion of the management.

c. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
i. Return to work within 8 days from the commencement of such absence and
ii. Give an explanation to the satisfaction of the Management regarding such absence.

5.2.1. Average percentage of placement of outgoing students during the last five years

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d. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct,without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct,disloyalty,commission of an act involving moral turpitude,any act of indiscipline or inefficiency.

5. GENERAL:

a. You will not engage yourself in any other business, occupation, employment, part time or otherwise, while in the company's services.

b. You will be entitled to privilege leave, sick leave and casual leave as per company's rule.

c. You are expected to maintain strict secrecy regarding the business affairs of the company and are responsible for the safe custody of the company's property lying with you which you are expected to return to us in the event of cessation of employer employee relationship for any reason whatsoever.

d. You are liable to use the E-detailer in the Form of TABLET for promoting the company's product in the Doctor's chambers along with the accessories. You are expected to carry out the detailing through the same devise and also need to maintain the complete confidentiality and secrecy which has been incorporated in the TABLET and you will be sole custodian for the same. You are also liable to handover the TABLET along with the accessories on your last field working day in the event of cessation of employment of whatsoever reason to your immediate Reporting manager &/or the person nominated by him &/.or Depot Manager nearest to your HQ. If you fail to do so, Management reserve the rights to recover the appropriate amounts as deemed fit based on the valuations and usage

e. You will be governed by the rules & regulations of the company as applicable to you currently and as may be varied by the company from time to time, including but not limited to the services rules, which is an integral part of your letter of offer cum appointment, a copy of which is enclosed herewith.

f. You are required to keep us informed of any changes in your personal details (residential address, marital status, educational qualifications, dependant details etc.) or in your civil status.

g. You are also liable to return reimbursements if any form done like joining bonus, relocation expenses, notice period of previous employer or any other reimbursements subject to conditions discussed during the time of joining if you resign from service of the company prior to first anniversary of employment.

h. In the event of any dispute regarding the terms and conditions of your appointment, you will be subject to the jurisdiction of the relevant courts of law at the headquarters of the company viz. Mumbai.

i. Please note that you are required to keep the salary & other perquisites / benefits offered to you strictly confidential and not to share information regarding the same with anyone.

j. Collection of Adverse Drugs Reaction (ADR) incidences including lack of efficacy related to 'Alkem Lab's' any drug product/medicinal product,in company specified format up to the maximum possible level of completenessand forwarding the same to the company's assigned person(s) in your PV-system by putting their signature / dateeven in absence of the doctor's signature for any reasons. The Preliminary report shouldreach to PV -head within 24-hrs. and if required, the Final Report shall be submitted within 7-working days.

5.2.1. Average percentage of placement of outgoing students during the last five years

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ANNEXURE – II

Salary	Monthly Amount	Yearly Amount
Basic	10,500	1,26,000
HRA	5,250	63,000
Vehicle Maintenance Allowance	150	1,800
KIT Allowance	50	600
Metro Allowance*	900	10,800
LTA	100	1,200
Special Allowance	2,746	32,939
Total (A)	**19,696**	**2,36,339**
Benefits		
Provident Fund**	1,733	20,801
Bonus***	1,400	16,800
Gratuity****	505	6,060
Total (B)	**3,638**	**43,661**
Total (A+B)	**23,334**	**2,80,000**

*Payable monthly through Payroll
**Company Contribution as per EPF & MP Act
***Payable annually as per Payment of Bonus Act
****Payable as per Payment of Gratuity Act
Note : Above payments are subject to Income Tax, as applicable
In addition to the above you will be covered under the following schemes as per company policy :
You are eligible for sales incentives as per the company policy.

Daily Allowances :	Per Day(Rs.)
Daily Head Quarter Allowances :	245
Daily Ex-Head Quarter Allowances :	270
Outstation Allowances :	550

a) MEDICLAIM : HOSPITALISATION COVERAGE : The policy covers self, spouse and two children subject to the over all limit of Rs 2.00 Lac per annum
b) Accident Insurance Benefit incase of disablement upto Rs 4.00 Lacs and incase of Death Benefit to Rs. 16.00 Lacs.
c) Term Life Insurance Benefit in case of Death of Rs.10.00 Lacs.

5.2.1. Average percentage of placement of outgoing students during the last five years

AVK MANAGEMENT PVT. LTD.
B154, Sector 63, Noida 201301,
Uttar Pradesh, India
info@avkmpl.com
0120 4243 783

Date: **27 Jul 2022**

Offer Letter

To,

Mr. **Ajkhar Ali S**

S/o- **Syed Musthafa**

Employee Code: **AVAS200963**

Add: **S/O: Syed Musthafa, 58, Kooni Bazzar, Beemanagar, Main Road, Tiruchirappalli Tiruchirappalli Tamil Nadu**

DOJ: **29 Jul 2022**

We are pleased to offer you employment at **AVK MANAGEMENT PVT. LTD.** for a fixed period of employment as per the following terms:

DEPUTATION: You are deputed to **AAIDEA SOLUTIONS PRIVATE LIMITED** under this contract. The terms of employment is exclusively with **AVK MANAGEMENT PVT. LTD.** which are summarized as under.

You will with effect from **29 Jul 2022** be deputed by **AVK MANAGEMENT PVT. LTD.,** to work at client's office / premises at any of their locations.

The Duration of the contract of employment shall be for the period of commencing from **29 Jul 2022** to **28 Jul 2023** If however,the project work is extended your association with us may be extended for such further period as may be decided by us.Hence, this contract of employment by no means be treated or construed to be of permanent in nature granting there by to you a status of permanent employee of the company.

POSITION: You are appointed as **BUSINESS DEVELOPMENT EXECUTIVE.**

REMUNERATION: The details of your salary break up with components are as per the enclosure attached herewith in annexure - A.

EXTENSION: Unless otherwise notified to you in writing this contract of employment would be valid till from the date of your joining **AVK MANAGEMENT PVT. LTD.**

This contract may be considered for an extension depending on the client and **AVK MANAGEMENT PVT. LTD.** requirements. The extension of contract period would be considered on fresh terms as agreed between you and **AVK MANAGEMENT PVT. LTD.** through a separate mutually executed contract of employment. **AVK MANAGEMENT PVT. LTD.** shall inform you in writing of the extension requirements, if any.

WORKING HOURS: You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, who shall at the end of the month share the attendance with the contact person at **AVK MANAGEMENT PVT. LTD.** for pay-roll processing.

TERMINATION & SUSPENSION: At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any money due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, **AVK MANAGEMENT PVT. LTD.** or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. **AVK MANAGEMENT PVT. LTD.** reserves all such right to withheld full or a portion of your salary during such suspension period.

NOTICE PERIOD: Either party may terminate the work Assignment during the existence of a Work Assignment,by providing 15 days notice in writing to the other party.

5.2.1. Average percentage of placement of outgoing students during the last five years

B154, Sector 63, Noida 201301,
Uttar Pradesh, India
0120 4243 783

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, **AVK MANAGEMENT PVT. LTD.** will have / reserve rights to terminate immediately without giving notice period.

INDEMNITY: You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the Client if there is a loss of any kind to the said property. To the fullest extent permitted by the Applicable Law, you shall hold the Client, its agents, employees and assigns, free and harmless and indemnify and defend Client from and against any and all suits, actions, proceedings, claims, demands, liabilities, costs and charges, legal expenses, damages or penalties of any nature actually or allegedly arising out of or related to your services at the Location or to any alleged actions or omissions by you, including, but not limited to, those resulting from, or claimed to result from injury, death or damage to you.

TRANSFER: You are liable to be transferred to any other department of the Client or **AVK MANAGEMENT PVT. LTD.** or at any other branches across India in which the client or **AVK MANAGEMENT PVT. LTD.** or any of the employer subsidiary company has any kind of interest. That also upon such transfer, the present terms and conditions shall be applicable, to such a post or at the place of transfer.

CODE OF CONDUCT: You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

ADDRESS FOR COMMUNICATION: The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company which is **AVK MANAGEMENT PVT. LTD, Plot No- B-154, Sectore 63, Noida 201301 (UP).** The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

BACKGROUND VERIFICATION: The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

ABSENTEEISM: You should be regular and punctual in your attendance. If you remain absent for 3 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 3 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

RULES AND REGULATIONS: You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

OTHER TERMS OF CONTRACT: In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of **AVK MANAGEMENT PVT. LTD.** (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

JURISDICTION: Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only be subject to the jurisdiction of the High Court of Judicature of **DELHI** at **DELHI** and its subordinate Courts.

DEEMED CANCELLATION OF CONTRACT: The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You are requested to bring the following documents at the time of joining:

1) Educational Certificates for 10th and 12 standard or the highest qualification held by you.

2) Experience Letter / Relieving letter of the past company, if any.

3) Latest month pay slip,if any.

4) Photo ID proof (Aadhar Card/Driving Licence/Election I-Card/Passport/Pan Card)

5) Address Proof (Aadhar Card/Driving Licence/Election I-Card/Passport/Pan Card)

5.2.1. Average percentage of placement of outgoing students during the last five years

AVK MANAGEMENT PVT. LTD.
B154, Sector 63, Noida 201301,
Uttar Pradesh, India
info@avkmpl.com
0120 4243 783

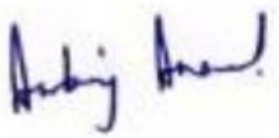
6) 5 passport size photographs

7) PAN card, if any.

8) UAN Card, If any

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day

With Warm Regards



Human Resource

Compensation Sheet

Employee Code: **AVAS200963**

Associate Name: **Ajkhar Ali S**

Designation: **BUSINESS DEVELOPMENT EXECUTIVE**

Location: **TRICHI**

Salary Break UP					
Salary		**Deductions**		**Employer's contribution**	
BASIC	10246.00	EMP PF	1415.00	EMPE PF	1533.00
HRA	4098.00	EMP ESI	120.00	EMPE ESI	517.00
CONVEYANCE		PT	208.00	INSURANCE	
ADDITIONAL ALLOWANCE					
SUPPLEMENTARY ALLOWANCE	1545.00				
BONUS	854.00				
FIXED_GROSS	16743.00	TAKE HOME	15000.00	CTC	18793.00

PROFESSIONAL TAX LABOUR WELFARE FUND & OTHER COMPLIANCE WOULD BE SEPARATE AS PER APPLICABILITY IF ANY

Signature_____

Name: **Ajkhar Ali S**

Designation: **BUSINESS DEVELOPMENT EXECUTIVE**

Ref No: **AVAS200963**

5.2.1. Average percentage of placement of outgoing students during the last five years

AVK MANAGEMENT PVT. LTD.
B154, Sector 63, Noida 201301,
Uttar Pradesh, India
info@avkmpl.com
0120 4243 783

Date: **27 Jul 2022**

To,

M/S. AVK Management Pvt. Ltd.,

Plot No- B-154, Sector 63, Noida,

Uttar Pradesh- 201301

Subject:- Acknowledgement and receipt of Offer Letter

Dear Sir

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I have received **AVK MANAGEMENT PVT. LTD.** Associate Manual and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms & conditions in this fixed term employment contract would be deemed as acknowledged & accepted.

Name:_____

Signature:_____

Place:_____

Date:_____

5.2.1. Average percentage of placement of outgoing students during the last five years

Beta MONKS

Letter of Appointment - Trainee

1st Aug 2022

To,

Mr. Akash Raviraj
4/42, 5th Street, Renga Nagar,
Sundar Nagar, Trichy - 620021

Dear Mr. Akash Raviraj,

Betamonks Technology Factory Pvt. Ltd. (the Company) is pleased to extend you this appointment in Software Development Division. This appointment is conditional on you attending and successfully completing the training offered by the company within the stipulated period. If you accept this appointment, you will begin your training with the Company on 8th Aug 2022, at Chennai, Tamilnadu. The training will be for a maximum of 150 training days subject to you successfully completing the training. However, in special circumstances the company has the right to extend the training period, keeping in mind the benefit of the trainee.

You will be trained in the function you have received your appointment. Training program is aimed at strengthening the concepts, imparting domain knowledge, understanding the company's products and solutions, and enhancing the skills of the individual. Training is imparted by way of class room sessions, gaining practical experience by working in projects and gaining hand-on experience by working on real time client projects. You shall diligently and promptly attend to the training, complete the assignments entrusted to you from time to time within the time limits stipulated by the Company to the satisfaction of the Company. Training will be conducted from Monday to Saturday (except National Holidays). You are required to be punctual (report at least 15 minutes before the start of your shift) and be attentive during the training.

During the period when you are in training, the Company agrees to pay you a "Stipend" as per the terms of the Agreement for Training. You will be paid a Stipend of INR 8000/- per month (Rupees Eight Thousand Only) once you have demonstrated to the company that you have successfully completed your degree with no arrears / backlogs. As a trainee, you will not receive any other benefits that regular Company employees receive, including, but not limited to health insurance, vacation or sick pay, paid holidays and any other employee benefits.

Based on the performance in your training, and after undergoing a minimum of 100 days of training or post successful completion of the training period, at the discretion of the company, you will be given an Employment offer as a full-time employee of the company on a fixed Term employment basis for period of two years. You will have to sign the Company's fixed term Agreement of Employment post successful completion of training period.

5.2.1. Average percentage of placement of outgoing students during the last five years

Beta MONKS

On employment, the company agrees to pay you a minimum salary as mentioned below and could be higher based on your performance as per the company policy.

Particulars	Monthly	Annual
Basic Salary	6,250	75,000
House Rent Allowance	1,620	19,440
Shift Allowance	3,000	36,000
Statutory Bonus	1,400	16,800
Other Allowance	230	2,760
Total Monthly Gross	**12,500**	**150,000**
Employer Provident Fund	1,138	13,656
Gratuity	301	3,606
Employer Contribution to ESI	361	4,332
Group Medical & Personal Accident Insurance*	234	2,811
Grand Total	**14,534**	**174,405**

* Group Accidental Insurance coverage for Rupees Three Lakhs and Medical Insurance policy coverage for family (includes spouse & 2 children) for Rupees Fifty Thousand. This will be taken within six months from your date of joining.

In case your performance is not to the satisfaction of the company, the company will NOT provide an offer of employment and the training will be discontinued as per the terms of the Agreement for Training.

The above mentioned Employment opportunity is subject to the following conditions (together the Conditions):

i. You successfully completing the training offered by the company within the stipulated period;
ii. Your satisfactory completion of any medical examinations, clearances and tests as required for the purposes of the company;
iii. Satisfactory verification by the Company of your education certificates, background checks and if required, in the Company's sole discretion, references from your previous employers;
iv. You accepting and signing the Terms and Conditions of the Agreement of Employment – Fixed Term – Post Training.

The Company accepts no liability for any losses and costs incurred by you. Notwithstanding any rights or privileges accruing under the Labor Law, the company reserves the right to amend any or all of these terms and conditions by giving reasonable notice in Writing.

As a member of Betamonks team, we would ask for your commitment to conduct oneself properly during the course of training. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of the company. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

This conditional appointment offer will remain open for acceptance for a period of Seven (7) calendar days from the date of this letter. If we do not hear from you by this date, this conditional offer will be withdrawn. In case of acceptance, please sign the letter and the agreement of training, and send the scanned copy to the company.

5.2.1. Average percentage of placement of outgoing students during the last five years

Beta MONKS

We have the pleasure of having you as part of Betamonks team and look forward to your support and contribution in building this company.

With warm regards,

Authorized Signatory
Name: SM.Palaniappan

Agreed and Accepted,

Name: Akash Raviraj

5.2.1. Average percentage of placement of outgoing students during the last five years

Beta MONKS

AGREEMENT FOR TRAINING AND EMPLOYMENT

This Training Agreement (Hereinafter referred as, the "**Agreement**") is entered into on this 1st day of Aug, 2022 **at Chennai.**

BY AND BETWEEN

Betamonks Technology Factory Private Limited (Company Number: U72900TN2012PTC086038), a company incorporated under the Companies Act, 1956 and having its registered office at B3, Balaji Enclave, Palaniappa Nagar 3rd Street, Vanagaram, Chennai – 600095 (hereinafter referred to as **"The company"**) which expression shall, unless repugnant to the context or meaning thereof, be deemed to include, its representatives and permitted assigns), **OF THE ONE PART**;

AND

Mr. Akash Raviraj son of **Mr. K Raviraj** aged **22** years and residing at 4/42, 5th Street, Renga Nagar, Sundar Nagar, Trichy - 620021 (hereinafter referred to as the "Trainee"), which expression shall, unless repugnant to the meaning or context hereof, be deemed to include all permitted successors and assigns), OF THE OTHER PART.
The parties hereto desire to enter into this Training Agreement to define and set forth the terms and conditions of the training process;

WHEREAS:

A. The Company is an entity engaged in the business of providing specialized skilled workers to Clients from across diverse industries including but not limited to Yalamanchili Group of companies and for the purpose of attaining its objects, the Company requires Trained professional Employees to be employed to further the business of the Company.

B. The training premises will be at Chennai, Tamil Nadu.

C. The trainee, post successful completion of training period, will be offered a fixed term employment for two years with the Company vide an Agreement of Employment – Fixed Term.

D. The Company has a reasonable expectation that the trainee will apply his/her knowledge and skills learnt by him/her as a result of the Training during the course of their employment, as well as share this knowledge with other trainees / employees, whenever possible, to maximize the positive impact of the skills learnt as part of the Training in their work environment.

E. Considering the significant investment that Training represents, the Company seeks an assurance in the form of this Agreement, to ensure that the trainee will not resign or cause to terminate his / her employment with the Company before the cost of the Training is amortized. Accordingly, the Employee as such has agreed to continue employment with the Company for a minimum period as set out in this Agreement.

5.2.1. Average percentage of placement of outgoing students during the last five years

Beta MONKS

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth below as terms of Training, it is hereby covenanted and agreed by the company and the Trainee as follows:

a) The trainee confirms that the Training is beneficial to them and that the provisions of this Agreement are fairly and reasonably required for protection and preservation of the interest of the Company, and is not penal in nature.

b) The Trainee agrees that the Agreement is necessitated on account of the fact that the trainee has to undergo Training at the Company's cost, expense and time to acquire necessary technical and professional skills required for discharging duties and responsibilities as that of an employee, and the trainee hereby agrees to undergo and accept the Training as defined and arranged by the Company. The Company reserves to itself the right to modify or vary, the content, without assigning any reason whatsoever.

c) The trainee will be trained for a minimum of 100 training days i.e. four (4) calendar months and a maximum of 150 training days six (6) calendar months from the date of joining (the "Training Period"). Further, in case number of days essential for training is not complete within the time frame, the company reserves the right to extend the training. The training will be deemed complete on the last day of successful completion of the training period as ascertained above by the company (the "Date of successful Completion of training period"). Based on the successful completion of training period, the trainee will be offered a fixed term employment contract for period of two years from the date of successful completion of training period. However, in case the performance is not to the satisfaction of the company, the company will not provide an offer of employment and the training will be discontinued.

d) During the period when training, the Company agrees to pay the trainee a "Stipend" of INR 8000/= per month (Rupees Eight Thousand Only) once you have demonstrated to the company that you have successfully completed your degree with no arrears / backlogs. In cases where you are yet to successfully complete the degree and have arrears / backlogs to clear, you will be paid a Stipend of INR 6500/= per month (Rupees Six Thousand Five Hundred Only). The Stipend shall be payable after the end of every calendar month on or before the seventh (7th) of the subsequent calendar month. The monthly Stipend will be payable to you only after deducting any amounts that may be due and payable by you. The "Stipend" paid will be on a prorate basis in proportion to the number of days of training you have attended during the month. If you have attended 20 days of the total 25 days of training in a month, your stipend will be pro-rated using the formula: (No. of days of training attended (20) / Total number of days of training in the month (25)) x Stipend Amount. A trainee, will not receive any other benefits that regular Company employees receive, including, but not limited to health insurance, vacation or sick pay, paid holidays and any other employee benefits. They shall not be entitled to any remuneration, perquisites or benefits other than what is expressly mentioned.

e) The trainee hereby acknowledges and agrees that the Training will entail significant expenditure to the Company, including but not limited to, computer time, instructor time, supervisory times, software costs, the setting up and maintenance of general and special facilities for Training as well as for on-the-job skill enhancements, apart from the Trainee's recruitment costs and Stipend & benefits during period of Training. For the purposes of this Agreement, the Training costs and related expenses are estimated by the Company to be INR 150,000.00 (Rupees One Lakh Fifty Thousand only) ("Training Costs and Expenses"), which is hereby accepted and confirmed by the Trainee.

f) The trainee agrees that as part of the Training, the trainee will use their best ability to understand and abide by the Trainee Handbook of the Company, the handbook will contain all internal rules and regulations,

Beta MONKS

policies, Terms and conditions of the Company in regard to Training hours, holidays, discipline and other conditions of the Training or any directions given to Trainee by the authorized representatives of the Company.

g) The Trainee further agrees that during the period of Training, they will abide by the instructions of the authorized representatives of the Company under whom they may from time to time be placed. The Company reserves to itself the right to modify or vary, the content, without assigning any reason whatsoever.

h) In consideration of the expenses incurred by the Company for the trainee's Training, enhancement of skillsets, other good and valuable consideration, the receipt of which is hereby acknowledged by the trainee, the trainee agrees to serve in employment of the Company for a minimum period of Twenty Four (24) months (the "Commitment Term") from the date of successful completion of training period.

i) If the trainee commits an act or omission with the intent to deliberately cause the Company to terminate his/her employment ("Employment Cessation"), the trainee shall be deemed to be in breach of the above obligation and the Commitment Term. The Parties agree that Commitment Term represents the minimum period by which the Training Costs & Expenses would be amortized by the Company.

j) The trainee is aware that the Company has employed him/her in view of the trainee's commitment to remain in the Company's employment during the entire Commitment Term on signing of this Agreement, and the trainee is aware that the company has diligently made some expenditure to employ them. The trainee recognizes and accepts that the Company would be put to substantial disadvantage, inconvenience, loss, etc., in the event of the trainee not serving the entire Commitment Term.

k) Accordingly and notwithstanding anything to the contrary:
   i. In the event the Training Agreement is terminated by Trainee, at any time, before the completion of the Training or trainee is absent continuously for five (5) training days without any intimation prompting the Company to terminate the appointment with or without any notice as per clause (q), the trainee will be liable to compensate the company and the trainee hereby agrees and undertakes to immediately reimburse to the Company the Training Costs using the formula: 1.5 x Stipend Amount paid.
   ii. In the event Employment Cessation occurs at any time but before completion of 12 months from the Joining Date (date when the trainee starts employment with the company post completion of the training period), the trainee hereby agrees and undertakes to immediately reimburse to the Company the entire Training Costs and Expenses, as per Clause (e).
   iii. In the event Employment Cessation occurs at any time after completion of 12 months but before completion of 18 months from the Joining Date, the trainee hereby agrees and undertakes to immediately reimburse to the Company 50% of the Training Cost and Expenses, as per Clause (e).
   iv. In the event Employment Cessation occurs at any time after completion of 18 months but before completion of 24 months from the Joining Date, the trainee hereby agrees and undertakes to immediately reimburse to the Company 25% of the Training Costs and Expenses, as per Clause (e).

l) The trainee's liability to reimburse the Training Costs and Expenses as per Clause (j) above is without prejudice to the Company's other rights that it shall be entitled to receive under law or equity. Additionally, the trainee's liability to reimburse the Training Costs and Expenses as per Clause (k) above shall constitute a debt owed by the trainee to the Company and shall be recoverable by the Company from the trainee with interest thereon calculated at 12 per annum compounded half yearly till realization.

Beta MONKS

m) The trainee agrees that the Company shall at all times have lien over and the authority of deducting or appropriating towards the recovery of the trainee's liability to reimburse the Training Costs and Expenses to the Company, by way of salary, arrears of salary and all other types of remuneration and terminal benefits. Such a right of recovery shall be without prejudice to the Company's other rights that it shall be entitled to receive under law or equity.

n) The trainee further agrees to sign all such papers, documents, promissory notes, bank guarantee, and undertakings and / or powers of attorney/letters of authority as the Company may require in this respect or under this Agreement.

o) The Parties further agree that this Agreement shall continue to be valid and in force even if the employment of the trainee ceases or is terminated at any time during the Commitment Term.

p) The Parties agree that:

i. The failure to enforce any right against the Trainee by the Company or
ii. Any compromise made by the Company with the Trainee for any violation of the terms in this agreement, shall not constitute a waiver of the rights that the Company enjoys against the trainee under this Agreement or under the applicable laws.

q) It is hereby clarified that notwithstanding anything to the contrary, this Agreement shall not affect the Company's right to terminate the later employment agreement of the trainee at any time, whether during the Commitment Term or anytime thereafter. It is also clarified that nothing in this Agreement prevents the trainee from leaving, resigning from or terminating his/her employment with the Company (and accordingly this Agreement should not be construed as an employee bond) and that this Agreement stipulates only the monetary amounts that the Employee is liable and required to repay and/or reimburse to the Company in certain specific situations as envisaged in this Agreement.

r) The Company may terminate the training agreement at any time, with or without cause and with or without notice by providing 1 days' notice and trainee will be paid stipend till the date of termination based on for the number of days they have attended training prorated on a total of 25 days of training for the month. The Training Agreement may be terminated by Trainee, at any time, by giving minimum of Five days (5) days' notice in writing to the company (notice period) without the necessity of having to assign any reason, in case the trainee terminates the agreement, they will be liable to compensate the company with the training expenses that the company has incurred during the training phase as per Clause (k). If the trainee is absent continuously for five (5) training days without any intimation, the Company will have the right to terminate the appointment with or without any notice. In the event of termination under this Clause, the trainee shall not be entitled to either the notice period or stipend in lieu thereof and will be liable to compensate the company with the training expenses that the company has incurred during the training phase as per Clause (k).

s) The Trainee agrees, recognizes and acknowledges that:

(i) He/she has been provided with a copy of this Agreement for review prior to signing it;
(ii) He/she has reviewed it and that he/she understands the terms, purposes and effects of this Agreement;
(iii) He/she has signed this Agreement only after having had the opportunity to seek clarifications;
(iv) He/she has been given a signed copy of this Agreement for his/her own records;
(v) He/she has not been subjected to duress or undue influence of any kind to execute this Agreement and this Agreement will not impose an undue hardship upon him/her; and

5.2.1. Average percentage of placement of outgoing students during the last five years

Beta MONKS

(vi) He/she is subject to no contractual restriction or obligation that will in any way limit his/her activities on behalf of the Company or prevent him/her from performing all or any of the obligations, terms and conditions of this Agreement.

t) During the training, trainees may have access to trade secrets and confidential business information belonging to the Company. By accepting this appointment, trainee acknowledge that they will keep all of this information strictly confidential, and refrain from using it for their own purposes or from disclosing it to anyone outside the Company, in case a leak is identified the trainee will have to pay damages to the company for the loss, that the company has incurred for leakage of confidential trade secrets. In addition, they agree that, upon conclusion of training, they will immediately return to the Company all of its property, equipment, training material and documents, including electronically stored information.

u) If any paragraph, sub-paragraph, or provision of this Agreement, or the application of such paragraph, sub-paragraph, or provision, is held invalid by a court of competent jurisdiction, the remainder of this Agreement, and the application of such paragraph, sub-paragraph, or provision to persons, or circumstances other than those with respect to which it is held invalid shall not be affected.

v) The terms of this Agreement are the entire agreement and understanding with respect to the subject matter hereof and supersedes all prior discussions or representations between the Company and the Trainee.

w) The trainee acknowledges and agrees that the Company may assign any of its rights under this Agreement to any person or entity. This Agreement is not assignable by the trainee.

x) No waiver by the Company of any breach of this Agreement shall be a waiver of any preceding or succeeding breach. No waiver by the Company of any right under this Agreement shall be construed as a waiver of any other right under this Agreement or under law. The Company shall not be required to give notice to enforce strict adherence to all terms of this Agreement.

y) No change, modification, or termination of any of the terms, provisions, or conditions of this Agreement shall be effective unless made in writing and signed or initialed by all signatories to this Agreement.

z) The jurisdiction concerning any dispute arising out of this agreement will be in the courts in Chennai only.

aa) In case of any internal dispute arising in the company with the trainee. First, the dispute will be subjected to internal dispute resolution board and if no conclusion is reached, on the second stage, an individual third-party mediator will be appointed by the company. Lastly, in case the dispute is not resolved with the company, the dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by legal recourse.

For **Betamonks Technology Factory Pvt. Ltd.,**

Authorized Signatory
Name: SM.Palaniappan

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Beta MONKS

I, _____ acknowledge and agree with the above terms and conditions of my training agreement with Betamonks.

Signature ..... Date ..... Place .....

5.2.1. Average percentage of placement of outgoing students during the last five years

Syngene

Syngene International Limited
SEZ Unit
Biocon Special Economic Zone
Bommasandra - Jigani Link Road
Bangalore - 560 099, India
T 91 80 2808 2808 F
91 80 2808 3189
www.syngeneintl.com

Ref: S/HR/LET-OFR/BBRC2020

Date: 02/06/2022

Ms. Harini.M.K
TIRUCHIRAPPALLI-620013.

Dear Harini,

Subject: Future dated Letter of offer for employment

We are pleased to offer you a position in our organization on the following terms and conditions:

1. Position: **JUNIOR EXECUTIVE -BBRC-EXP-2-CHEMICAL DEVELOPMENT & API SUPPLY**
2. Level: **10-I**
3. Location: **Bangalore**
4. Compensation Package: You will be entitled to a compensation of **Rs. 294811/- p.a.** on cost to the company basis, and the detailed breakup of the Compensation Package will be as Shared with you at a later date.
5. The appointment is effective from the date of your joining. We request you to join as early as possible, not later than **01/08/2022.**
6. This offer is valid till 01/08/2022 only and if you fail to join our organization on or before 01/08/2022 this offer of employment will automatically stand cancelled without any further communication.
7. We will issue the formal appointment letter detailing the terms and conditions of employment on your joining our organization. It is understood that such terms and conditions of employment will be binding on you and you will comply with all rules, regulations and code of conduct applicable to employees of the company.

This offer of employment is subject to your medical fitness, confirming no trace of any major illness or any chronic health disorders in the past, verification of your records relating to educational qualifications and professional experience, and reference verification. The pre-employment requirements as stated needs to be completed by you.

Please confirm your acceptance of our offer by signing a copy of this letter and advice the date by which you will join our organization. It is understood that we will mutually keep this offer as **CONFIDENTIAL**, till the time you are on board with us.

"In the event you do not confirm acceptance of this offer in writing, within seven days of the date of this letter, and join us within the date specified in point 6 above (or such extended date which may be mutually agreed), then this offer will be deemed to have been withdrawn, and consequently you will not have any further claim for employment with us."

We take pleasure in welcoming you to our organization and are confident that your period of association with us will be long, pleasant and mutually beneficial.

Yours truly,
For **Syngene International Ltd.**

RAKSHET NAKKANA
Head Human Resources – BBRC

I confirm acceptance of your above offer and will join your organization by date: 01.08.2022 Harini.M.K.

SANMAR

Chemplast Sanmar Limited

Regd Office:
9 Cathedral Road
Chennai 600 086 India
Tel + 91 44 2812 8500
E-mail: csl@sanmargroup.com
www.chemplastsanmar.com
CIN L24230TN1985PLC011637

22nd July 2022

Mr D Javed Mohammed
55/A, Muthumanitown
Senthaneerpuram
Trichy
620004

Dear Javed Mohammed

OFFER OF APPOINTMENT

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Deputy Executive Officer – Accounts (Trainee)** based at **Viralimalai** on the terms and conditions given below:

COMPENSATION AND BENEFITS

From the date of your joining duty, you will draw a basic salary of **Rs 6500/- (Rupees Six Thousand Five Hundred only)** per month, plus allowances and benefits. These allowances and benefits, and the other terms and conditions of your employment will be as per company policies as applicable from time to time.

TRAINING PERIOD

You will be on training for a period of **12 months** from the date of your joining duty. During this period, your training can be terminated by **three** months' notice in writing by either side. On successful completion of training, you will be considered for appointment, in a suitable position. If your performance is found unsatisfactory during training, your appointment may stand terminated without any notice or compensation in lieu thereof. You should successfully complete your M Com with an overall aggregate of at least 60% without any history of arrears failing which your appointment will be terminated without any notice or compensation in lieu thereof.

Your compensation will be reviewed in future as per company policy.

You will abide by the rules and regulations of the company as may be in force from time to time.

TRAINING PROGRAMME

You will undergo a detailed training. The training is designed to expose you to all our products, production facilities, technical inputs, concepts, and other related information.

A. Venkatesh

5.2.1. Average percentage of placement of outgoing students during the last five years

D Javed Mohammed

ALLOCATION

Chemplast Sanmar Limited reserves the right to place you in any of the Group Companies at any location. This allocation will be done after reviewing your performance, aptitude, attitude and business requirements.

CONFIDENTIALITY OBLIGATIONS

By virtue of holding a position as **Deputy Executive Officer – Accounts (Trainee)** in the company, you will have access to technical know-how, technical data, manufacturing process, product design, engineering and other trade secrets etc., of the company / and / or its group companies. Hence, you are required to execute the attached undertaking on Confidentiality Obligations at the time of joining.

Your appointment is also subject to your being found medically fit. You are required to undergo all medical tests as will be directed by the company. When you report to duty, please bring with you original certificates relating to education, two passport-size photographs and the medical fitness certificate.

Please return the duplicate copy of this offer duly signed by you in token of your acceptance of these conditions.

We are sure that, through this intensive training you will equip yourself to meet the exciting demands of the organization and we wish you a bright career and mutually rewarding association.

We welcome you to share this challenge.

For Chemplast Sanmar Limited

S Venkatesh
Executive Vice President - Human Resources

EXTRACTS OF PERSONNEL POLICIES

The following is an extract of Company policies applicable to all employees These reflect the current philosophies and policies of the Company and are subject to review and changes that the Management may make from time to time.

In case of any doubt, employees are requested to refer to the full policy statement or check with the HR Department for clarifications.

1. LEAVE:
Leave eligibility will be 36 working days in a year for every year of service, or pro-rata, if the period of service is lower. Leave is credited at the beginning of a calendar year for leave eligible for the previous year of service.

2. TERMS AND CONDITIONS OF EMPLOYMENT:

a) Hours of work:

Employees will observe the current timings and the weekly holidays of the office they are posted at.

b) Transferability:

Employees are liable to be transferred by the Company, at its discretion, to any of its departments / offices / factories / associate companies. Notwithstanding appointment in this Company, their services may be assigned to any other Company or they may be required to attend to work of any other Company.

c) Age of retirement:

58 years.

d) Confidentiality:

During the period of employment, employees may not make use of any information of a secret or confidential character or divulge them to any person or persons except in the proper course of duties. On cessation of

employment they should not make use of / divulge such secret or confidential information to any person or persons.

All inventions, improvements and discoveries made by the employee either alone or with any other persons, will become the sole property of the Company.

Employees will ensure that patent protections are obtained for such inventions, improvements and discoveries in India and elsewhere, and assign the same to the Company.

All employees are required to sign an Obligation to maintain confidential information relating to the Group, which they gain consequent to their employment. In addition, certain employees will be required to sign a Confidentiality and Non-compete agreement with the Company, based on the responsibilities that are assigned to them.

e) Full time nature of employment with the Company:

Employees are required, as per Company policy, to devote the whole of their attention and abilities exclusively to the business of the Company and shall in all respects obey and conform to the regulations issued by the Company, from time to time, and applicable to them. They may not, while in the employment of the Company, be engaged in any other employment or business whatsoever, or accept any other emoluments without previous consent in writing of the Company.

f) Conflict of interest:

The Company has a strict conflict of interest policy. Employees are required to report to, and obtain clearance of the Company, if any member of their family, or close relatives, is engaged in any trade, or has any business relationship, with the Company and its associates.

Sanada Jagan

5.2.1. Average percentage of placement of outgoing students during the last five years

EXTRACTS OF COMPENSATION AND RELATED POLICIES

The following is an extract of Company policies applicable to you. These reflect the current policies of the Company and are subject to review and changes that the Management may make from time to time.

In case of any doubt, employees are requested to refer to the full policy statement or check with the HR Department for clarifications.

1 HOUSING:

House Rent Allowance, currently at 60% of monthly basic salary.

2 CONVEYANCE:

Conveyance Allowance at 50% of monthly basic salary.

3 SPECIAL ALLOWANCE:

Special Allowance at 13% of monthly basic salary.

4 MISCELLEANEOUS REIMBURSEMENTS ALLOWANCE

A Miscellaneous Reimbursements Allowance at 25% of basic salary is to cover expenses that may be incurred by an employee that are related, perhaps indirectly, to official duties and do not lend themselves to reimbursement. These expenses include expenses incurred on rental and official local calls through the land line or mobile, late stay expenses, lunch expenses when on local travel, commuting to work, internet expenses for connecting to work, refreshment expenses whilst at work etc.

5 MEDICAL:

ESI /Company scheme, as applicable.

The Company scheme is a taxable Medical Allowance of 10% of the basic salary paid every month.

5.2.1. Average percentage of placement of outgoing students during the last five years

6 RETIREMENT BENEFITS:

a) Provident Fund:

For those whose PF-able salary is less than Rs 15000 per month, the contribution will be 12% of basic salary and applicable allowances (other than HRA and variable allowances), subject to a maximum PF-able salary of Rs. 15000 per month. The maximum contribution will be Rs. 1800 per month (which 12% of 15000).

For those whose PF-able salary is more than Rs. 15000 per month, the contribution will be 12% of basic salary.

In all cases, there will be an equal contribution by the employee.

b) Gratuity:

5% of basic salary for every completed year of service, subject to fulfilment of conditions in the policy, including minimum service of five years.

7 INSURANCE COVERAGE:

a) Medical Insurance

Employees are covered under the Group's Mediclaim policy for hospitalization expenses.

b) Personal Accident insurance

Employees are covered under PAI coverage, under which certain benefits would be made available in case of death or disablement, due to accidents, while in service.

c) Special Settlement Scheme

Certain benefits would be made available in case of death or permanent disablement, while in service. Towards this, employees are required to make a monthly contribution, currently Rs. 120, and such contributions will be deducted from their salaries

This scheme is applicable to all employees who join the Company, if they are below 60 years of age at the time of joining.

5.2.1. Average percentage of placement of outgoing students during the last five years

8 BONUS:

As per Bonus Act.

9 TERMS AND CONDITIONS OF EMPLOYMENT:

a) Notice period on resignation:

Employees are required to give three months' notice for leaving the services of the Company. The Company may at its sole option, exempt the employee from serving all or part of the said notice period.

Employees failing to serve such notice period will be required to pay to the company an amount equal to the gross salary for the period of shortfall in notice.

b) Termination of service:

Services of an employee can be terminated by the Company, by three months' notice or three months' gross salary in lieu thereof.

Sarada Jagan

5.2.1. Average percentage of placement of outgoing students during the last five years

ATTACHMENT

	As a % of basic
Basic	100
HRA	60
Conveyance Allowance	50
Special Allowance	13
Medical Allowance	10
Miscellaneous Reimbursement Allowance*	25
Retirement Benefits	
Provident Fund **	Refer note below
Gratuity (as per rules)	5% of Basic Salary

* The Miscellaneous Reimbursements Allowance is to cover expenses incurred on rentals and official local calls through the land line or mobile, late stay expenses, lunch expenses when on local travel, commuting to work, internet expenses for connecting to work, refreshment expenses whilst at work etc.

** Provident Fund

For those whose PF-able salary is less than Rs 15000 per month, the contribution will be 12% of basic salary and applicable allowances (other than HRA and variable allowances), subject to a maximum PF-able salary of Rs. 15,000 per month. The maximum contribution will be Rs. 1800 per month (which 12% of 15000).

For those whose PF-able salary is more than Rs. 15000 per month, the contribution will be 12% of basic salary.

In all cases, there will be an equal contribution by the employee.

Sarada Jagan

5.2.1. Average percentage of placement of outgoing students during the last five years

SANMAR

CIRCULAR

December 12, 2019

Sub : Special Annual Payment (SAP) – the scheme

The scheme is applicable to all employees in the Executive Management Vertical, Technical Management Vertical and Operations Management Vertical.

SAP will be a deferred remuneration payable for each financial year that the employee serves.

50% of the basic salary drawn by an eligible employee in a financial year will be the eligible SAP for that financial year.

The SAp accrued till March will be paid in the following September.

If a person has been on the payroll as of March 31st of the year and subsequently resigns, the person will be eligible to receive SAP, as eligible, for that financial year that he / she has served, in full or part. This SAP will be paid the following 30th September.

If the person is relieved before 31st March of a year, he / she will not be paid any SAP for that financial year.

SAP will be flexed based on the performance rating of the employee for that relevant financial year or part thereof. The details of the scheme will be announced separately.

Management reserves the right, at their discretion, to modify or cancel the SAP for any employee

For Policy Review Group

Sarada Jagan

SARADA JAGAN

5.2.1. Average percentage of placement of outgoing students during the last five years

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11-May-2022

Dear Mohamed Yasser,
B.Sc (Hons), Mathematics
Jamal Mohamed College,Tiruchirappalli

Candidate ID – 21245760

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Graduate Trainee.**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **252,000/-.** This includes an annual target incentive of INR **12,000 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs.**284,111/-.** This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of **50%** aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **15 days** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program (If offered to you) as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous

5.2.1. Average percentage of placement of outgoing students during the last five years

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Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) program (If offered to you) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

5.2.1. Average percentage of placement of outgoing students during the last five years

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Compensation and Benefits

Name: Mohamed Yasser **Designation:** Graduate Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1476	17,712
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
	Annual Gross Compensation		**220,500**
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		**232,500**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**252,000**

Note: The Insurance amount may vary subject to market conditions from time to time.

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity

5.2.1. Average percentage of placement of outgoing students during the last five years

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leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

5.2.1. Average percentage of placement of outgoing students during the last five years

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Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;
AND

Mohamed Yasser, 21, residing at _____ (hereinafter referred to as " you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.
The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any

gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the

applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict

cognizant

with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;
c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and
d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company'

5.2.1. Average percentage of placement of outgoing students during the last five years

cognizant

s asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations
- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited **Mohamed Yasser**

Sign: _____ Sign: _____
Name: Date:

5.2.1. Average percentage of placement of outgoing students during the last five years

DXC TECHNOLOGY

03/08/2022

Priyadharshini Anbalagan

Dear Priyadharshini,

We are pleased to extend to you an offer of employment with DXC Technology ("DXC" or "The Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include but not limited to criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party, and the results of such background checks being favorable in DXC's reasonable opinion. Also, the offer of employment is contingent on you meeting the educational eligibility criteria set-forth during the hiring process and you meeting the qualifying criteria for our training curriculum (including cut-off marks for courses as maybe applicable as well as cut off marks for assessment examinations, jointly and severally). If any of the aforesaid conditions are not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please E–sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking You,
Yours Sincerely,

Lokendra Sethi
Lokendra Sethi (Aug 4, 2022 17:08 GMT+5.5)

Lokendra Sethi
Vice President - Human Resources

5.2.1. Average percentage of placement of outgoing students during the last five years

DXC TECHNOLOGY

03/08/2022

Priyadharshini Anbalagan
1/145, Vaniyar Street, Painganadu(Po)

Mannargudi(Tk) , Thiruvarur(Dt), 614020
India

Dear Priyadharshini,

Welcome to DXC Technology! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you as Senior Assistant Service Delivery Coordinator at EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] of DXC Technology ("DXC" or "The Company"). Your date of appointment is effective from your date of joining, which shall be on or before 19/08/2022.

Your appointment with EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] is on the following terms and conditions.

Kindly note that considering the current pandemic situation, you are required to work from home. Once the situation normalizes, as determined by DXC, you would be required to report to any of DXC offices across the country based on information provided by your manager.

1.0 Salary
Your Annual Fixed Pay will be INR 280,000.00 per annum.

1.1 Basic Salary
You will be eligible for a Basic Salary which will be INR ₹153,639.00.

1.2. Flexible Benefit Plan (FBP):
You will be eligible to receive benefits under the Flexible Benefit Plan of the company and the maximum cost to company in providing such benefits shall not exceed the difference of amount between basic salary and total fixed salary. A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

1.3. Provident Fund:
You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your basic salary to the fund. This is inclusive of statutory remittance by the company towards employee pension scheme maintained with the Regional Provident Fund Commissioner, wherever applicable.

1.4. Gratuity:
You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

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DXC TECHNOLOGY

1.5 Insurance

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. The annual premium will be borne by the Company and is over and above your Annual fixed pay, mentioned above. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance Act 1948, you will be eligible for coverage as per the said Act. Your share of contribution along with the company's share of contribution will be remitted, as per the said Act.

1.6 Leave

You are entitled for 15 days of annual Leave per annum as per the Company's leave policy. In addition you will be entitled to a maximum of 12 working days of sick–cum–casual leave per annum. You may utilize your leave as per the company policy.

2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT

2.1.Your job classification detail is as listed below:

Job Function: Delivery Services Group

Job Family: Service Delivery
Job Title (Internal): Senior Assistant Service Delivery Coordinator
Salary Grade: 51000813

2.2. Work Place

You are initially appointed to work in our office in Chennai. You may be transferred or required to travel for the Company's business/training at the sole discretion of the Company.

2.3 Transfer

Though you have been engaged for a specific position, your services can be transferred by the company from one location to another, one department/entity to another. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in India or abroad depending on the exigencies of business.

2.4 Retirement

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

2.5 Notice for Separation/ Termination

i. This offer of appointment is subject to reference and background checks to be conducted by the company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the company, the company shall be entitled to terminate your services with immediate effect, without notice.

ii. Your services can be terminated by either party by giving to the other, a notice of three months in writing (hereinafter referred to as 'Notice Period"). The Company however, reserves its right to terminate your employment with immediate effect by giving you Salary for three months in lieu of the Notice Period.

iii. Your position with the company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to three month's Salary.

5.2.1. Average percentage of placement of outgoing students during the last five years

DXC TECHNOLOGY

2.6 Conflict of Interest
Your position with the Company calls for your whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

2.7 Standards of Business Conduct
In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

2.8 General Conditions

1) Your working hours, weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company keeping in mind business needs and deliverables to its customers
2) You will be governed by all the company's rules and regulations that are in force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has sole and absolute right to change any of it's rules and regulations at any time to meet exigencies of business.

3) You are required to sign a "Confidentiality Agreement" with the Company on the day of joining.

4) You will be covered by DXC Technology Employee's Intellectual Property Policy, the Company's Standards of Business Conduct and other policies, procedures and other rules as applicable from time to time.

5) The terms of the employment shall be governed by the laws of India and Courts in Bangalore shall have exclusive jurisdiction.

6) If you are absent from the designated office beyond a period of 13 working days without adequate authorization as per company policies, you shall be deemed to have abandoned employment on your own will.

Please sign and return the copy of this appointment letter as a token of your acceptance.

As discussed you will be entitled to one time joining bonus of INR ₹20,000.00 less applicable taxes and statutory deductions, in the event of you joining us on or before 19/08/2022. The amount will be paid via first payroll cycle after your joining, subject to completion of joining formalities and other documentation. Please note that this amount is paid to you in advance and should you leave the company before completion of one year, the bonus paid to you will be fully recoverable. Any tax liability arising due to recovery of this payment as per income tax act and rules will be borne by you.

Thanking You,
Yours Sincerely,

Lokendra Sethi
Lokendra Sethi (Aug 4, 2022 17:06 GMT+5.5)

Lokendra Sethi
Vice President - Human Resources

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I accept the above referred Pay and Benefits and the general terms and conditions of employment

A. Priyadharshini

Priyadharshini Anbalagan

Aug 4, 2022

Candidate Physical Signature (to be completed first day of work):

I accept the above referred Pay and Benefits and the general terms and conditions of employment

First Name Middle Name Last Name

Date

Place

Annexure II

Flexible Benefits Plan (FBP)
Job Family: Service Delivery
Title: Senior Assistant Service Delivery Coordinator

1 a. House Rent Allowance
Maximum Limit: 50% Of Annual Basic
Supporting Documents: Declaration & at least one receipt per quarter, as proof of rent, from landlord
1 b. Actual Rent paid towards Company Leased premises
Maximum Limit: 100% of Annual Basic
Supporting Documents: Lease Agreement

2. LTA once a year (LTA will be exempt if availed by the employee twice in a block of four calendar

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years. The calendar years currently applicable are 2018 to 2021.)
Maximum Limit: 20% of Annual Basic subject to a maximum of Rs. 200,000
Supporting Documents: Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave

3. Children education allowance for maximum of 2 dependent children : (Per child per month Rs.100)
Maximum Limit: Rs. 2,400 per annum
Supporting Documentation: Declaration and submission of receipts

4. Children's Hostel Allowance for maximum of 2 dependent children (in case children are in a hostel): (Per child per month Rs.300)
Maximum Limit: Rs. 7,200 per annum
Supporting Documentation: Declaration and submission of receipts

5. Food Coupon Vouchers (Such vouchers are to be used for food expenses incurred at hotels/ restaurants during the course of the workday)
Maximum Limit: Rs.26,400
Supporting Documentation: As per program guidelines

6. Statutory Bonus – For those earning basic salary up to Rs. 21,000/–pm, statutory bonus is paid towards payment of bonus, payable under the Payment of Bonus Act, 1965.

7. Transport Allowance – Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year

8. Telephone Reimbursement: Telephone and/or Broadband expenses up to INR 1,500 per month
Maximum Limit: INR 18,000 per annum
Supporting Documentation: Declaration and submission of receipts

* Employees are liable to provide proof in the event of an evaluation by Income tax authorities.

Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits annexed to this scheme. The selection of benefits must be done and communicated to the Payroll group. All new employees are expected to do the same within two weeks of joining the company.

2. The year for the purpose of this plan will be 1st April to 31st March.

3. The menu of benefits finalized cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
a) Transfer of the employee from one city to another.
b) Change of grade/level.
c) Change of residential accommodation.
d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or depencent children and parents

4. While selection of the menu of benefits and spending the same, the employee must ensure that he/ she should not draw more than:
a) 25% of the annual kitty in Q1

5.2.1. Average percentage of placement of outgoing students during the last five years

DXC TECHNOLOGY

b) 25% of the annual kitty in Q2 & balance of Q1, if any
c) 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
d) 25% of the annual kitty in Q4 & balance of Q1,Q2,Q3, if any

For the purposes of the plan, the quarters will be as follows:
a) Q1 – April, May, June
b) Q2 – July, August, September
c) Q3 – October, November, December
d) Q4 – January, February, March

Any unutilized amount in the kitty as on 31st March will be paid along with the April salary and tax recovered appropriately.

5. In the event of separation of an employee from the services of the company, only pro–rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.

6. The company will recover tax from the salary every month as per the tax laws in force in respect of benefits selected by the employee.

7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

Mandatory Documents List

You are required to submit the following documents, prior to your Joining Date These documents will be verified with originals and hence, please make sure to bring the originals with you.

Please note
1. Originals are required only for verification and will be returned back immediately
2. Please carry a printout of this letter when submitting the joining documents.
3. Please carry a copy of your 'Annualized Compensation & Benefits statement' along with the Terms and Conditions of your Offer Letter when submitting the joining documents.

1 Relieving letter from previous employer
Original Required for Verification: Yes
No. of Copies: Two

2 Letters supporting Employment viz., Offer letter, Service Certificate
Original Required for Verification: Yes
No of Copies: Two

3 Salary details of previous Employment
Original Required for Verification: Yes
No. of Copies: Two

4 Education Certificates or Mark sheets with Provisional Certificates 10th to Highest Degree

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Original Required for Verification: Yes
No of Copies: Two

5 Copy of PAN card/Application ID for PAN card applied
Original Required for Verification: No
No. of Copies: One

6 Age Proof Copy of Passport or Pan card or Driving license
Original Required for Verification: No
No. of Copies: One

7 Photo identity proof Copy of PAN Card or Passport or Driving license
Original Required for Verification: No
No of Copies: One

8 Address Proof to open bank account for salary credit Copy of Rental Agreement or Driving license or Voter's ID If you want to give Bangalore address for all communication in Citibank account form, please bring a copy of address proof that has your name
Original Required for Verification: Yes
No of Copies: One

9 Four passport size color photographs. Please note that 1 passport size photograph should specifically have a Navy Blue background. It is standard as per Company policy. No other types of photographs would be accepted.
Original Required for Verification: Yes
No of Copies: Four

10 NSR Registration Number

11 Note down your parents' dates of birth for nomination in PF, Gratuity

Agreement Regarding Confidential Information and Proprietary Developments India

Priyadharshini Anbalagan

1. **Consideration and Relationship to Employment**. As a condition of my employment with DXC or one of its subsidiaries, successors, assigns, or affiliates (referred to collectively as, "Company"), in return for Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties in such employment, I knowingly agree to restrictions provided for below that will apply during and after my employment by Company. I understand, however, that nothing relating to this Agreement will be interpreted as a contract or commitment whereby Company is deemed to promise continuing employment for a specified duration.

2. **Confidential Information.** This Agreement concerns trade secrets, confidential business and technical information, and know-how not generally known to the public (hereinafter "Confidential Information") which is acquired or produced by me in connection with my employment by Company. Confidential Information may include, without limitation, information on Company organizations, staffing, finance, structure, information of employee performance, compensation of others, research and development, manufacturing and marketing, files, keys, certificates, passwords and other computer information, as well as information that Company receives from others under an obligation of confidentiality. I agree to abide by the Company Confidential Information Policy and specifically agree

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that with regard to Company Confidential Information:

(a) to use such information only in the performance of Company duties;
(b) to hold such information in confidence and trust; and
(c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Company. I further agree that any organizational information or staffing information learned by me in connection with my employment by Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my employment with Company; further, I agree that I will not use or permit use of such as a means to recruit or solicit other Company employees away from Company (either for myself or for others).

3. **Proprietary Developments.** This Agreement also concerns inventions and discoveries (whether or not patentable), designs, works of authorship, mask works, improvements, data, processes, computer programs and software (hereinafter called "Proprietary Developments") that are conceived or made by me alone or with others while I am employed by Company and that relate to the research and development or the business of Company, or that result from work performed by me for Company, or that are developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information. Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

(a) to disclose them promptly to Company;
(b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
(c) to assign any right of recovery for past damages to Company; and
(d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense. I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the employer was used and which was developed entirely on the employee's own time, unless (a) the invention relates (i) to the business of the employer or (ii) to the employer's actual or demonstrably anticipated research or development, or (b) the invention results from any work performed by the employee for the employer.

4. **Respect for Rights of Former Employers.** I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my employment by Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

5. **Work Product.** The product of all work performed by me during and within the scope of my Company employment including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

6. **Company Property.** I will not remove any Company property from Company premises without Company's permission. Upon the end of my employment with Company, I will return all Company

DXC TECHNOLOGY

property to Company unless Company's written permission to keep it is obtained.

7. **Protective Covenants.** I acknowledge that a simple agreement not to disclose or use Company's Confidential Information or Proprietary Developments after my employment by Company ends would be inadequate, standing alone, to protect Company's legitimate business interests because some activities by a former employee who had held a position like mine would, by their nature, compromise such Confidential Information and Proprietary Developments as well as the goodwill and customer relationships that Company will pay me to develop for Company during my employment by Company. I recognize that activities that violate Company's rights in this regard, whether or not intentional, are often undetectable by Company until it is too late to obtain any effective remedy, and that such activities will cause irreparable injury to Company. To prevent this kind of irreparable harm and to protect Company's trade secrets, I agree that during my employment and for a period of twelve months following the end of my employment with Company, I will abide by the following Protective Covenants:

(a) No Solicitation of Customers. I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with or accepting any order from any customer of Company for the benefit of a Competing Line of Business if I either had business–related contact with that customer or received Confidential Information about that customer in the last two years of my employment at Company;

(b) No Solicitation of Company Employees. I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company if I either worked with that Company Employee or received Confidential Information about that Company Employee in the last two years of my employment with Company; and

(c) No Solicitation of Company Suppliers. I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing business relationship with Company if I either worked with that Company Supplier or received Confidential Information about that Company Supplier in the last two years of my employment with Company. As used here, "Competing Line of Business" includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business). "Company Employee" means an individual employed by or retained as a consultant to Company or its related corporations. "Company Supplier" means an individual, corporation, other business entity or separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

8. **Enforcement.** I make these agreements to avoid any future dispute between myself and Company regarding specific restrictions on my post–employment conduct that will be reasonable, necessary and enforceable to protect Company's Confidential Information and Proprietary Developments and other legitimate business interests. The Protective Covenants are ancillary to the other terms of this Agreement and my employment relationship with Company. This Agreement benefits both me and Company because, among other things, it provides finality and predictability for both me and the company regarding enforceable boundaries on my future conduct. Accordingly, I agree that this Agreement and the restrictions in it should be enforced under common law rules favoring the enforcement of such agreements. For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my employment with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

9. **Relief; Extension.** I understand that if I violate this Agreement (particularly the Protective

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Covenants), Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction, (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law, and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies that might apply. If I am found to have violated any restrictions in the Protective Covenants, then the time period for such restrictions will be extended by one day for each day that I am found to have violated them, up to a maximum extension equal to the time period originally prescribed for the restrictions.

10. Severability; Authority for Revision; Assignment; Governing Law. The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I have made with Company relating to confidential information or proprietary developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

11. Acceptance by Company. A counterpart of this Agreement has been manually executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

12. Acceptance by Employee. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

FOR Company

Lokendra Sethi
Lokendra Sethi (Aug 4, 2022 17:06 GMT+5.5)

Lokendra Sethi
Vice President - Human Resources

FOR Employee

5.2.1. Average percentage of placement of outgoing students during the last five years

DXC TECHNOLOGY

Name : Priyadharshini Anbalagan

A. Priyadharshini

Date : Aug 4, 2022

5.2.1. Average percentage of placement of outgoing students during the last five years

DSM SOFT
pertise > Resource > Value >

OFFER LETTER

Doc No - D-07999-TRC-PSD-01345-V2.0
September 13, 2022

Ms.Ruth Merlin Anthony Charles,
No 14, Trp Nagar,
Airport,
Trichy

Dear Ms.Ruth Merlin Anthony Charles,

Warm Greetings!

Reference is made to your application dated and the subsequent discussions you had with us. Our colleagues who interacted with you felt unanimously that you will be an asset to our company in realizing our vision.

We are pleased to make you an Offer for a career with **DSM Soft Pvt Ltd** as a **Trainee Engineer;** you have been placed in **Grade G1 Level L1,** based on our initial assessment.

Your Annual Compensation would be **Rs.122,400 (One Lakh twenty two thousand and four hundred only).** Details of your present compensation structure are furnished in **Annexure A.** However, the structure of your compensation may be altered / changed from time to time in accordance with the company policy.

You are being provisionally offered on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application / Resume / Bio-Data are correct. In case the aforesaid particulars are found to be incorrect or it is found that you have concealed or withheld some relevant facts, your offer / employment with DSM Soft Pvt Ltd shall stand cancelled / terminated without any notice. Your employment with DSM Soft Pvt Ltd is subject to satisfactory completion of verification and / or background or reference checks, which may occur at any time prior or after your effective date of appointment.

Your place of posting will be in **Trichy,** initially. However, during your association with the company, you may be posted / transferred to or given the additional responsibility of any other unit, companies, offices or clients of The DSM Group either in India or abroad based on the sole discretion of the Management. You may be required to work in any of the different Shifts of the company as intimated to you from time to time.

On joining, the company will provide you Best - In - Class Training, which is required for your nature of job. You are expected to meet with all the requirements during Training. In the event of your inability to meet the expectations, we would be constrained to terminate your services.

5.2.1. Average percentage of placement of outgoing students during the last five years

FUTURZ STAFFING SOLUTIONS PVT. LTD.
Committed to Service. Committed to You.

Date: 04-Jul-2022

Shameena Fathima Shajahan
FISCH074
Chennai

Dear Shameena,

We are pleased to offer you employment to work as **'Application Support'** on deputation with our client **FIS Payments Solutions and Services India Pvt. Ltd., Chennai**, for a fixed period of employment, on the following terms and conditions:

1. Your contract of employment shall be valid for a period from **04-Jul-2022 to 03-Jan-2023**. Notwithstanding this, in the event of the project/work for which you are being employed comes to an end before the aforementioned period; this contract shall be co-terminus with the aforementioned project/work.

2. During the period of fixed contract, your services could be deputed at the sole discretion of the management to any of our client's company to do work pertaining to or incidental to the client's business.

3. You will be entitled for 24 days of leaves in a year, on pro-rata basis, after successful completion of your probation.

4. In case you absent yourself from duty for 30 days or more or extend your leaves at your own and without consent of management beyond originally granted leaves you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the company

5. You would be on probation for six month. Even on completion of probation period, the company reserves the right to terminate services of the employee.

6. You will be governed by the conduct, discipline, rules and regulations as laid down by the management.

7. You will receive remuneration as detailed in Annexure I. The salary for the first month will be paid, subject to furnishing the details mentioned below:
   A. CV and a passport size photograph
   B. Proof of age, Identity and Residence (Pancard & Aadhar Card are Mandatory)
   C. Certificate of Educational Qualifications
   D. Experience Certificates from previous employer
   E. Release from previous employer
   F. A copy of your present salary slip and 2 references with telephone and e-mail contact.

8. The salary will be paid to you for the number of days present (including weekly off) during the month and subject to the receipt of payment from **FIS Payments Solutions and Services India Pvt. Ltd.** (to which you have been deputed). You will receive your salary in the 01st week of every month.

9. This contract shall be terminable without any notice by the employer and with a notice of 30 days in writing or salary in lieu of notice, by the employee.

10. You will, with effect from **04-Jul-2022**, be required to work at **FIS Payments Solutions and Services India Pvt. Ltd. Chennai** office/ premises at any of their locations.

FUTURZ STAFFING SOLUTIONS PVT. LTD. INDIA

Redg. Off.: 8th Floor, Office No : 826 IJMIMA Towers - Raheja Metroplex Behind Goregaon Sports Club, Opp Interface Heights Off Link Road, Mindspace, Malad (West), Mumbai - 64. • Tel.: 022-67192300 • Fax No: 022-67192303 • www.futurzhr.com
CIN: U74910MH2007PTC174839

5.2.1. Average percentage of placement of outgoing students during the last five years

11. During the tenure of deputation, you will continue to be an employee of **M/s Futurz Staffing Solutions Pvt. Ltd.**

12. In the day to day functioning or carrying out all responsibilities, you will receive instructions from **FIS Payments Solutions and Services India Pvt. Ltd., Chennai** and will undertake to abide by any suggestions, etc. given by any assigned person(s).

13. You shall also abide by training that may be offered to you by **FIS Payments Solutions and Services India Pvt. Ltd., Chennai**

14. You shall be bound by the working hours of **FIS Payments Solutions and Services India Pvt. Ltd., Chennai**

15. You shall take care not to disclose confidential information/trade secrets, etc. that you may come across in the course of your responsibilities to anyone outside **FIS Payments Solutions and Services India Pvt. Ltd., Chennai** And use such information only in connection with the service provided to **FIS Payments Solutions and Services India Pvt. Ltd., Chennai**

16. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against **FIS Payments Solutions and Services India Pvt. Ltd., Chennai.** This arrangement is purely a contractual agreement between **Futurz Staffing Solutions Pvt. Ltd.** and **FIS Payments Solutions and Services India Pvt. Ltd., Chennai** for the time specified.

17. You shall not engage in any act subversive of discipline in the course of your duty/duties in the property of **FIS Payments Solutions and Services India Pvt. Ltd., Chennai** or outside, and if you were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.

18. You shall be responsible for protecting the property of **FIS Payments Solutions and Services India Pvt. Ltd., Chennai** Entrusted to you in the due discharge of your duties and shall indemnify **FIS Payments Solutions and Services India Pvt. Ltd., Chennai** , when there is a loss of any kind to the said property.

19. You will be liable to compensate **Futurz Staffing Solutions Pvt. Ltd.** in case any claim arises from **FIS Payments Solutions and Services India Pvt. Ltd., Chennai** on account of your willful act or negligence.

We are consciously endeavoring to build an atmosphere of trust, openness, responsiveness, autonomy and growth among all members to the M/s **Futurz Staffing Solutions Pvt. Ltd.** family. As a new entrant, we would like you to whole-heartedly contribute in this process. As a token of acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us.

Background Checks - Your confirmation of offer is subject to the background check clearance in all aspects, any discrepancies in the background check will lead to withdrawal of the offer.

With Warm Regards,
M/s Futurz Staffing Solutions Pvt. Ltd.

Authorized Signatory

5.2.1. Average percentage of placement of outgoing students during the last five years

Annexure I

Name : Shameena Fathima Shajahan
Designation : Application Support
Location : Chennai
Start date : 04-Jul-2022
End date : 03-Jan-2023

Particulars	Salary Per Month	Salary Per Annum
Basic	16000	192000
HRA	800	9600
Conveyance	1600	19200
Other Allowance	3275	39300
Medical Allowance	0.00	0.00
Bonus	1333	15996
Sub Total : (A) Gross	**23008**	**276096**
Other Employers Cost:		
PF @ 13%	1950	23400
Employers ESIC @3.25%	0.00	0.00
Insurance	350	4200
LWF	0.00	0.00
Sub Total : (B)	**2300**	**27600**
Cost to Company :(A)+(B)	**25308**	**303696**
Less Deductions :		
PF @ 12%	1800	21600
P. Tax as Per State	208	2500
Employees ESIC @0.75%	0.00	0.00
LWF	0.00	0.00
Sub Total : (C)	**2008**	**24100**
Take Home : (A) – (C)	**21000**	**251996**

**Professional Tax & LWF will be deducted as per state norms.

I hereby accept the above-mentioned terms and conditions.

Name: _____ Signature: _____ Date: _____

FUTURZ STAFFING SOLUTIONS PVT. LTD. INDIA

5.2.1. Average percentage of placement of outgoing students during the last five years

Zoho Sign Document ID: QJUEQL5VKYQCFAVRDRTUV-Y8GBDGANELRBYZBQU0MEO

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06-Jul-22

APPOINTMENT LETTER

Ms. Mercy M

Employee No: 1131981

Trichy - Raja Complex

Dear Mercy M,

We are pleased to employ you as **Customer Service Associate** (Grade **H2**) in our company, Firstsource Solutions Limited (**Company**), located at Trichy - Raja Complex or in such other capacity as the Company shall from time to time determine.This letter sets out the terms of your employment and, along with the Company's Policies and procedures, as amended from time to time (**Company Policies**), constitutes your employment agreement with the Company (**Employment Agreement**). In the event of a conflict between any of the terms or conditions contained in this Employment Agreement and those in the Company Policies, the terms of this Employment Agreement shall prevail.

1. **APPOINTMENT**

a. Your employment by the Company is effective from the date of this Employment Agreement **06-Jul-22**.

b. You will be on probation for a period of six months from the Date of Joining (**Probation Period**). Subject to Company Policies, after completion of the Probation Period, your performance will be evaluated, and if found satisfactory, you may be confirmed in the services of the Company. However, during the Probation Period, if your performance is unsatisfactory, (i) the Probation Period maybe extended for a further period as may be decided by the Company; or (ii) the Company may terminate your services in accordance with Clause 15.

c. You shall retire from the services of the Company on completing 60 years of age.

d. Your employment in Company will be subject to you being and remaining physically and mentally fit and alert to perform your duties. Your services will be liable to be terminated on being found physically and mentally unfit by the Company at any time.

Mercy

FIRSTSOURCE SOLUTIONS LTD.
Raja Complex, 41/2, Bharathiyar Salai, Cantonment, Near Vincet Bakery, Trichy, Tamil Nadu- 620 00. India
Paradigm B, 5th Floor, Mindspace, New Link Road, Malad (W), Mumbai - 400 064. India.
Tel: +91 22 6666 0888 | Fax: +91 22 6666 0887 | Web: www.firstsource.com
(CIN: L64202MH2001PLC134147)

5.2.1. Average percentage of placement of outgoing students during the last five years

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2. TERMS OF APPOINTMENT AND RESPONSIBILITIES

a. You will perform such duties as are in the opinion of the Company appropriate to your position and such other duties and exercise such powers in the Company or any subsidiary or associated company as may from time to time be delegated to you by the Company at its discretion.

b. The Company may, at its discretion, change your level, reporting arrangements, duties and location as may be required by business exigencies.

c. You may be transferred, seconded or deputed in such capacity, as the Company may from time to time determine, to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company. In such case, you will be governed by the terms and conditions of service applicable to such transferred assignment including compensation, working hours, holidays, leave, people policies etc. Relocation shall be as per Company Policies.

d. You may be required to undertake travel on Company work for which you will be reimbursed for travel expenses as *per* Company Policies.

e. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company and its affiliates, whether directly or indirectly.

f. You will be bound by the standing orders, rules or regulations of the Company as in force from time to time and to the extent applicable.

3. COVENANTS

a. You will not make any statement or give interviews to media, newspapers, magazines, news channels or local channels in relation to the Company unless you are authorised to represent and make a statement on behalf of the Company.

b. You will not accept gifts, presents, commission or any sort of gratification in cash or kind from any person, party or firm or company having dealing with the Company and if you are offered any, you should immediately write to antibribery@firstsource.com.

c. You will comply with and report any non-compliance or violation of the Company's Global Ethics Policy, Anti-Bribery Policy, Gifts and Entertainment Policy, and Anti-Fraud Policy in accordance with the Company's Whistle-blower Policy. Report any violation to whistleblowing@firstsource.com

d. In the performance of your obligations, you will not utilise or provide the Company with any confidential or proprietary information of any third party or violate any obligation with respect to such information.

e. In the event you need to hold office with any political party or any governmental or non-governmental organisation whether for any political or charitable reasons or otherwise during your employment with the Company, you will give prior intimation to the Company and seek express consent to this effect.

You will (i) not give your passwords (voice mail, network, internet or other) to any other employee or any third party; (ii) not leave workstations logged on to the network unattended; and (iii) install power-on passwords for laptops and screen saver passwords for workstations.

Mercy

5.2.1. Average percentage of placement of outgoing students during the last five years

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4. COMPENSATION

a. During the course of your employment with the Company, you will be eligible to receive the following (as detailed in the **Annexure**):

i. Basic salary of **Rs. 5000.00** Per month;

ii. House Rent Allowance of **Rs. 2000.00** per month;

iii. Special Allowance 1 of **Rs. 3205.00** per month;

iv. Statutory Bonus/ Incentive/ Ex-Gratia* of **Rs. 2541.00** per month; and

v. You will be entitled to other compensation and benefits in accordance with Company Policies as intimated to you from time to time

b. Your salary will be reviewed periodically in accordance with Company Policies. Changes in your compensation are discretionary and will be subject to and on the basis of effective performance and results during the period and other relevant criteria.

c. Any tax liability that arises from the compensation, allowances, and benefits will be debited. All payments made to you with respect to the compensation will be subject to withholding tax and other applicable payroll deductions as required under applicable law.

d. The Company may also deduct any debt owed by you to the Company and any deduction from remuneration to which you have previously signified or provided your consent in writing.

e. Further, the Company reserves the right to debit your salary account for any erroneous transaction which may occur and, or, for any monies due to the Company from you.

5. OTHER BENEFITS

a. You will be entitled to leaves, holidays and working hours as applicable to you based on your grade, role and location of posting.

b. You will be eligible for perquisites, if any, as applicable to you based on function requirements as determined by the Company.

c. You will be eligible to participate in the Company's Provident Fund Scheme as per the rules and policies applicable to you.

d. You will be eligible for gratuity in accordance with the Payment of Gratuity Act, 1972.

e. You will be eligible to participate in the medical programme as applicable to you.

5.2.1. Average percentage of placement of outgoing students during the last five years

Zoho Sign Document ID: QJUEQL5VKYQCFAVIRDRTUV-Y8GBDGANELRBYZBQU0MEO

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6. REPRESENTATIONS AND WARRANTIES

a. You represent and warrant to the Company that:

i. You have read and fully understand all the provisions of this Agreement and the Company Policies;

ii. You are free to enter into employment with the Company without violation of any third party rights and that the employment with the Company shall not result in a violation of any agreement or restrictive condition that you may have with any third party including any former employers. This Agreement constitutes a valid and binding obligation on you;

iii. You are not a party to any arrangement or agreement which will compromise your ability to carry out the duties for the Company;

iv. You have not provided the Company with any false declaration or wilfully suppressed any material information. All information provided by you, including the relieving letter from any former employer, and information set forth in the resume is truthful and accurate

v. You have not been arrested, or convicted of, or cautioned for, or charged but not yet tried with any offence or crime or have any criminal record, even if you are subject to a pardon, amnesty, or other similar legal action and there is no lawsuit, arbitration, administrative or other proceeding or governmental investigation pending or, to the best of your knowledge, registered against you;

vi. You have not been the subject of any adverse court judgment which threatens your solvency or substantially compromises your financial security;

vii. You have all the necessary licences, permissions, consents, approvals, qualifications and memberships required of you to perform the duties under this Agreement;

viii. You have never been suspended, censured or otherwise been subjected to any disciplinary action or other proceeding, litigation or investigation by any state or governmental body or agency or any regulatory authority or self-regulatory organisation;

ix. You are not in any position or circumstance which may constitute or be deemed to constitute a conflict of interest with respect to the Company; and

x. You do not hold office with any political party or any governmental or non-governmental organisation whether for any political or charitable reasons or otherwise.

xi. You shall not engage or participate in any money-making scheme or proposal offered by any other employee / person within the Company. In the event you engage in such activities, the Company may take disciplinary action against you, which may include termination of employment.

7. You understand that your employment is on the basis that the information submitted by you and the representation and warranties set out in Clause 6 (a) are true, complete and accurate. You further understand that your appointment and continuing employment at the Company is subject to a successful background verification check conducted by the Company. You agree and acknowledge that if it is found that the information submitted is false or incomplete or that you have concealed certain material information which detrimentally impacts the Company, or in the event you fail your background verification in any of the parameters checked by the Company, the Company may terminate employment in accordance with Clause 15(b).

Mercy

5.2.1. Average percentage of placement of outgoing students during the last five years

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8. DATA PROTECTION COMPLIANCE

a. The Company holds sensitive personal data for the purposes of improving Human Resources practices and for the provision and administration of benefits. The Company, or any other third party involved as a result of the Company sub-contracting one or more of its services including *inter alia* the payment of salaries to its employees, may process your personal data for, *inter alia*, the following purposes:

i. Administering and maintaining Human Resources records;

ii. Paying and reviewing salary and other remuneration benefits;

iii. Providing and administering benefits (including medical insurance and personal accident cover);

iv. Undertaking performance appraisals and reviews;

v. Maintaining sickness and other absence records;

vi. Taking decisions as to your fitness to work;

vii. Providing references and information to future employers;

viii. Providing information to future purchasers of the Company or any subsidiary of the Company; and

ix. For any other reason the Company deems necessary.

provided that the Company will not sell, turn to account or otherwise monetise such data without your prior written consent.

b. By signing this Employment Agreement you fully and absolutely accept and consent to the use of your data in the manner and for the purposes described in this Clause 8.

9. COMPANY POLICIES

a. You will at all times be guided by and shall strictly adhere to all Company Policies as amended from time to time during the course of your employment with the Company. The Company Policies form an integral part of this Employment Agreement and you agree that should you violate the terms and conditions of any Company Policy, you will be liable to disciplinary action by the Company, which may extend to termination of your employment.

b. You are expected to use good judgment when using social media and to ensure your activities do not harm the goodwill and reputation of the Company and are consistent with the Company's Policies, including its Social Media Policy (as amended from time to time). Your social media content must reflect that it is your opinion or content and must not imply any connection to or origination from the Company. You shall refrain from referring to or using any confidential information belonging to the Company in any manner whatsoever, on social media, including but not limited to the Company's clients' names. In the event you disclose such confidential information on social media, the Company may take disciplinary action against you, which may include

c. termination of employment. Any questions concerning the use of social media should be directed to a member of the HR team.

Mercy

5.2.1. Average percentage of placement of outgoing students during the last five years

Zoho Sign Document ID: QJUEQL5VKYQCFAVRDRTUV-Y8GBDGANELRBYZBQU0MEO

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10. EMPLOYEE SURVEILLANCE

a. You acknowledge that you do not have any expectation of privacy when using the Company's resources. You agree and understand that the Company may use various modes to ensure that the internet, email facilities and other communication systems provided by the Company are used in an appropriate manner including the scanning, reading, inspection, scrutiny of emails sent and received and web sites visited or created by you.

b. The Company also reserves the right to monitor its employees using various security measures including but not limited to closed circuit television systems. These may be installed on the Company's premises overtly or covertly to ensure that the employees do not participate or propagate any activities which are or could be detrimental to the Company's business interests, violate Company Policies or which could bring it disrepute.

11. INTELLECTUAL PROPERTY

a. You acknowledge that any and all intellectual property rights, including, but not limited to, patent rights, design rights, copyrights, database rights, trademark rights, chip rights, trade name rights and know-how, ensuing in any territory or jurisdiction, from or in connection with the work performed by you under this Agreement or otherwise during your employment with the Company (**IP Rights**) and any discoveries, designs, developments, improvements, inventions (whether or not protectable under patent laws), works of authorship, information fixed in any tangible medium of expression, software (whether or not protectable under copyright laws), trade secrets, know-how, ideas (whether or not protectable under trade secret laws), trademarks, service marks and trade names (**Innovations**), ensuing in any territory or jurisdiction, created in any way pursuant to the activities performed by you for the Company and, or, any of its affiliates and, or, any of the Company's predecessors in title are exclusively vested in and owned by the Company or will be vested in and owned by the Company.

b. You hereby irrevocably, perpetually and on a worldwide basis assign to the Company any and all rights in entirety related to the IP Rights and, or, Innovations of which the Company is not already the owner, including the use and application thereof. You agree that where this assignment (or part thereof) should at any time prove to be legally invalid, you shall at such time assign such rights in totality, without imposing any condition thereon, to the Company by a separate legal instrument.

c. Should the Company consider such necessary, you shall sign an instrument and, or, any other document at the Company's first request, on the basis of which the rights referred to herein will be transferred irrevocably and unconditionally. Should a further instrument be required for the transfer of these rights, or the signature of any document, you hereby grant the Company irrevocable and unconditional power or attorney to draw up and sign the said instrument and, or, other document on your behalf.

Furthermore, you agree to perform all acts that the Company deems necessary or desirable to permit and assist the Company, at its first request and at its expense, in obtaining and enforcing the full benefits, enjoyment of rights and title throughout the world in the IP Rights and Innovations

Mercy

5.2.1. Average percentage of placement of outgoing students during the last five years

Zoho Sign Document ID: QJUEQL5VKYQCFAVRDRTUV-Y8GBDGANELRBYZBQU0MEO

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12. INDEMNITY

a. You hereby agree to indemnify and hold the Company, its officers, directors, agents, and other related parties harmless and indemnified from and against any and all liabilities, damages, losses, expenses, claims, demands, suits, fines, or judgments including reasonable attorneys' fees, costs and expenses, incidental thereto, which the Company may suffer as a result of or arising out of (i) your misrepresentation or breach of any representation or warranty contained in this Agreement; (ii) your breach of any covenant or obligation under this Agreement; and (iii) inaccuracy of any information provided by you to the Company.

13. EXCLUSIVITY

a. You are required to engage yourself exclusively in the work assigned by the Company and shall not take up any independent or individual assignments (whether the same is part time or full time, in an advisory capacity or otherwise) directly or indirectly.

b. During your employment, you will not directly or indirectly engage in any activity or investment or have any interest in, or perform any services for any person who is involved in activities which (i) conflicts with the Company's interests; (ii) occupies your attention so as to interfere with the proper and efficient performance of your duties at the Company; (iii) interferes with the independent exercise of your judgment in the Company's best interests; (iv) will require the unauthorised use of the Company's material, documents, data; or (v) will require the unauthorised use of Company premises for any activity which is unrelated to your employment with the Company.

14. NON-COMPETE AND NON-SOLICIT OBLIGATIONS

a. In consideration for the remuneration paid by the Company, you will not, as an individual, employee, consultant, independent contractor, partner, shareholder, unit holder, member or in association with any other person, except for and on behalf of the Company, directly or indirectly, during your employment and thereafter for a period of 1 year from the date you cease to be in the employment of the Company (irrespective of the circumstances of, or the reasons for, the cessation):

   a. solicit, induce or encourage any employee of the Company or its subsidiaries to terminate his or her employment with the Company or to accept employment with any third party;

   b. solicit, anyone who is a client, vendor or customer of the Company or persuade or attempt in any manner to persuade any client, vendor or customer of the Company to cease to do business or to reduce the amount of business which any such client, vendor or customer has customarily done or is reasonably expected to do with the Company, whether or not the relationship between the Company and such client, vendor or customer, as the case may be, was originally established, in whole or in part, through any of your efforts

Mercy

5.2.1. Average percentage of placement of outgoing students during the last five years

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b. If any of the restraints contained in Clause 13 or any part thereof, is held to be unenforceable by reason of it extending for too great a period of time, or by reason of it being too extensive in any other respect, the parties agree that (i) such restraint shall be interpreted to extend only over the maximum period of time for which it may be enforceable and, or, over the maximum geographic areas as to which it may be enforceable and, or, over the maximum extent in all other respects as to which it may be enforceable, all as determined by the court or arbitration panel making such determination and (ii) in its reduced form, such restraint shall then be enforceable, but such reduced form of covenant shall only apply with respect to the operation of such restraint in the particular jurisdiction in or for which such adjudication is made. Each of the covenants contained in Clause 13 is separate, distinct, and severable.

15. CONFIDENTIALITY

a. During the course of your employment, you will have access to (i) confidential or proprietary technical, financial, marketing, manufacturing, distribution, personal, sensitive or other technical or business information or trade secrets of the Company including but not limited to concepts, techniques, processes, methods, systems, designs, clients, circuits, cost data, computer programmes, formulae, development or experimental work, work in progress, customers and suppliers as well as software for client relationship management whether in the form of reports, drawings, blueprints, data, notes and other documents and records, whether printed, typed, handwritten, videotaped, transmitted or transcribed on data files or on any type of media; and (ii) third party confidential information which the Company is obligated to treat as confidential (collectively, **Confidential Information**).

b. You agree and undertake that not to, at any time now or in the future, directly or indirectly, use, publish, disseminate or otherwise reveal (or disclose in any manner), any Confidential Information to any third party other than for the purposes set out at Clause 14 of this Agreement. You will also not disclose any Confidential Information to anyone within the Company except on a 'need to know' basis.

c. You undertake that you will, at all times, act in the best interests of the Company and shall not wilfully do anything which will or is likely to jeopardise the Company's interest, goodwill and reputation.

d. You will not use any of the Company's or its clients' information assets (including but not limited to desktop and laptop computers, thin clients, storage devices, network connections to the LAN, internet or to client systems, networks or client applications) for committing acts that have the potential to directly or indirectly cause damage, loss of money, or damage to corporate image, reputation or availability of any Company or client information or supporting assets.

e. You shall not duplicate, reverse engineer, modify, or otherwise reproduce any Confidential Information. You shall also not corrupt or destroy any Confidential Information unless expressly authorised by the Company.

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a. You shall not, and shall not permit any other person to, remove any proprietary or other legends or restrictive notice contained in or included in any Confidential Information.

b. You shall make no use whatsoever, directly or indirectly, of any Confidential Information at any time, except as required in connection with the performance of your duties for the Company.

c. You shall abide by all applicable Information Security Policies of the Company, namely, Acceptable Use Policy, Information Classification Policy, Security Do's and Don'ts, Security Policy Statement, Security Responsibilities, Security Briefings and any other policy or guideline or regulation relating to Information Security.

d. Nothing contained in this Agreement shall be deemed to give you any proprietary right whatsoever in the Confidential Information.

e. You undertake not to publish any notice, advertisement, press release or other communication, related in any manner with the subject matter of this Agreement or its existence or otherwise to your employment with the Company or your role therein without obtaining the prior written consent of the Company.

f. In the event of possession, access and, or, use of any Confidential Information by any third party with whom you have a nexus, it will be presumed, unless you can prove to the contrary, that you have breached your confidentiality obligations under this Agreement.

g. No Confidential Information shall be disclosed by you except when such disclosure is mandatorily required pursuant to requirements under applicable law.

16. **TERMINATION**

a. This Agreement is terminable by either party (i) prior to completion of continuous employment of 3 months, without any notice; or (ii) after completion of continuous employment of 3 months, by written notice of 30 days or by the Company paying or you forfeiting (as the case may be) 1 month's salary in lieu of notice, or a combination of notice and forfeiture or payment (as the case may be). Provided that where applicable law prescribes a more favourable notice period and related provisions for employees, this clause shall be deemed to have been amended to incorporate the same.

b. Notwithstanding anything contained in Clause 15(a), in the event of any breach of the terms of Clause 6 your employment shall be liable to be terminated without notice.

c. Notwithstanding the aforesaid, the Company may terminate your employment forthwith without any notice, if you,

a. Are guilty of fraud or misconduct; or

b. On any other grounds on which the Company would be entitled to terminate your employment forthwith under applicable law.

c. In the event you fail to report to work without permission of your supervisor or manager for a continuous period of three (3) days and you are not contactable by the Company, then the abandonment process will be initiated in accordance with the Company's Separation Policy, which may lead to termination of your employment in case you fail to resume your duties within prescribed timelines. Further, due to your failure to serve a notice period as required under Clause 15(a) in the event of your resignation, the Company shall initiate abandonment process as mentioned above and shall reserve the right to deduct an amount equivalent to your salary for the unserved notice period from the dues payable to you as your full and final

Mercy

5.2.1. Average percentage of placement of outgoing students during the last five years

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settlement subject to applicable law.

16. **GOVERNING LAW**

Subject to Clause 17 below, this Agreement shall be governed and interpreted in accordance with the laws of India and the courts at Mumbai shall have exclusive jurisdiction in all matters arising out of this Agreement

17. **DISPUTE RESOLUTION**

a. Any matter or dispute arising in respect of your employment or under this Agreement will first be attempted to be settled amicably between us. In the event we fail to resolve the dispute amicably, then the same shall be referred to arbitration and such arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be held at Mumbai and proceedings shall be conducted in the English language.

Yours sincerely,
For Firstsource Solutions Limited

Sudhindra Kakade
Director – Human Resources

Name of Employee: **Signature:**
Date:

Mercy

5.2.1. Average percentage of placement of outgoing students during the last five years

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ANNEXURE

NAME: Mercy M	**POSITION: Customer Service Associate**
LOCATION: Tirchy	**GRADE: H2**

ELEMENT	**AMOUNT**
Basic	5000.00
House Rent Allowance	2000.00
Special Allowance 1	3205.00
Statutory Bonus/ Incentive/ Ex-Gratia*	2541.00
GROSS TOTAL	**12746.00**
PF(12% of basic) –Company contribution	600.00
Gratuity**	240.00
ESI (3.25% of Gross Earnings)	433.00
RETIRALS TOTAL	1273.00
Conduct Incentive(P.M)***	1069.00
TOTAL CTC (PM)	**15088.00**

*The Incentive payout is on a quarterly basis and is based on individual performance and will be paid as per policy.
**Payable as per Gratuity Act.
*** Conduct Incentive will be paid as per the company policy.
**** You will be covered under Group Personal Accident and Life Insurance Policy.
*****Taxes as per Income Tax rules will be deducted in each month's salary. Please provide proof of income earned and tax computation sheet of your previous employment so that the same can be considered and appropriate adjustments made.

Mercy

5.2.1. Average percentage of placement of outgoing students during the last five years

Focus Edumatics Private Limited
No.1605, 3rd Floor, BMH –Srinivas Complex,
Trichy Road, Coimbatore - 641018

FOCUS EDUMATICS
ACCELERATING TRANSFORMATION

Date: 08 March 2022

Ms. Shanmuga Priya M
328, Thozha V Kudikadu, Papanasam Taluka, Nallavanniyankudikadu, Nallavanniyankudikadu, Thanjavur, Tamil Nadu
Thanjavur
613502

Dear Ms. Shanmuga Priya M:

Subject: Offer letter

This is with reference to your application for employment with **"Focus Edumatics Private Limited"** and subsequent discussions between us.

We congratulate you for having been successfully made it through the selection process and pleased to extend the Offer of employment with **"Focus Edumatics Private Limited"** for the position of **"Online Tutor"** on agreed terms, the compensation package being the same as discussed during the interview. You are advised to submit the following mandatory documents for successful completion of joining formalities on or before joining date to the following email ID: mary.m@focusedumatics.com

1. Four passport size photographs for our records.
2. Copies of certificates of educational qualification.
3. Previous experience letters.
4. Proof of last salary drawn.
5. Relieving letter from your previous employer.
6. Self-Certified Present & Permanent address proof.
7. Self-Certified PAN Card copy.
8. Self-Certified AADHAAR card copy
9. Form 16 from previous employment.
10. Cancelled cheque leaf or photocopy of bank passbook.

Before signing and accepting this offer letter, please ensure that all promises made to you during recruitment are documented in this letter.

A formal letter of appointment will be issued to you as per company policy upon joining the organization.

Wish you good luck.

Yours truly,
for Focus Edumatics Private Limited,

Mary
Human Resources Department

This letter is valid only on or before **09-Mar-2022**, failing which this offer letter stands cancelled.

5.2.1. Average percentage of placement of outgoing students during the last five years

Focus Edumatics Private Limited
No.1605, 3rd Floor, BMH –Srinivas Complex,
Trichy Road, Coimbatore - 641018

FOCUS EDUMATICS
ACCELERATING TRANSFORMATION

Annexure - 1

Effective Date: 8-Mar-2022

Salary Offer & Benefits

Applicant Name: Shanmuga Priya M
Department: OLT Operations
Salary CTC: 17500
Expected DOJ: 8-Mar-2022
Designation: Online Tutor
Location: Coimbatore Trichy Road

Salary Heads	Monthly	Yearly
A. Monthly Earnings		
Basic	9431	113172
House Rent Allowance	3772	45264
Conveyance	1333	15996
Statutory Bonus	786	9432
Monthly Gross Earnings (A)	**15322**	**183864**
B. Monthly Deduction		
EPF Employee Share	1132	13584
ESI Employee Share	115	1380
Professional Tax	208	2496
Total Deductions (B)	**1455**	**17460**
Net Salary (A – B)	**13867**	**166404**
C. Statutory/Other Share of Employer		
EPF Employer Share	1226	14712
ESI Employer Share	498	5976
Gratuity	454	5448
Statutory Total (C)	**2178**	**26136**
Total CTC (A + C)	**17500**	**210000**

CONFIDENTIAL

HR Signature

5.2.1. Average percentage of placement of outgoing students during the last five years

Focus Edumatics Private Limited

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No.4, DVP Towers, Kalapatti Main Road, Nehru Nagar West, Civil Aerodrome Post, Coimbatore - 641014

FOCUS EDUMATICS

06 December 2021
Dear Shifana Abdul Rafik
Sub: Letter of Appointment

We are pleased to confirm your offer for the position of **Online Tutor** with a start date from **06-Dec-2021** on the following terms and conditions:

Your total compensation will be **Rs. 180000/ - (One Lakh Eighty Thousand Only)** per annum on the Cost to the Company (CTC). A detailed breakdown of your CTC is set out in Annexure 1.

In addition, a one-time training stipend of **Rs. 6000/- (Rupees Six Thousand Only)** will be paid to you along with your first month salary.

Your take-home salary may vary at the time of joining as well as during the course of your employment with us, depending on the revisions in the PF / ESI statutory regulations set by the State / Central Government from time to time. Your services are liable for transfer / deputation to any place in India /Abroad. In case of your transfer/ deputation, a separate letter of deputation will be issued.

By signing this document, you agree to be associated with the Company for a minimum period of 1 year from the Date of Joining. If you want to opt for an earlier separation for any reason, you can do so by paying a minimum of two-month gross salary drawn by you at the time of separation. After completion of your one year of service, if you want to opt for separation, you can do so by issuing a two-month notice to the Company.

You will be on probation for 6 months, after which you will receive a confirmation letter based on your performance. During the period of your probation, this contract can be terminated either by the company without any notice or by you with a one-month notice to the Company. The Company also reserves the right to extend the probation period.

During the period of your tenure with the company, you will not engage yourself in any other work or assignment or employment or act in any way detrimental to the interest of the company. You will not make any statement to the press or media or contribute article/s to the press or media without prior permission of the company.

Please bring originals of your school leaving and degree certificates at the time of your joining for our verification. In case you are joining from another Company, please bring a copy of your service certificate and the relieving letter. The "Employment Agreement" of the company currently in force, and as amended from time to time, will govern you. You will sign a "Non-Solicitation and Confidentiality Agreement" and be bound by the same during the period of your employment with the company. Any disclosure of confidential information will be considered as a criminal breach of trust. You shall be entitled to leaves as per the Company policy. The Company at its discretion reserves the right to amend, abolish whole or part of this letter with / without assigning any reasons thereof.

The Company in due course will advise you to enroll yourself in NSR (National Skill Registry) and you are required to do so within the time frame provided for the purpose.

Kindly sign the copy of this letter and return it as token of your acceptance. We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thank You,
Yours sincerely,
For Focus Edumatics Private Limited,

I have read the terms and conditions as per the Letter of Appointment issued to me and accept the same and have joined duty with effect from **06-Dec-2021**.

Mary
Authorised Signatory

Name : Shifana Abdul Rafik

HR Signature

Employee Signature

Date : 06 December 2021
Place : Coimbatore Trichy Road

FOCUS EDUMATICS CONFIDENTIAL

5.2.1. Average percentage of placement of outgoing students during the last five years

Focus Edumatics Private Limited

No.1605, 3rd Floor, BMH –Srinivas Complex, Trichy Road, Coimbatore - 641018
#978, Raj Chambers, 1st and 2nd Floor, Thadagam Main Road, R S Puram West, Coimbatore - 641002
No.4, DVP Towers, Kalapatti Main Road, Nehru Nagar West, Civil Aerodrome Post, Coimbatore - 641014

FOCUS EDUMATICS

EMPLOYMENT AGREEMENT

Agreement made on this day of **06-Dec-2021** by and between Focus Edumatics Private Limited., Coimbatore and **Shifana Abdul Rafik**

In consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. **Term of Employment:** Subject to the provisions of Paragraphs 5 and 7 herein, the Company hereby agrees to employ the Employee and the Employee hereby agrees to be employed by the Company commencing on **06-Dec-2021**.

2. **Salary:** The Company shall pay Employee salary and benefits as per letter of appointment for the services of the Employee, payable at regular payroll periods.

3. The employee shall not use office address as his personal address for communication by his credit card issuer or his bankers or his telephone/mobile phone service provider, insurance etc., or for his any other personal obligations/engagements/subscriptions or in any other manner whatsoever. The employee agrees to and thereby indemnifies the company for any costs incurred to protect itself from any claims or suits arising out of misuse/default of these terms and conditions in any manner.

4. **Duties and Position:** The Company hires the Employee in the capacity of "Online Tutor" and the Employee's duties may be reasonably modified at the Company's discretion from time to time and depending upon the performance of the employee.

5. **Non Disclosure:** The Employee acknowledges that the Company maintains and continues to maintain and use commercially valuable proprietary personal, financial, technical and non-technical information, which is vital to the success of the Company's business. The Company employs the Employee in a capacity in which he may become acquainted with such information and in order to guard the legitimate interest of the Company, it is necessary to protect such information by holding it secret and confidential. Therefore the Employee will at no time during the period of his employment with the Company or at any time thereafter, disclose or provide such information to any other individual, company or corporation. Any disclosure of confidential information will be considered, as criminal breach of trust and legal action will be taken accordingly.

6. **Inventions:** It is hereby, expressly agreed that any process or procedure or invention or software package /module/application/innovation developed or improved or modified in any way whatsoever, by the employee while being in employment with Focus Edumatics, shall always remain intellectual property of the company and the employee shall not claim any right on the same nor shall divulge or disclose the new findings or developments or modifications described above and shall be bound by the above terms in respect of such invention or development of any nature whatsoever. It is never the intention of the employee to claim any IPR or patents or trademarks for any work developed/invented or improvised/modified while in employment with Focus Edumatics.

7. **Non-Solicitation:** The employee acknowledges that other employees of the company are important for the business of the company and undertakes that during the employment and for a period of three years after the termination of employees employment with the company, he/she will not approach, influence, induce, suggest, tempt the other employees of the company to break away or leave their employment with the company for any reason whatsoever and any act knowingly or unknowingly committed by the employee in violation of their undertaking, will be entitled for legal, civil and criminal claims from the company.

8. **Term and security:** The Employee has agreed to work for a minimum term of 1 year from the date of commencement of this agreement. As a guarantee the Employee shall submit their original Educational Certificates with the custody of the Company. Should you quit the company or get terminated for breach of Company's Moral Code of Conduct before the lapse of 1 year term then the Employee shall compensate with 2 months of gross salary drawn.

5.2.1. Average percentage of placement of outgoing students during the last five years

Focus Edumatics Private Limited

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FOCUS EDUMATICS

a. Responsibility and Acknowledgement: The Employee shall ensure that the educational documents/certificates are submitted with the custody of the Company. Upon submission, the Employee should request/collect the acknowledgement for the custody. Likewise, the Employee should sign an acknowledgement for receiving the certificates/ documents from the custody of Company at the time of separation.

9. **Termination:** Upon termination of employment, the Employee will forthwith deliver to the company all literature, documents, data, order forms, pricelists, memoranda, correspondence, customer and lists, records, parts, equipments, manuals, materials, samples, sales invoices, cards, computer programs, records and information acquired of the company or coming to the knowledge and custody of the Employee in connection with the Employee's activities as an Employee of the Company. The appointment letter governs the condition of termination with and without causes.

10. **Assistance in Litigation:** The Employee shall, upon reasonable notice, furnish such information and proper assistance to the Company as it may reasonably require in connection with any litigation in which it is, or may become, a party either during or after employment.

11. **Effect of Prior Agreements:** This agreement supersedes any prior agreement between the Company or any predecessor of the Company and the Employee, except that this agreement shall not affect or operate to reduce any benefit or compensation inuring to the Employee of a kind elsewhere provided and not expressly provided in this agreement.

12. **Limited Effect of Waiver by Company:** The failure of the Company to insist upon strict performance of any of the provisions of this agreement shall not be construed as a waiver of any subsequent breach of the same or similar nature.

13. **Severability:** If, for any reason, any provision of this agreement is held invalid, all other provisions of this agreement shall remain in effect. If this agreement is held invalid or cannot be enforced, then to the full extent permitted by law any prior agreement between the Company (or any predecessor thereof) and the Employee shall be deemed reinstated as if this agreement had not been executed.

14. **Benefits:** This agreement shall be binding upon and inure to the benefit of the Company's successors and assignees.

15. **Confidentiality Contract:** The Confidentiality Contract attached hereto is incorporated by reference.

16. **Entire Agreement:** The foregoing agreement represents the entire agreement between the parties, and all representations, agreements, contracts and undertakings prior to or contemporaneous with the execution of this agreement are merged herein. This agreement may be modified, amended or extended only by an agreement in writing, signed by both parties, with the same formality as this agreement.

For Focus Edumatics Private Limited

I have read the preceding employment agreement, and the ramifications of this agreement have been fully explained to me and understood by me. I further agree, without reservations, to adhere to this agreement.

Mary
Authorised Signatory

Name : Shifana Abdul Rafik

HR Signature

Employee Signature

Date : 06 December 2021
Place : Coimbatore Trichy Road

FOCUS EDUMATICS CONFIDENTIAL

5.2.1. Average percentage of placement of outgoing students during the last five years

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FOCUS EDUMATICS

NON - SOLICITATION AND CONFIDENTIALITY AGREEMENT

A. Confidential Information:
1. I agree and acknowledge:

(a)That in the course of and as a consequence of my employment with the Company and because of the nature of my responsibilities I will have access to and will be entrusted with Confidential Information (as defined below) concerning the Company's business;
(b)That I will occupy a position of trust and confidence with respect to such Confidential Information;
(c)That the Company entrusts me with Confidential Information in reliance on a confidential relationship arising out of my employment with the Company and my execution of this Agreement; and
(d)That such Confidential Information that I may acquire or to which I may have access is of great value to the Company.

2. I will not, during my employment or thereafter, remove or transfer physically, electronically, or in any other way any Confidential Information, directly or indirectly, (or any copy thereof) from premises or property owned, used, or leased by the Company, except:

(a)As is required in the course of my duties for the Company and as is necessary for me to perform my duties; or
(b)If I have received advance written consent from the Reporting Manager of the Company. Upon any termination of my employment, all documents and electronic files containing Confidential Information (including all copies) and all Company property will be turned over immediately to my manager or other designate authorized by the Company, and I shall retain no copies thereof.

3. I agree that, during the course of my employment with the Company and after I cease to be employed by the Company for any reason, I will not, directly or indirectly, for my own or another's benefit, use, make known or divulge any Confidential Information, except:

(a)As is required in the course of my duties for the Company and as is necessary for me to perform my duties; or
(b)If I have received advance written consent from the Reporting Manager or other designate authorized by the Company.

B. Competitive Restrictions:
1. I agree that, during my employment with the Company, I will not directly or indirectly, nor will I assist anyone else to, engage in any activity that is competitive with the Company or any of its subsidiaries or affiliates.

2. I agree that, during my employment with the Company and after I cease to be employed by the Company for any reason, I will not, directly or indirectly, except as authorized by the Company in the course of my duties for the Company:

(a)Provide, or directly assist in the provision of, any Competitive Services or Products to any Client or Prospective Client (as defined below);
(b)Solicit, or directly assist in the Solicitation of, any Client or Prospective Client; or
(c)Solicit, encourage, advise, induce or cause any Restricted Person (as defined below) to terminate his or her employment or engagement with the Company, or provide any assistance, encouragement, information, or suggestion to any person or entity regarding the solicitation or hiring of any Restricted Person.

3. I acknowledge that my duties for the Company are not confined to any specific geographic area. Rather, my duties pertain to particular clients, and the identities and locations of these particular clients may change from time to time. I therefore agree that the restrictions in this Agreement attach to my conduct in India where the Company has carried out business/service in which I have been materially involved or concerned and with respect to Clients and Prospective Clients wherever they may be located after I cease to be employed by the Company.

4. Nothing in this Agreement shall prohibit my Solicitation of or my providing Competitive Services or Products to any Client or Prospective Client with whom I can demonstrate that I had a business relationship prior to the start of my employment with the Company, provided that no Confidential Information is used, directly or indirectly, in connection with that Solicitation or provision of Competitive Services or Products.

FOCUS EDUMATICS CONFIDENTIAL

5.2.1. Average percentage of placement of outgoing students during the last five years

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FOCUS EDUMATICS

C. Work Product:

1. Any work product, inventions, methods, processes, software, procedures, improvements, property, data, documentation, information or materials that are prepared, conceived, discovered, reduced to practice, developed or created by me, either jointly or severally, during, in connection with, for the purpose of, related to, or as a result of any work I performed for the Company, the business/service of the Company, or the Company's actual or demonstrably anticipated research or development (the "Work Product") shall be owned exclusively and perpetually by the Company. I agree to disclose promptly all Work Product to the Company.

I hereby unconditionally and irrevocably transfer and assign to the Company all right, title and interest (including all patent, copyright, trade secret and any other intellectual property rights) that I currently possess during the tenure of my employment by operation of law or otherwise in or to any Work Product. I acknowledge that all Work Product that may be copyrighted shall be deemed, to the extent permitted by law, "First ownership" as defined in the Indian Copyright Act, 1957 (or equivalent local legislation as applicable). I agree to waive all rights (including "moral rights") in all Work Product, and I further agree to and hereby assign to the Company all of my right, title and interest (including copyright) in the Work Product. Nothing in this Agreement shall be construed to grant the Company any interest in materials that I prepared, conceived, discovered, reduced to practice, developed and created entirely on my own time and for which no equipment, supplies, facilities, resources, or trade secret information of the Company was used, unless those materials relate to the Company's business (including the Company's actual or demonstrably anticipated research or development) or result from any work that I performed for the Company.

2. If I am authorized by the Company to the extent that any document or other filing can be prepared or filed in order to perfect, evidence or register any transfer as referenced in paragraph C.1 above, then I will, at the cost of the Company, sign and otherwise assist with any such document or filing (and any steps related thereto) as the Company considers desirable.

D. Definitions: For purposes of this Agreement:

"Company" means Focus Edumatics Private Limited., its successors, and any and all subsidiaries or other affiliates (or any of their successors) as to which I perform services, or have access to Confidential Information, during my employment. For purposes of this Agreement, the term "affiliate" means any entity that owns or controls, is owned or controlled by, or that is owned or under common control with Focus Edumatics Private Limited.

1. "Competitive Service or Product" means any service or product that satisfies both of the following criteria:

(a)Is the same or substantially similar to or competitive with any service or product that the Company provided to its clients during my employment by the Company, and

(b)Is one as to which I had material involvement or access to Confidential Information at any time during the period of twelve (12) months prior to the termination of my employment with the Company.

2. "Client" means any person or entity to which the Company provided Competitive Services or Products, and with which I had contact or about which I had access to Confidential Information, during my employment. "Prospective Client" means any person or entity to which the Company provided, or from which the Company received, a proposal, bid, or written inquiry (general advertising or promotional materials and mass mailings excepted) for the Company to provide Competitive Services or Products and with which I had contact, or about which I had access to Confidential Information, and with whom the Company has been engaged in negotiations, during my employment. "Client" shall not include any person or entity that acted only as a referral source for the Company during my employment.

3. "Solicit" and "Solicitation" (with respect to Clients Employees or Prospective Clients Employees) means directly or indirectly, and without the Company's written authorization, to invite, encourage, request, or induce (or to assist another to invite, encourage, request or induce) any Client or Prospective Client and Employees':

(a)Surrender, redeem or terminate a product, service or relationship with the Company;

(b)Obtain any Competitive Service or Product from me or any third party; or

FOCUS EDUMATICS CONFIDENTIAL

5.2.1. Average percentage of placement of outgoing students during the last five years

Focus Edumatics Private Limited

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FOCUS EDUMATICS

(c)Transfer a product, service or relationship from the Company to you or any third party.

(d)Influence, induce, coerce, suggest, tempt other employees of the company to quit the company for any reason whatsoever.

NOTE: Any act knowingly or unknowingly committed by the employee in violation of their undertaking, will be entitled for legal, civil and criminal claims from the company.

4. "Confidential Information" means all information regarding the clients of the Company, or regarding the current or planned business of the Company, which has not been made generally known to the public by authorized representatives of the Company, whether created or supplied to me by the Company or compiled by me in the course of my duties for the Company, including but not limited to:

Client information, such as client lists (in any form) and other non-public personal, business, financial, or other information regarding the clients or prospective clients of the Company, such as the identities of clients and prospective clients (including names, addresses, phone numbers, email addresses, and PAN or Aadhaar numbers or other Government-issued identification numbers), information regarding clients' accounts, their borrowings, their financial needs, their current or proposed transactions, their investment preferences and/or history, contract terms, client files, all internal analyses of clients and/or their accounts or investments, and all other information regarding clients that the client or applicable law designates as private or confidential;

Corporate strategies, and business, marketing and/or strategic plans;

Business procedures and methods, computer data, software, and system designs of the Company;

All personnel files and information and any lists of employees, vendors, or independent contractors of the Company; and

All information for which the Company has a legal or contractual obligation to treat as confidential. Confidential Information does not include information which has become available to the public generally (otherwise than as a result of any breach by me of any obligation owed by me to the Company).

5. Restricted Person" means any person of Manager level or above who provided services to the Company (whether as an employee, agent, independent contractor, or otherwise) during my employment with the Company, and with whom I had material business-related contact, about whom I had access to confidential personnel information, or for whom I had direct or indirect supervisory responsibility, during my employment with the Company.

E. Notice and Other Agreements:

1. If for any reason I decide to leave the Company, I agree that I will provide written notice of my intention to leave as provided in my contract of employment unless otherwise it is relaxed by the Reporting Manager (in writing). I agree that the Company may contact my prospective employer regarding my obligations under this Agreement.

2. I recognize that the restrictions set forth in this Agreement are reasonable in scope, including as to time, geography, and the nature of the activities they prohibit, and that they are no more extensive than is necessary in order to protect the legitimate interests of the Company. I further recognize that the Company will suffer immediate and irreparable harm as the result of any breach of such restrictions and that monetary damages will not be adequate to compensate the Company for such breach. I understand that the Company may seek injunctive relief, in addition to monetary damages, to enforce those restrictions. I acknowledge that the period ofthe restrictions in this Agreement shall be reduced by any period of garden leave exclusion to which I may be subject under my contract of employment with the Company.

3. If any one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, it shall be limited, modified and construed in accordance with applicable law as it then shall appear, and if such modification does not or cannot occur, then the provision in question shall be severed, this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein, and the remainder of this Agreement shall be enforceable and binding upon the parties.

4. I understand and acknowledge that if I transfer positions or locations between or among Focus' subsidiaries or affiliates, I may be required to sign another, substantially similar Non-Solicitation and Confidentiality Agreement. I agree that the Company may assign this Agreement, and I hereby consent to such assignment and to the enforcement of this Agreement by the Company's successors and assigns.

FOCUS EDUMATICS CONFIDENTIAL

5.2.1. Average percentage of placement of outgoing students during the last five years

Focus Edumatics Private Limited

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FOCUS EDUMATICS

This Agreement and the rights and obligations of the Company and I hereto shall bind and inure to the benefit of any successor or successors of the Company, but neither this Agreement nor any rights or benefits hereunder may be assigned by me.

5. This Agreement is intended to supersede the provisions of any employment agreement or other agreement that I may have previously entered into with the Company regarding the subject matters described in this Agreement, but this Agreement will not supersede the terms and conditions of any agreement pertaining to any equity award that I may previously have received.

My signature below 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.

for Focus Edumatics Private Limited.,

Mary

Authorised Signatory

Name : Shifana Abdul Rafik

HR Signature

Employee Signature

Date : 06 December 2021
Place : Coimbatore Trichy Road

FOCUS EDUMATICS
CONFIDENTIAL

5.2.1. Average percentage of placement of outgoing students during the last five years

Focus Edumatics Private Limited

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FOCUS EDUMATICS

COMPENSATION AND BENEFITS

Name : Shifana Abdul Rafik | **Date Of Joining : 06-Dec-2021**
Designation : Online Tutor | **Location : Coimbatore Trichy Road**

Salary Heads	Monthly	Yearly
A. Monthly Earnings		
Basic	9431	113172
House Rent Allowance	2843	34116
Statutory Bonus	787	9444
Monthly Gross Earnings (A)	**13061**	**156732**
B. Monthly Deduction		
EPF Employee Share	1132	13584
ESI Employee Share	98	1176
Professional Tax	208	2496
Total Deductions (B)	**1438**	**17256**
Net Salary (A – B)	**11623**	**139476**
C. Statutory/Other Share of Employer		
EPF Employer Share	1226	14712
ESI Employer Share	424	5088
Gratuity	289	3468
Statutory Total (C)	**1939**	**23268**
Total CTC (A + C)	**15000**	**180000**

All Salary components are calculated on pro rata basis.

Payment of perquisites, allowances and reimbursements any other salary payments shall be subject to provisions of Income Tax, Professional Tax and any other statutory deductions as applicable in accordance with the laws prevailing from time to time. Professional Tax will vary from state to State as per the prescribed slab and will be deducted monthly in Karnataka &Panjab and where as in Tamil Nadu it is half yearly deduction.

The Employer Shares are invisible in the Payslip, as these are not a Directly Payable Components to the employees.

Gratuity is Payable to the employees who have completed 5 years of continuous Service on Payroll and is paid at the time of separation.

FOCUS EDUMATICS CONFIDENTIAL

HR Signature

Employee Signature

5.2.1. Average percentage of placement of outgoing students during the last five years

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FOCUS EDUMATICS

Dear Soundarya R
Sub: Letter of Appointment

We are pleased to confirm your offer for the position of **Online Tutor** with a start date from **28-Feb-2022** on the following terms and conditions:

Your total compensation will be **Rs. 210000/ - (Two Lakh Ten Thousand Only)** per annum on the Cost to the Company (CTC). A detailed breakdown of your CTC is set out in Annexure 1.

In addition, a one-time training stipend of **Rs. 8000/- (Eight Thousand Only)** will be paid to you along with your **2nd-month salary**.

Your take-home salary may vary at the time of joining as well as during the course of your employment with us, depending on the revisions in the PF / ESI statutory regulations set by the State / Central Government from time to time. Your services are liable for transfer / deputation to any place in India /Abroad. In case of your transfer/ deputation, a separate letter of deputation will be issued.

By signing this document, you agree to be associated with the Company for a minimum period of 1 year from the Date of Joining. If you want to opt for an earlier separation for any reason, you can do so by paying a minimum of two-month gross salary drawn by you at the time of separation. After completion of your one year of service, if you want to opt for separation, you can do so by issuing a two-month notice to the Company.

You will be on probation for 6 months, after which you will receive a confirmation letter based on your performance. During the period of your probation, this contract can be terminated either by the company without any notice or by you with a one-month notice to the Company. The Company also reserves the right to extend the probation period.

During the period of your tenure with the company, you will not engage yourself in any other work or assignment or employment or act in any way detrimental to the interest of the company. You will not make any statement to the press or media or contribute article/s to the press or media without prior permission of the company.

Please produce the softcopies of your school leaving and degree certificates at the time of your joining for our verification. In case you are joining from another Company, please bring a copy of your service certificate and the relieving letter. The "Employment Agreement" of the company currently in force, and as amended from time to time, will govern you. You will sign a "Non-Solicitation and Confidentiality Agreement" and be bound by the same during the period of your employment with the company. Any disclosure of confidential information will be considered as a criminal breach of trust. You shall be entitled to leaves as per the Company policy. The Company at its discretion reserves the right to amend, abolish whole or part of this letter with / without assigning any reasons thereof.

The Company in due course will advise you to enroll yourself in NSR (National Skill Registry) and you are required to do so within the time frame provided for the purpose.

Kindly sign the copy of this letter and return it as token of your acceptance. We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

Thank You,
Yours sincerely,
For Focus Edumatics Private Limited,

I have read the terms and conditions as per the Letter of Appointment issued to me and accept the same and have joined duty with effect from **28-Feb-2022**.

Mary
Authorised Signatory

Name : Soundarya R

HR Signature

Employee Signature

Date :
Place : Coimbatore Trichy Road

FOCUS EDUMATICS CONFIDENTIAL

5.2.1. Average percentage of placement of outgoing students during the last five years

Focus Edumatics Private Limited

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FOCUS EDUMATICS
ACCELERATING TRANSFORMATION

EMPLOYMENT AGREEMENT

Agreement made on this day of **28-Feb-2022** by and between Focus Edumatics Private Limited., Coimbatore and **Soundarya R**

In consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. **Term of Employment:** Subject to the provisions of Paragraphs 5 and 7 herein, the Company hereby agrees to employ the Employee and the Employee hereby agrees to be employed by the Company commencing on **28-Feb-2022**.

2. **Salary:** The Company shall pay Employee salary and benefits as per letter of appointment for the services of the Employee, payable at regular payroll periods.

3. **Employee Restrictions:** The employee shall not use office address as his personal address for communication by his credit card issuer or his bankers or his telephone/mobile phone service provider, insurance etc., or for his any other personal obligations/engagements/subscriptions or in any other manner whatsoever. The employee agrees to and thereby indemnifies the company for any costs incurred to protect itself from any claims or suits arising out of misuse/default of these terms and conditions in any manner.

4. **Duties and Position:** The Company hires the Employee in the capacity of "Online Tutor" and the Employee's duties may be reasonably modified at the Company's discretion from time to time and depending upon the performance of the employee.

5. **Non Disclosure:** The Employee acknowledges that the Company maintains and continues to maintain and use commercially valuable proprietary personal, financial, technical and non-technical information, which is vital to the success of the Company's business. The Company employs the Employee in a capacity in which he may become acquainted with such information and in order to guard the legitimate interest of the Company, it is necessary to protect such information by holding it secret and confidential. Therefore the Employee will at no time during the period of his employment with the Company or at any time thereafter, disclose or provide such information to any other individual, company or corporation. Any disclosure of confidential information will be considered, as criminal breach of trust and legal action will be taken accordingly.

6. **Inventions:** It is hereby, expressly agreed that any process or procedure or invention or software package /module/application/innovation developed or improved or modified in any way whatsoever, by the employee while being in employment with Focus Edumatics, shall always remain intellectual property of the company and the employee shall not claim any right on the same nor shall divulge or disclose the new findings or developments or modifications described above and shall be bound by the above terms in respect of such invention or development of any nature whatsoever. It is never the intention of the employee to claim any IPR or patents or trademarks for any work developed/invented or improvised/modified while in employment with Focus Edumatics.

7. **Non-Solicitation:** The employee acknowledges that other employees of the company are important for the business of the company and undertakes that during the employment and for a period of three years after the termination of employees employment with the company, he/she will not approach, influence, induce, suggest, tempt the other employees of the company to break away or leave their employment with the company for any reason whatsoever and any act knowingly or unknowingly committed by the employee in violation of their undertaking, will be entitled for legal, civil and criminal claims from the company.

8. **Term and security:** The Employee has agreed to work for a minimum term of 1 year from the date of commencement of this agreement. Should you quit the company or get terminated for breach of Company's Moral Code of Conduct before the lapse of 1 year term then the Employee shall compensate with 2 months of gross salary drawn.

FOCUS EDUMATICS
CONFIDENTIAL

5.2.1. Average percentage of placement of outgoing students during the last five years

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FOCUS EDUMATICS

9. Termination: Upon termination of employment, the Employee will forthwith deliver to the company all literature, documents, data, order forms, pricelists, memoranda, correspondence, customer and lists, records, parts, equipments, manuals, materials, samples, sales invoices, cards, computer programs, records and information acquired of the company or coming to the knowledge and custody of the Employee in connection with the Employee's activities as an Employee of the Company. The appointment letter governs the condition of termination with and without causes.

10. Assistance in Litigation: The Employee shall, upon reasonable notice, furnish such information and proper assistance to the Company as it may reasonably require in connection with any litigation in which it is, or may become, a party either during or after employment.

11. Effect of Prior Agreements: This agreement supersedes any prior agreement between the Company or any predecessor of the Company and the Employee, except that this agreement shall not affect or operate to reduce any benefit or compensation inuring to the Employee of a kind elsewhere provided and not expressly provided in this agreement.

12. Limited Effect of Waiver by Company: The failure of the Company to insist upon strict performance of any of the provisions of this agreement shall not be construed as a waiver of any subsequent breach of the same or similar nature.

13. Severability: If, for any reason, any provision of this agreement is held invalid, all other provisions of this agreement shall remain in effect. If this agreement is held invalid or cannot be enforced, then to the full extent permitted by law any prior agreement between the Company (or any predecessor thereof) and the Employee shall be deemed reinstated as if this agreement had not been executed.

14. Benefits: This agreement shall be binding upon and inure to the benefit of the Company's successors and assignees.

15. Confidentiality Contract: The Confidentiality Contract attached hereto is incorporated by reference.

16. Entire Agreement: The foregoing agreement represents the entire agreement between the parties, and all representations, agreements, contracts and undertakings prior to or contemporaneous with the execution of this agreement are merged herein. This agreement may be modified, amended or extended only by an agreement in writing, signed by both parties, with the same formality as this agreement.

For Focus Edumatics Private Limited

I have read the preceding employment agreement, and the ramifications of this agreement have been fully explained to me and understood by me. I further agree, without reservations, to adhere to this agreement.

Mary
Authorised Signatory

Name : Soundarya R

HR Signature

Employee Signature

Date :
Place : Coimbatore Trichy Road

FOCUS EDUMATICS CONFIDENTIAL

5.2.1. Average percentage of placement of outgoing students during the last five years

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FOCUS EDUMATICS

NON - SOLICITATION AND CONFIDENTIALITY AGREEMENT

A. Confidential Information:
1. I agree and acknowledge:

(a)That in the course of and as a consequence of my employment with the Company and because of the nature of my responsibilities I will have access to and will be entrusted with Confidential Information (as defined below) concerning the Company's business;
(b)That I will occupy a position of trust and confidence with respect to such Confidential Information;
(c)That the Company entrusts me with Confidential Information in reliance on a confidential relationship arising out of my employment with the Company and my execution of this Agreement; and
(d)That such Confidential Information that I may acquire or to which I may have access is of great value to the Company.

2. I will not, during my employment or thereafter, remove or transfer physically, electronically, or in any other way any Confidential Information, directly or indirectly, (or any copy thereof) from premises or property owned, used, or leased by the Company, except:

(a)As is required in the course of my duties for the Company and as is necessary for me to perform my duties; or
(b)If I have received advance written consent from the Reporting Manager of the Company. Upon any termination of my employment, all documents and electronic files containing Confidential Information (including all copies) and all Company property will be turned over immediately to my manager or other designate authorized by the Company, and I shall retain no copies thereof.

3. I agree that, during the course of my employment with the Company and after I cease to be employed by the Company for any reason, I will not, directly or indirectly, for my own or another's benefit, use, make known or divulge any Confidential Information, except:

(a)As is required in the course of my duties for the Company and as is necessary for me to perform my duties; or
(b)If I have received advance written consent from the Reporting Manager or other designate authorized by the Company.

B. Competitive Restrictions:
1. I agree that, during my employment with the Company, I will not directly or indirectly, nor will I assist anyone else to, engage in any activity that is competitive with the Company or any of its subsidiaries or affiliates.

2. I agree that, during my employment with the Company and after I cease to be employed by the Company for any reason, I will not, directly or indirectly, except as authorized by the Company in the course of my duties for the Company:

(a)Provide, or directly assist in the provision of, any Competitive Services or Products to any Client or Prospective Client (as defined below);
(b)Solicit, or directly assist in the Solicitation of, any Client or Prospective Client; or
(c)Solicit, encourage, advise, induce or cause any Restricted Person (as defined below) to terminate his or her employment or engagement with the Company, or provide any assistance, encouragement, information, or suggestion to any person or entity regarding the solicitation or hiring of any Restricted Person.

3. I acknowledge that my duties for the Company are not confined to any specific geographic area. Rather, my duties pertain to particular clients, and the identities and locations of these particular clients may change from time to time. I therefore agree that the restrictions in this Agreement attach to my conduct in India where the Company has carried out business/service in which I have been materially involved or concerned and with respect to Clients and Prospective Clients wherever they may be located after I cease to be employed by the Company.

4. Nothing in this Agreement shall prohibit my Solicitation of or my providing Competitive Services or Products to any Client or Prospective Client with whom I can demonstrate that I had a business relationship prior to the start of my employment with the Company, provided that no Confidential Information is used, directly or indirectly, in connection with that Solicitation or provision of Competitive Services or Products.

FOCUS EDUMATICS CONFIDENTIAL

5.2.1. Average percentage of placement of outgoing students during the last five years

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FOCUS EDUMATICS

C. Work Product:

1. Any work product, inventions, methods, processes, software, procedures, improvements, property, data, documentation, information or materials that are prepared, conceived, discovered, reduced to practice, developed or created by me, either jointly or severally, during, in connection with, for the purpose of, related to, or as a result of any work I performed for the Company, the business/service of the Company, or the Company's actual or demonstrably anticipated research or development (the "Work Product") shall be owned exclusively and perpetually by the Company. I agree to disclose promptly all Work Product to the Company.

I hereby unconditionally and irrevocably transfer and assign to the Company all right, title and interest (including all patent, copyright, trade secret and any other intellectual property rights) that I currently possess during the tenure of my employment by operation of law or otherwise in or to any Work Product. I acknowledge that all Work Product that may be copyrighted shall be deemed, to the extent permitted by law, "First ownership" as defined in the Indian Copyright Act, 1957 (or equivalent local legislation as applicable). I agree to waive all rights (including "moral rights") in all Work Product, and I further agree to and hereby assign to the Company all of my right, title and interest (including copyright) in the Work Product. Nothing in this Agreement shall be construed to grant the Company any interest in materials that I prepared, conceived, discovered, reduced to practice, developed and created entirely on my own time and for which no equipment, supplies, facilities, resources, or trade secret information of the Company was used, unless those materials relate to the Company's business (including the Company's actual or demonstrably anticipated research or development) or result from any work that I performed for the Company.

2. If I am authorized by the Company to the extent that any document or other filing can be prepared or filed in order to perfect, evidence or register any transfer as referenced in paragraph C.1 above, then I will, at the cost of the Company, sign and otherwise assist with any such document or filing (and any steps related thereto) as the Company considers desirable.

D. Definitions: For purposes of this Agreement:

"Company" means Focus Edumatics Private Limited., its successors, and any and all subsidiaries or other affiliates (or any of their successors) as to which I perform services, or have access to Confidential Information, during my employment. For purposes of this Agreement, the term "affiliate" means any entity that owns or controls, is owned or controlled by, or that is owned or under common control with Focus Edumatics Private Limited.

1. "Competitive Service or Product" means any service or product that satisfies both of the following criteria:

(a)Is the same or substantially similar to or competitive with any service or product that the Company provided to its clients during my employment by the Company, and

(b)Is one as to which I had material involvement or access to Confidential Information at any time during the period of twelve (12) months prior to the termination of my employment with the Company.

2. "Client" means any person or entity to which the Company provided Competitive Services or Products, and with which I had contact or about which I had access to Confidential Information, during my employment. "Prospective Client" means any person or entity to which the Company provided, or from which the Company received, a proposal, bid, or written inquiry (general advertising or promotional materials and mass mailings excepted) for the Company to provide Competitive Services or Products and with which I had contact, or about which I had access to Confidential Information, and with whom the Company has been engaged in negotiations, during my employment. "Client" shall not include any person or entity that acted only as a referral source for the Company during my employment.

3. "Solicit" and "Solicitation" (with respect to Clients Employees or Prospective Clients Employees) means directly or indirectly, and without the Company's written authorization, to invite, encourage, request, or induce (or to assist another to invite, encourage, request or induce) any Client or Prospective Client and Employees':

(a)Surrender, redeem or terminate a product, service or relationship with the Company;

(b)Obtain any Competitive Service or Product from me or any third party; or

FOCUS EDUMATICS CONFIDENTIAL

5.2.1. Average percentage of placement of outgoing students during the last five years

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(c)Transfer a product, service or relationship from the Company to you or any third party.

(d)Influence, induce, coerce, suggest, tempt other employees of the company to quit the company for any reason whatsoever.

NOTE: Any act knowingly or unknowingly committed by the employee in violation of their undertaking, will be entitled for legal, civil and criminal claims from the company.

4. "Confidential Information" means all information regarding the clients of the Company, or regarding the current or planned business of the Company, which has not been made generally known to the public by authorized representatives of the Company, whether created or supplied to me by the Company or compiled by me in the course of my duties for the Company, including but not limited to:

- Client information, such as client lists (in any form) and other non-public personal, business, financial, or other information regarding the clients or prospective clients of the Company, such as the identities of clients and prospective clients (including names, addresses, phone numbers, email addresses, and PAN or Aadhaar numbers or other Government-issued identification numbers), information regarding clients' accounts, their borrowings, their financial needs, their current or proposed transactions, their investment preferences and/or history, contract terms, client files, all internal analyses of clients and/or their accounts or investments, and all other information regarding clients that the client or applicable law designates as private or confidential;

- Corporate strategies, and business, marketing and/or strategic plans;

- Business procedures and methods, computer data, software, and system designs of the Company;

- All personnel files and information and any lists of employees, vendors, or independent contractors of the Company; and

- All information for which the Company has a legal or contractual obligation to treat as confidential. Confidential Information does not include information which has become available to the public generally (otherwise than as a result of any breach by me of any obligation owed by me to the Company).

5. Restricted Person" means any person of Manager level or above who provided services to the Company (whether as an employee, agent, independent contractor, or otherwise) during my employment with the Company, and with whom I had material business-related contact, about whom I had access to confidential personnel information, or for whom I had direct or indirect supervisory responsibility, during my employment with the Company.

E. Notice and Other Agreements:

1. If for any reason I decide to leave the Company, I agree that I will provide written notice of my intention to leave as provided in my contract of employment unless otherwise it is relaxed by the Reporting Manager (in writing). I agree that the Company may contact my prospective employer regarding my obligations under this Agreement.

2. I recognize that the restrictions set forth in this Agreement are reasonable in scope, including as to time, geography, and the nature of the activities they prohibit, and that they are no more extensive than is necessary in order to protect the legitimate interests of the Company. I further recognize that the Company will suffer immediate and irreparable harm as the result of any breach of such restrictions and that monetary damages will not be adequate to compensate the Company for such breach. I understand that the Company may seek injunctive relief, in addition to monetary damages, to enforce those restrictions. I acknowledge that the period ofthe restrictions in this Agreement shall be reduced by any period of garden leave exclusion to which I may be subject under my contract of employment with the Company.

3. If any one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, it shall be limited, modified and construed in accordance with applicable law as it then shall appear, and if such modification does not or cannot occur, then the provision in question shall be severed, this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein, and the remainder of this Agreement shall be enforceable and binding upon the parties.

4. I understand and acknowledge that if I transfer positions or locations between or among Focus' subsidiaries or affiliates, I may be required to sign another, substantially similar Non-Solicitation and Confidentiality Agreement. I agree that the Company may assign this Agreement, and I hereby consent to such assignment and to the enforcement of this Agreement by the Company's successors and assigns.

FOCUS EDUMATICS CONFIDENTIAL

5.2.1. Average percentage of placement of outgoing students during the last five years

Focus Edumatics Private Limited

No.1605, 3rd Floor, BMH –Srinivas Complex, Trichy Road, Coimbatore - 641018
#978, Raj Chambers, 1st and 2nd Floor, Thadagam Main Road, R S Puram West, Coimbatore - 641002
No.4, DVP Towers, Kalapatti Main Road, Nehru Nagar West, Civil Aerodrome Post, Coimbatore - 641014

FOCUS EDUMATICS

This Agreement and the rights and obligations of the Company and I hereto shall bind and inure to the benefit of any successor or successors of the Company, but neither this Agreement nor any rights or benefits hereunder may be assigned by me.

5. This Agreement is intended to supersede the provisions of any employment agreement or other agreement that I may have previously entered into with the Company regarding the subject matters described in this Agreement, but this Agreement will not supersede the terms and conditions of any agreement pertaining to any equity award that I may previously have received.

My signature below 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.

for Focus Edumatics Private Limited.,

Mary

Authorised Signatory

Name : Soundarya R

HR Signature

Employee Signature

Date :

Place : Coimbatore Trichy Road

FOCUS EDUMATICS
CONFIDENTIAL

5.2.1. Average percentage of placement of outgoing students during the last five years

Focus Edumatics Private Limited

No.1605, 3rd Floor, BMH –Srinivas Complex, Trichy Road, Coimbatore - 641018
#978, Raj Chambers, 1st and 2nd Floor, Thadagam Main Road, R S Puram West, Coimbatore - 641002
No.4, DVP Towers, Kalapatti Main Road, Nehru Nagar West, Civil Aerodrome Post, Coimbatore - 641014

FOCUS EDUMATICS

COMPENSATION AND BENEFITS

Name : Soundarya R **Date Of Joining : 28-Feb-2022**
Designation : Online Tutor **Location : Coimbatore Trichy Road**

Salary Heads	Monthly	Yearly
A. Monthly Earnings		
Basic	9431	113172
House Rent Allowance	3772	45264
Conveyance	1333	15996
Statutory Bonus	786	9432
Monthly Gross Earnings (A)	**15322**	**183864**
B. Monthly Deduction		
EPF Employee Share	1132	13584
ESI Employee Share	115	1380
Professional Tax	208	2496
Total Deductions (B)	**1455**	**17460**
Net Salary (A – B)	**13867**	**166404**
C. Statutory/Other Share of Employer		
EPF Employer Share	1226	14712
ESI Employer Share	498	5976
Gratuity	454	5448
Statutory Total (C)	**2178**	**26136**
Total CTC (A + C)	**17500**	**210000**

- All Salary components are calculated on pro rata basis.
- Payment of perquisites, allowances and reimbursements any other salary payments shall be subject to provisions of Income Tax, Professional Tax and any other statutory deductions as applicable in accordance with the laws prevailing from time to time. Professional Tax will vary from state to State as per the prescribed slab and will be deducted monthly in Karnataka &Panjab and where as in Tamil Nadu it is half yearly deduction.
- The Employer Shares are invisible in the Payslip, as these are not a Directly Payable Components to the employees.
- Gratuity is Payable to the employees who have completed 5 years of continuous Service on Payroll and is paid at the time of separation.

HR Signature **Employee Signature**

5.2.1. Average percentage of placement of outgoing students during the last five years

Required fields are marked with an asterisk.

1

Offer Letter

RP - Sanjiv Goenka Group
Growing Legacies

firstsource

Date: July 4, 2022

Sub: Offer of Employment

Dear Ruth Kezial,

We are pleased to make you an offer of employment at Firstsource Solutions Limited(**"Company"**), for the position of **CSA,** H2 at the company's Trichy office.

The break-up of the salary offered is provided below.

COMPONENT	**AMOUNT (Rs)**
Basic	5,000.00
House Rent Allowance	2,000
Special Allowance	3,205
Statutory Bonus/ Incentive/ Ex-Gratia *	2,541
GROSS SALARY	**12,746**
PF (12% of Basic) – Co. Contribution	600
Gratuity(4.8% of Basic)*	240
ESI (3.25% of Gross) - Co. Contribution	433
RETIRALS	**1,273**
Conduct Incentive p.m	**1,069**
SALARY (p.m.)	**15,088**
SALARY (p.a.)	**181,056**

A. Statutory Applicability and other Allowances:

- Gratuity will be paid in accordance with the Payment of Gratuity Act, 1972;
- Provident Fund contribution will be in accordance with the Employees' Provident Fund and Miscellaneous Provisions Act, 1952;
- Statutory bonus will be paid in accordance with the Payment of Bonus Act, 1965;
- Taxes as per the Income Tax Act, 1961 will be deducted in each month's salary. Please provide proof of income earned and tax computation sheet of your previous employment so that the same can be considered and appropriate adjustments made.

B. Appointment Details:

Date of joining	July 6, 2022
Time of joining	9:30:00 AM

5.2.1. Average percentage of placement of outgoing students during the last five years

Statutory deductions & payments will be applicable in accordance with your eligibility under law, Any incentive / performance / variable, pay will be applicable as per your eligibility under company policies.
You will be given an appointment letter with the terms and conditions of your employment if you accept this offer and are appointed in the Company.

Your appointment in the Company is subject to the submission of documents as requested and a successful background verification check which will be conducted by the Company.

This offer is valid till July 6, 2022 from the date of issue for your acceptance and will be rescinded by the Company in the absence of acceptance by you.

We hope that your association with the Company will be a long and fruitful one.

Thanking You,

For Firstsource Solutions Limited

.....
Shahul Karim
SVP – Human Resources

*Response
Accept the offer

*Electronic Signature
******

Date:
7/6/22

IP Address:
202.21.134.50

5.2.1. Average percentage of placement of outgoing students during the last five years

Required fields are marked with an asterisk.

1

Offer Letter

RP - Sanjiv Goenka Group
Growing Legacies

firstsource

Date: July 4, 2022

Sub: Offer of Employment

Dear Sri Priyavarthini,

We are pleased to make you an offer of employment at Firstsource Solutions Limited(**"Company"**), for the position of **CSA**, H2 at the company's Trichy office.

The break-up of the salary offered is provided below.

COMPONENT	AMOUNT (Rs)
Basic	5,000.00
House Rent Allowance	2,000
Special Allowance	3,205
Statutory Bonus/ Incentive/ Ex-Gratia *	2,541
GROSS SALARY	**12,746**
PF (12% of Basic) – Co. Contribution	600
Gratuity(4.8% of Basic)*	240
ESI (3.25% of Gross) - Co. Contribution	433
RETIRALS	**1,273**
Conduct Incentive p.m	**1,069**
SALARY (p.m.)	**15,088**
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A. Statutory Applicability and other Allowances:

- Gratuity will be paid in accordance with the Payment of Gratuity Act, 1972;
- Provident Fund contribution will be in accordance with the Employees' Provident Fund and Miscellaneous Provisions Act, 1952;
- Statutory bonus will be paid in accordance with the Payment of Bonus Act, 1965;
- Taxes as per the Income Tax Act, 1961 will be deducted in each month's salary. Please provide proof of income earned and tax computation sheet of your previous employment so that the same can be considered and appropriate adjustments made.

B. Appointment Details:

Date of joining	July 6, 2022
Time of joining	9:30:00 AM

Statutory deductions & payments will be applicable in accordance with your eligibility under law, Any incentive / performance / variable, pay will be applicable as per your eligibility under company policies.
You will be given an appointment letter with the terms and conditions of your employment if you accept this offer and are appointed in the Company.

5.2.1. Average percentage of placement of outgoing students during the last five years

Your appointment in the Company is subject to the submission of documents as requested and a successful background verification check which will be conducted by the Company.

This offer is valid till July 6, 2022 from the date of issue for your acceptance and will be rescinded by the Company in the absence of acceptance by you.

We hope that your association with the Company will be a long and fruitful one.

Thanking You,

For Firstsource Solutions Limited

.....
Shahul Karim
SVP – Human Resources

*Response
Accept the offer

*Electronic Signature

Please sign using your Last Name.

Date: IP Address:

5.2.1. Average percentage of placement of outgoing students during the last five years

FERRO ENGINEERS
ISO 9001: 2015
ISO 45001:2018
CERTIFIED
T 248, SIDCO Women's Industrial Park,
Kattur, Chennai - 600 062.
Ph : 2636 6303, E-mail : info@ferroengineers.com
Web : www.ferroengineers.com

Date: 29.07.2022

Person Name	:	**R Sujith Prasad**
Employee Code	:	222365
Address	:	No. 459, 8th Main Street, B-II Block, RH Centre, Indira Nagar, Neyveli, Cuddalore – 607 801.
Date of Joining	:	01.08.2022
Designation	:	**Operator**
Place of Work	:	Wipro - Hyderabad

Greetings from **Ferro Engineers**!! It is a Pleasure to Welcome you to our Organisation. We are looking forward to work with you.

Package Break Up Details			
Gross Salary		₹	**19,978**
Basic Salary	70%	₹	13,985
HRA	30%	₹	5,993
EPF Employer Contribution	13%	₹	1,818
ESI Employer Contribution	3.25%	₹	649
Bonus	8.3%	₹	1,165
Net Salary		₹	**18,000**
CTC Per Annum		₹	**2,85,120**

PROBATIONARY PERIOD

The duration of the probationary period is six months but may be reduced or increased at the discretion of the company. During the probationary period, your engagement will be subject to termination at any time by one month's notice on either side.

5.2.1. Average percentage of placement of outgoing students during the last five years

FERRO ENGINEERS
ISO 9001: 2015
ISO 45001:2018
CERTIFIED
T 248, SIDCO Women's Industrial Park,
Kattur, Chennai - 600 062.
Ph : 2636 6303, E-mail : info@ferroengineers.com
Web : www.ferroengineers.com

CONFIRMATION / TERMINATION

Your service will be confirmed based on your performance and on customer feedback. In case of negative feedback, the service will be Terminated within 30 days notice.

LEAVE

Leave may be granted at the discretion of the Company and in accordance with its Rules in this regard.

BONUS

You will be paid a bonus of 8.33% on basic as per Government rules & Regulations once in a year.

INSURANCE

Employees who doesn't cover under ESI will be provided with Workmen Compensation Policy as per Company Act. Particulars of the policy will be provided to you.

TRANSFER

You are liable to be transferred to any part of India with full preservation of all your rights.

WORK SAFETY

You will be provided with PPE (Personal Protecting Equipment) and you are advised to strictly follow the safety rules & regulations inside premises. Any accident without following the safety rules of the premises, the employee is whole responsible for such damages and company cannot compensate other than given Insurance & ESIC coverage.

FERRO ENGINEERS
ISO 9001: 2015
ISO 45001:2018
CERTIFIED
T 248, SIDCO Women's Industrial Park,
Kattur, Chennai - 600 062.
Ph : 2636 6303, E-mail : info@ferroengineers.com
Web : www.ferroengineers.com

OTHER TERMS & CONDITIONS

Your engagement implies that you will undertake work of any kind, which the Company may require and that you will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the Press (including magazine publication) relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained written permission from the Company. The complete draft of any proposed article, or other communication intended for publication must be submitted to the Company for approval before it is released for publication.

Any invention you may make during your work (or in any way connected with the Company's business) and any patents arising there from will be the property of the Company and you will be required to sign the papers in regard thereto. Any monetary reward will be considered only in special circumstances.
The terms set out in this letter are for your guidance and are not fully comprehensive. You will be bound generally by the Company's Rules applicable to you. The Company reserves the right to alter/rescind such Rules at its discretion.

If you accept this offer, kindly notify your acceptance by signing your name on the attached copy of this letter and by returning it to us. Please also sign and return the attached declaration form.

Yours Truly,

Authorized Signatory

Accepted Signature_____ Date_____

5.2.1. Average percentage of placement of outgoing students during the last five years

Global Calcium
Adding Life to Life

GCPL/HR/TR-048/2022
04 July 2022

To,
PRITHIYUNAN MANI
Trainee No: 4428
#107/46B,South Veethi,Valuvur,Kutthalam(TK),Mayiladuthurai
609401

Mobile : 9384489692
E-mail : prithiyunan.mani1999@gmail.com

TRAINEE ORDER

Dear PRITHIYUNAN MANI,

This is reference to your application and the subsequent interview conducted on 27 June 2022 and your voluntary acceptance to undergo Training. The management is pleased to offer you the training to enhance your skills which improves your professional standing.

You have been designated as "Trainee Chemist" in the department of Analytical Research & Development with effect from 04 July 2022 that being your date of joining.

You will be placed in Hosur, and will undergo training in the facilities and units as desired by the Management.

The terms and conditions governing your training are given below:

01.That under these terms and conditions , the company agrees to provide the trainee with a traineeship period for identified learning objectives and the trainee agrees to provide all work and services (the "Services") reasonably required by the Company.

02. That any tasks undertaken by the trainee while on a traineeship period will have the purpose of promoting the trainee's competence, understanding and familiarity of the company's business as well as in the trainee's agreed learning objectives.

03. That the trainee will be under an obligation to the company to make satisfactory progress on the training period program, such progress will be agreed between the company and the trainee.

04.The trainee will be expected to reach a reasonable standard of competence and performance for each task for which he/she has been trained.

05. That the Trainee is expected to attend the training period for trainee position work experience, which will commence on 04 July 2022 and shall end on 03 July 2023 (the "Training Period"), with a review of the position at the end of the 12 months of the training Period. During this time the trainee will commit a minimum of 48 hours per week to work on his/her trainee obligations (the "Minimum Hours Requirement").

06. During the course of your "Training" you will be paid a consolidated stipend of Rs.19167/- with statutory deductions towards PF and ESI only.

07. That the trainee will have no contractual relationship with the company and that the training contract is not an employment contract. However, the trainee will be expected to behave as part of the company on whatever position he/she is assigned and shall abide by all the terms and conditions applicable to the company's own staff and respect the company's policies, values and procedures.

5.2.1. Average percentage of placement of outgoing students during the last five years

GLOBAL CALCIUM PVT. LTD.

CONTINUATION SHEET

Annexure - I		
Company	Global Calcium Pvt. Ltd. Unit 1&2	
Name	Prithiyunan Mani	
Empl. No	4428	
Designation	Trainee Chemist	
Level	6C	
Department	Analytical Research & Development	
Date of Joining	04 July 2022	
COMPONENTS	PM	PA
Basic	4792	57500
HRA	1917	23000
Conveyance	1600	19200
Education Allowance	958	11500
Other Allowances	8790	105482
TOTAL (A)	18057	216682
TERMINAL BENEFITS		
ESI Employer Contribution 3.25%	535	6418
PF Mgt Cont @12% on Basic	575	6900
TOTAL (B)	1110	13318
CTC = GRAND TOTAL (A+B)	19167	230000

Senthil Kumar A
General Manager - HR

NOTE : 01 Your CTC has been arrived at after considering the existing statutory requirements. However, in the event of any change of statutory requirements, which may impact your CTC, then, the Company will be at liberty to rework your CTC components so that the statutory requirements are met out of the CTC already arrived.

NOTE : 02 All payments as a routine will be credited to your S.B.Account - in line with the guidelines of the company

Received

5.2.1. Average percentage of placement of outgoing students during the last five years

IDC Technologies Solutions (I) Pvt. Ltd.
C-18, Sector- 67, Noida, U.P, 201301
Tel.: +91-120-6350000

Empowering Technology Services
AN ISO 27001:2013 CERTIFIED CO.

Dated: 15-Sep-21
Ref. No IDC/OBHR/2021/ON4582

Mr./Ms. Mohamed Imthiyas,
1/325, Main Road Vellaiyapuram
Nilamalagiyamangalam Vellayapuram
Ramanathapuram
Tamil Nadu - 623315

Letter of Intent

Dear Mohamed Imthiyas,

We are pleased to offer you a position with **IDC Technologies Sol (I) Pvt. Ltd.** as a **Software Test Engineer**. You may be deputed to **Client Site** as a representative of the company in order to fulfill the Company's contractual obligations, as a part of your official duties and responsibilities.

You are advised to join our organization on or before **20-Sep-21** at **Chennai.** Your gross annual compensation, inclusive of all applicable taxes shall be **INR 300000/- (Details Attached in Annexure –"A").** In case you fail to join your duties by the date mentioned, the Management reserves the right to cancel this letter of intent.

Please submit following documents **(self-attested)** well before the time of joining:

- Complete Application form (copy enclosed).
- Form-11 (for Provident Fund), Form-2 (nomination & declaration), Form-1 (ESIC) and Form-F (for Gratuity) (all forms attached with e-mail).
- Copy of PAN card.)
- Copy of Passport.
- Copy of Aadhar Card.
- Address Proof (DL/Electricity Bill/Telephone Bill/Election Card etc.)
- Copy of the signed Non-discloser-agreement.
- Copy of relieving/Experience letters/Resignation Acceptance from HR of the Present (original) & all previous employers.
- Copy of the appointment letter from the current & previous employers.
- Last 3 months salary slips in (original).
- Tax Certificate/Form 16 of previous employers for the current financial year.
- Six passport size photographs (Color).

On receiving the above- mentioned documents, the Appointment Letter and terms & conditions of employment would be issued to you. We assume that all the information furnished by you during the recruitment process is correct. IDC Technologies would initiate any background and employment check directly or through third party against validation the information.

This letter of intent is not an official appointment letter. All the terms and conditions of the proposed employment would be stated in the appointment letter.

If you wish to leave the services of the Company, a clear written notice of **Sixty (60)** days has to be given to the Company/client. In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company/Client incurs consequent to the failure to give required written notice

Please sign the duplicate copy of this letter as a token of your acceptance and return the same to us.

Thanking you,

Your Sincerely

For **IDC Technologies Solutions (I) Pvt. Ltd.**

Signature of Employee
Mohamed Imthiyas

Corp. Off. India : C-18, Sector-67, Noida- 201 301, Tel.: +91-120-6350000, Website: www.idctechnologies.com ; (a)
Regd. Off. : 3322A, 2nd Floor, Bank Street, Karol Bagh, New Delhi-110005
CIN:- U72200DL2008PTC182494

5.2.1. Average percentage of placement of outgoing students during the last five years

IDC Technologies Solutions (I) Pvt. Ltd.
C-18, Sector- 67, Noida, U.P, 201301
Tel.: +91-120-6350000

Empowering Technology Services
AN ISO 27001:2013 CERTIFIED CO.

UNDERTAKING

I **Mohamed Imthiyas** hereby solemnly confirm that I have carefully read and considered the rules and regulations contained in the letter of intent and appointment letter and I will abide by them throughout my service. I also hereby confirm that the information I have filled in this form is correct to the best of my knowledge. In case any further information is required, I will be ready to furnish you with the same.

I further declare that I have not paid any fee (cash or kind) for any purpose (recruitment, training etc.) at any stage to **IDC Technologies Solutions India Pvt Ltd** and IDC Technologies shall not be held liable in any manner to pay compensation or otherwise.

I agree that, if found disregarding any of the conditions set forth in this documents, the company has the right to take any disciplinary action, including termination of my employment, without any notice and that I shall be solely responsible for the consequences thereof.

Name: Mohamed Imthiyas

Date:

Signature:

5.2.1. Average percentage of placement of outgoing students during the last five years

"ANNEXURE-A"			
Compensation Details w.e.f 20-09-2021			
Name :-		**Mohamed Imthiyas**	
Designation :-		**Software Test Engineer**	
Location :-		**Chennai (Tamil Nadu)**	
Salary Component		**Amount in (INR)**	**Amount in (INR)**
		Per Month	**Per Annum**
A.	Basic & DA	15100	181200
	Bonus	824	9888
	House Rent Allowance	7126	85512
	LTA	0	0
	Medical Reimbursement	0	0
	Conveyance Allowance	0	0
	Special Allowance	0	0
	GROSS SALARY (Salary of Tax) (A)	**23050**	**276600**
B.	Employers Contribution - Provident Fund	1950	23400
	Employers Contribution - ESIC	0	0
	Gratuity	0	0
	Insurance	0	0
	TOTAL (B)	**1950**	**23400**
C.	**Less Deduction**		
	Employee - Provident Fund	1800	21600
	Employee - ESIC	0	0
	PT	208	2496
	LWF	0	0
	TOTAL (C)	**2008**	**24096**
	Net Take Home Salary (A) - (C)	**21042**	**252504**
	FIXED CTC (A) + (B)	**25000**	**300000**

Note: - 1) All taxes (PT, Income Tax and LWF etc.) will be applicable as per government norms.2) As per Government Norms if there is any changes happen in statutory limit (like EPF/ESIC etc.) than both components (employer and employee PART) will be become part of previous CTC, from effective date. 3) In the First Month Salary there will be deduction amount 2500/-of Group Mediclaim Policy (India Insure) which is mandatory as per legal compliance. It is applicable only for those who are not cover under ESIC.

Mohamed Imthiyas

Signature

5.2.1. Average percentage of placement of outgoing students during the last five years

IDC Technologies Solutions (I) Pvt. Ltd.
C-18, Sector- 67, Noida, U.P, 201301
Tel.: +91-120-6350000

Empowering Technology Services
AN ISO 27001:2013 CERTIFIED CO.

Dated: 15-Sep-21
Ref. No IDC/OBHR/2021/ON4582

Deputation Letter

To,

Tata Consultancy Services

Dear Sir / Madam,

We are pleased to depute our employee **Mohamed Imthiyas** at **Tata Consultancy Services-Chennai** , He / She would be working at your project site until further information from your end. Below are the details of **Mohamed Imthiyas** as furnished to IDC Technologies Sol. (I) Pvt. Ltd.

Full Name of the Employee: **Mohamed Imthiyas**	
Date of Birth: **15-05-1998**	Designation: **Software Test Engineer**
Father's Name: **Mohamed Ismail**	Nationality: **Indian**
Offer ID: **IDC/OBHR/2021/ON4582**	Date of Joining: **20-09-2021**
Contact No: 9629206274	**1/325, Main Road Vellaiyapuram ,Nilamalagiyamangalam Vellayapuram Ramanathapuram,Tamil Nadu 623315**

For IDC Technologies Solutions (I) Pvt. Ltd.

Authorized Signatory

Signature of Employee

Mohamed Imthiyas

Corp. Off. India : C-18, Sector-67, Noida- 201 301, Tel.: +91-120-6350000, Website: www.idctechnologies.com : (a)
Regd. Off. : 3322A, 2nd Floor, Bank Street, Karol Bagh, New Delhi-110005
CIN:- U72200DL2008PTC182494

5.2.1. Average percentage of placement of outgoing students during the last five years

Infosys
Navigate your next

HRD/2T/1004838676/22-23

August 24, 2022

Mr. Mohamed Sadham Hussain S
24/73 Muslim Middle Street
Aruppukottai
Aruppukottai-626101
India

Ph: +91-8939691210

Dear Mohamed Sadham,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.08.24 17:26:21 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited

5.2.1. Average percentage of placement of outgoing students during the last five years

Infosys
Navigate your next

HRD/1004838676/22-23 August 24, 2022

Mr. Mohamed Sadham Hussain S
24/73 Muslim Middle Street
Aruppukottai
Aruppukottai-626101
India

Ph: +91-8939691210

Dear Mohamed Sadham,

Congratulations! We are delighted to make you an offer as **Systems Associate - Trainee** and your role is **Systems Associate** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **05-Dec-2022.**

Location

Your location of training is **MYSORE., India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Infosys
Navigate your next

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Systems Associate** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Infosys
Navigate your next

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport and Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of **INR 461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2022-23 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

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You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200** . The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

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Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Associate** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Associate, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

Infosys
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If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company.
The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.
As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

_____
Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.08.24 17:26:21 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited

5.2.1. Average percentage of placement of outgoing students during the last five years

Infosys
Navigate your next

ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Mohamed Sadham Hussain S**
ROLE	**Systems Associate**
ROLE DESIGNATION	**Systems Associate - Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	**16,162**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	**18,581**
TOTAL GROSS SALARY	**18,581**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

5.2.1. Average percentage of placement of outgoing students during the last five years

Capgemini

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1851210

Letter of Intent ("LOI")

Dear Niyaj Ahamed,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A3** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

5.2.1. Average percentage of placement of outgoing students during the last five years

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1851210**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1851210**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1851210**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

5.2.1. Average percentage of placement of outgoing students during the last five years

ANNEXURE 1

Niyaj Ahamed
Associate and A3

You will be under probation for six (6) months from yourdate of joining Capgemini. During this period,your all-inclusive annual target compensation (on a cost to company basis) willbe **INR2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only). Subsequent to your successful completion of trainingand probation, your all-inclusive annual target compensation (on a cost to companybasis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only).** On completion of 1 yearof service from your date of joining, you will receive a fixed incentive of **INR25,000 (Rupees Twenty-Five thousand only)**
Based on your Date of Joining, your compensation shall bepaid monthly. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

5.2.1. Average percentage of placement of outgoing students during the last five years

Infosys Campus Recruitment Program: Congratulations, you have a job offer

1 message

Infosys Freshers Recruitment <Talent.Acquisition@infosys.com> Fri, 17 Jun, 2022 at 10:49 pm
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

Congratulations! You have cleared the interview round to receive a final job offer for Systems Associate role. The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com. Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys

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5.2.1. Average percentage of placement of outgoing students during the last five years

Infosys
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HRD/2T/1002440623/22-23

August 24, 2022

Mr. Mohamed Ashiq
No-5/1159
Vassampallam,The Nilgiris.
Coonoor-643105
India

Ph: +91-9655028272

Dear Mohamed,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.08.24 18:13:57 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited

5.2.1. Average percentage of placement of outgoing students during the last five years

Infosys
Navigate your next

HRD/1002440623/22-23 August 24, 2022

Mr. Mohamed Ashiq
No-5/1159
Vassampallam,The Nilgiris.
Coonoor-643105
India

Ph: +91-9655028272

Dear Mohamed,

Congratulations! We are delighted to make you an offer as **Systems Associate - Trainee** and your role is **Systems Associate** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **05-Dec-2022.**

Location

Your location of training is **MYSORE., India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

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Navigate your next

Probation and Confirmation

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Infosys
Navigate your next

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Infosys
Navigate your next

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Infosys
Navigate your next

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Associate** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Associate, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

Infosys
Navigate your next

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company.
The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.
As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

Sign your name

Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.08.04 19:13:57 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
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Bangalore 560 100, India
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askus@infosys.com
www.infosys.com

5.2.1. Average percentage of placement of outgoing students during the last five years

Infosys
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ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Mohamed Ashiq**
ROLE	**Systems Associate**
ROLE DESIGNATION	**Systems Associate - Trainee**
1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	**16,162**
2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136
3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	**18,581**
TOTAL GROSS SALARY	**18,581**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

5.2.1. Average percentage of placement of outgoing students during the last five years

Jamal Mohamed <placement@jmc.edu>

Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer reg no:19UCS047 bsc computer science aided

1 message

raja mohammed <rajamohammed1002@gmail.com> Thu, Aug 25, 2022 at 2:51 PM
To: "placement@jmc.edu" <placement@jmc.edu>

---------- Forwarded message ---------
From: **Infosys Freshers Recruitment** <Talent.Acquisition@infosys.com>
Date: Fri, Jun 17, 2022, 22:48
Subject: Infosys Campus Recruitment Program: Congratulations, you have a job offer
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

Congratulations! You have cleared the interview round to receive a final job offer for Systems Associate role. The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com. Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys

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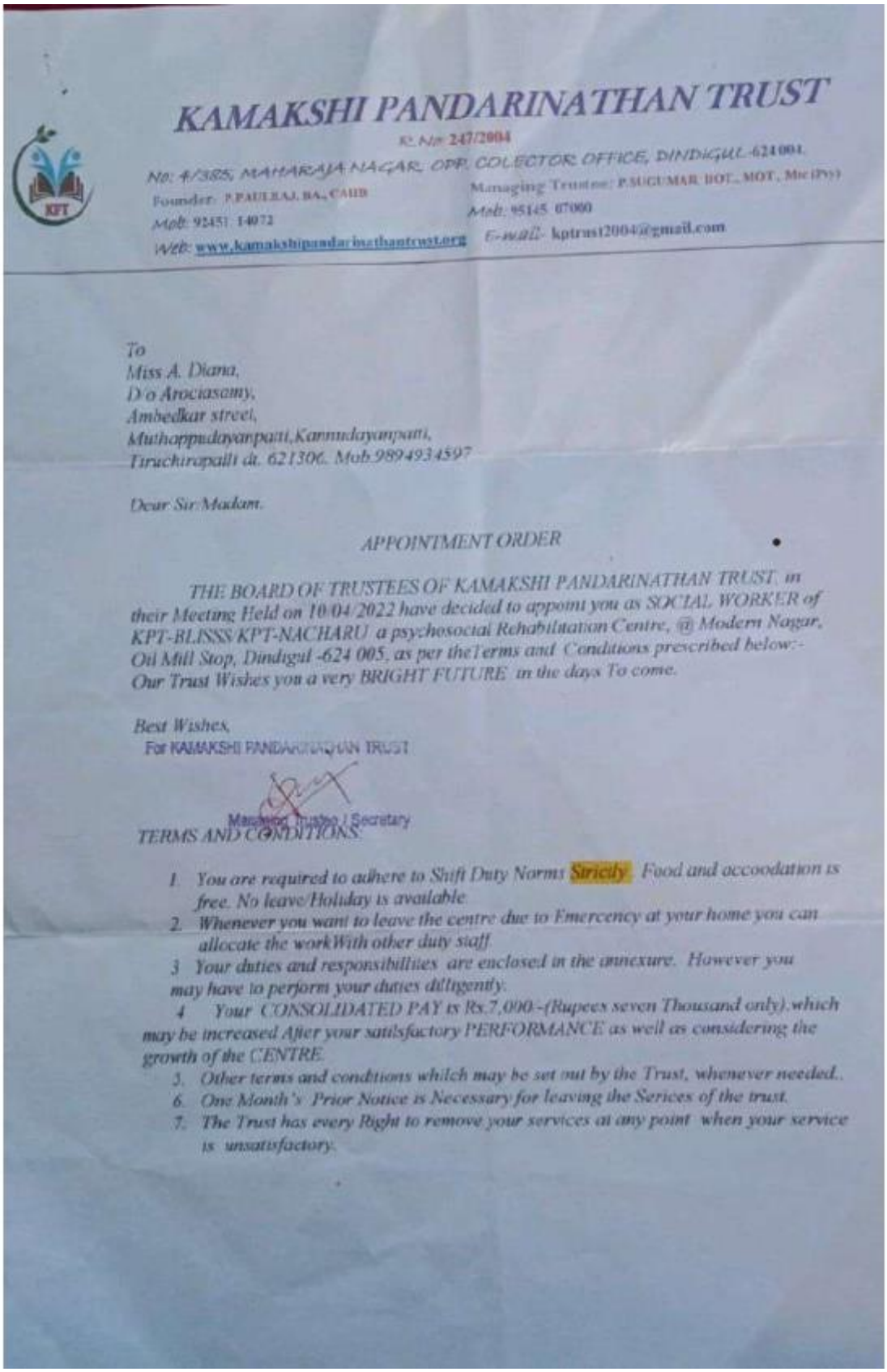
2 attachments

Image001.png
141K

5.2.1. Average percentage of placement of outgoing students during the last five years

Image001.png
141K

5.2.1. Average percentage of placement of outgoing students during the last five years



KAMAKSHI PANDARINATHAN TRUST

K. No: 247/2004

No: 4/385, MAHARAJA NAGAR, OPP. COLECTOR OFFICE, DINDIGUL-624 004.

Founder: P.PAULRAJ, BA., CAIIB
Mob: 92451 14972

Managing Trustee: P.SUGUMAR, BOT., MOT., Mc(Psy)
Mob: 95145 07000

Web: www.kamakshipandarinathantrust.org E-mail: kptrust2004@gmail.com

To
Miss A. Diana,
D/o Arociasamy,
Ambedkar street,
Muthappudayanpatti,Kannudayanpatti,
Tiruchirapalli dt. 621306. Mob 9894934597

Dear Sir/Madam,

APPOINTMENT ORDER

THE BOARD OF TRUSTEES OF KAMAKSHI PANDARINATHAN TRUST, in their Meeting Held on 10/04/2022 have decided to appoint you as SOCIAL WORKER of KPT-BLISS/KPT-NACHARU a psychosocial Rehabilitation Centre, @ Modern Nagar, Oil Mill Stop, Dindigul -624 005, as per the Terms and Conditions prescribed below:-
Our Trust Wishes you a very BRIGHT FUTURE in the days To come.

Best Wishes,
For KAMAKSHI PANDARINATHAN TRUST

Managing Trustee / Secretary

TERMS AND CONDITIONS:

1. You are required to adhere to Shift Duty Norms Strictly. Food and accoodation is free. No leave/Holiday is available.
2. Whenever you want to leave the centre due to Emercency at your home you can allocate the workWith other duty staff.
3. Your duties and responsibilities are enclosed in the annexure. However you may have to perform your duties diligently.
4. Your CONSOLIDATED PAY is Rs.7,000/-(Rupees seven Thousand only),which may be increased After your satisfactory PERFORMANCE as well as considering the growth of the CENTRE.
5. Other terms and conditions which may be set out by the Trust, whenever needed..
6. One Month's Prior Notice is Necessary for leaving the Serices of the trust.
7. The Trust has every Right to remove your services at any point when your service is unsatisfactory.

5.2.1. Average percentage of placement of outgoing students during the last five years

MRF Limited, New No. 114 (Old No. 124), Greams Road, Chennai - 600 006.
Tel : 91-44-2829 2777 Fax : 91-44-2829 2895 CIN : L25111TN1960PLC004306
Website: www.mrftyres.com

Offer Letter 05.07.2022

Dear **Mr. Thomas Edison A,**

Congratulations and Welcome to MRF Family!

With reference to your application and the subsequent discussions, we are pleased to offer you employment as **Supervisor - Production** in **MA1** Grade in the **Production department** at **Trichy Radial plant** on the following terms and conditions:

1. The discussed and agreed CTC compensation package is given in the Annexure I
2. Your offer of employment is conditional upon you being medically fit to perform the services of the organization. You will be required to undergo medical examination as per MRF guidelines which is attached in Annexure II
3. You need to bring the original documents and a set of photostat copies at the time of joining as per the list attached in Annexure III for verification.

A detailed appointment letter will be issued to you on your joining. We would expect you to join on or before **18th Jul'22** failing which the offer is liable to be withdrawn.

Please return the copy of this letter duly signed as a token of your acceptance at the earliest

Thanking you,

Yours faithfully,
For MRF LIMITED,

Biju Sebastian
Vice President-HRS

Acceptance:
I accept employment with the organization on the terms and conditions set out in this offer letter, a copy of which I confirm I have received

Name : _____ Date : _____

Signature : _____

5.2.1. Average percentage of placement of outgoing students during the last five years

Annexure - I

Salary Structure

NAME : Thomas Edison A
Grade : MA1
Designation : Supervisor - Production

	Components	Monthly	Annual
A	Basic	2950	35400
A1	Allowances		
1	HRA	1475	17700
2	Conveyance	1600	19200
3	Education Allowance	200	2400
4	MRF Allowance	15862	190344
5	Medical Allowance	246	2950
	A1 Total	19383	232594
	A+A1	22333	267994
B	Annual Payments		
1	LTA (Once in Two years - Rs.10500/- in a block of two years)	438	5250
2	Bonus	590	7080
	B Total	1028	12330
C	Retirel Benefits		
1	PF - 12%	354	4248
2	Gratuity - 4.81%	142	1703
	C Total	496	5951
	Grand Total (A+A1+B+C)	23856	286275

In addition to the above you will be eligible for the following benefits as per Company policy:

- Group Hospitalization insurance for self, spouse and dependent children.
- Group personal accident insurance for self

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

Date: August 11, 2022

Dear **SANJAY S**

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **PROCESS EXECUTIVE - AR** full time and your place of posting will be **Tiruchirappalli-III** with an Annual CTC Compensation of **Rs. 283,728.00** (**Rupees Two Lakh Eighty Three Thousand Seven Hundred Twenty Eight Only**). Your date of joining will be on or before **16 August 2022**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

By accepting this offer, you agree to abide by this clause that this offer of employment entails **Working from Office (WFO) effective 15th April 2022**.
With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
- Photocopy of your Birth Certificate/ DOB Proof
- Copy of PAN Card /Acknowledgement copy of PAN Application
- Copy of AADHAR Card / Acknowledgement copy of AADHAR

5.2.1. Average percentage of placement of outgoing students during the last five years

- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks
- Last 3 months pay slips or latest copy of Form 16(applicable to experienced candidates)
- Residence Proof - 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
- Passport size photographs - 6 Nos.
- Post card Size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days.

Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Ebenazer Paul

Talent Acquisition

Encl. ANNEXURE

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

Annexure A

Terms and Conditions of Employment

You shall be governed by the following terms and conditions of service during your employment with **Omega Healthcare Management Services Private Limited** (hereafter referred to as the "company"), and those that may be amended from time to time.

Statement of Facts

a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

Duties

a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

Place of Work

You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

Hours of Work

a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
b. Omega Healthcare observes national and festival holidays as per policy which will be notified during induction. The festival holidays may vary every year and across region/Service line.

Leave and Vacation

a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
b. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

Conduct

a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

Confidentiality

a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
f. You may have to sign
   - The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
   - The Code of Business Conduct and Ethics
   - Prohibition or Disclosure or Use of Inside Information (as applicable)

Separation from the company

a. The retirement age of the company is **58** years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	60	60	60	60	90	90
After confirmation	60	60	60	60	60	90	90

b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.
c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

I accept the terms and conditions of the Company mentioned above.

Signature **Name** **Date**

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

Annexure - B

SALARY STRUCTURE

Salary Components	Amount - Monthly	Amount - Yearly
Basic	10,600.00	127,200.00
House Rent Allowance	5,300.00	63,600.00
Advance Statutory Bonus	1,060.00	12,720.00
Special Allowance	4,140.00	49,680.00
Fixed Cash (Gross)	21,100.00	253,200.00
PF	1,769.00	21,228.00
Medical Insurance	165.00	1,980.00
Gratuity	510.00	6,120.00
Group Term Life Insurance	100.00	1,200.00
Total Benifits	2,544.00	30,528.00
Total Cost PA (CTC)		283,728.00

Authorized by

Ebenazer Paul

Talent Acquisition

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

Date: July 12, 2022

Dear **Helan Jasper Arockiyaraj**

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **PROCESS ASSOCIATE** full time and your place of posting will be **Tiruchirappalli-I** with an Annual CTC Compensation of **Rs. 160,944.00** (**Rupees One Lakh Sixty Thousand Nine Hundred Fourty Four Only**). Your date of joining will be on or before **14 July 2022**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

By accepting this offer, you agree to abide by this clause that this offer of employment entails **Working from Office (WFO) effective 15th April 2022**.
With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
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- Copy of AADHAR Card / Acknowledgement copy of AADHAR

5.2.1. Average percentage of placement of outgoing students during the last five years

- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks
- Last 3 months pay slips or latest copy of Form 16(applicable to experienced candidates)
- Residence Proof - 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
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While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days.

Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Megalan David J

Talent Acquisition

Encl. ANNEXURE

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

Annexure A

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b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

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a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

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5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

Conduct

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b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

Confidentiality

a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
f. You may have to sign
   - The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
   - The Code of Business Conduct and Ethics
   - Prohibition or Disclosure or Use of Inside Information (as applicable)

Separation from the company

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After confirmation	60	60	60	60	60	90	90

b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.
c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

I accept the terms and conditions of the Company mentioned above.

Signature **Name** **Date**

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

Annexure - B

SALARY STRUCTURE

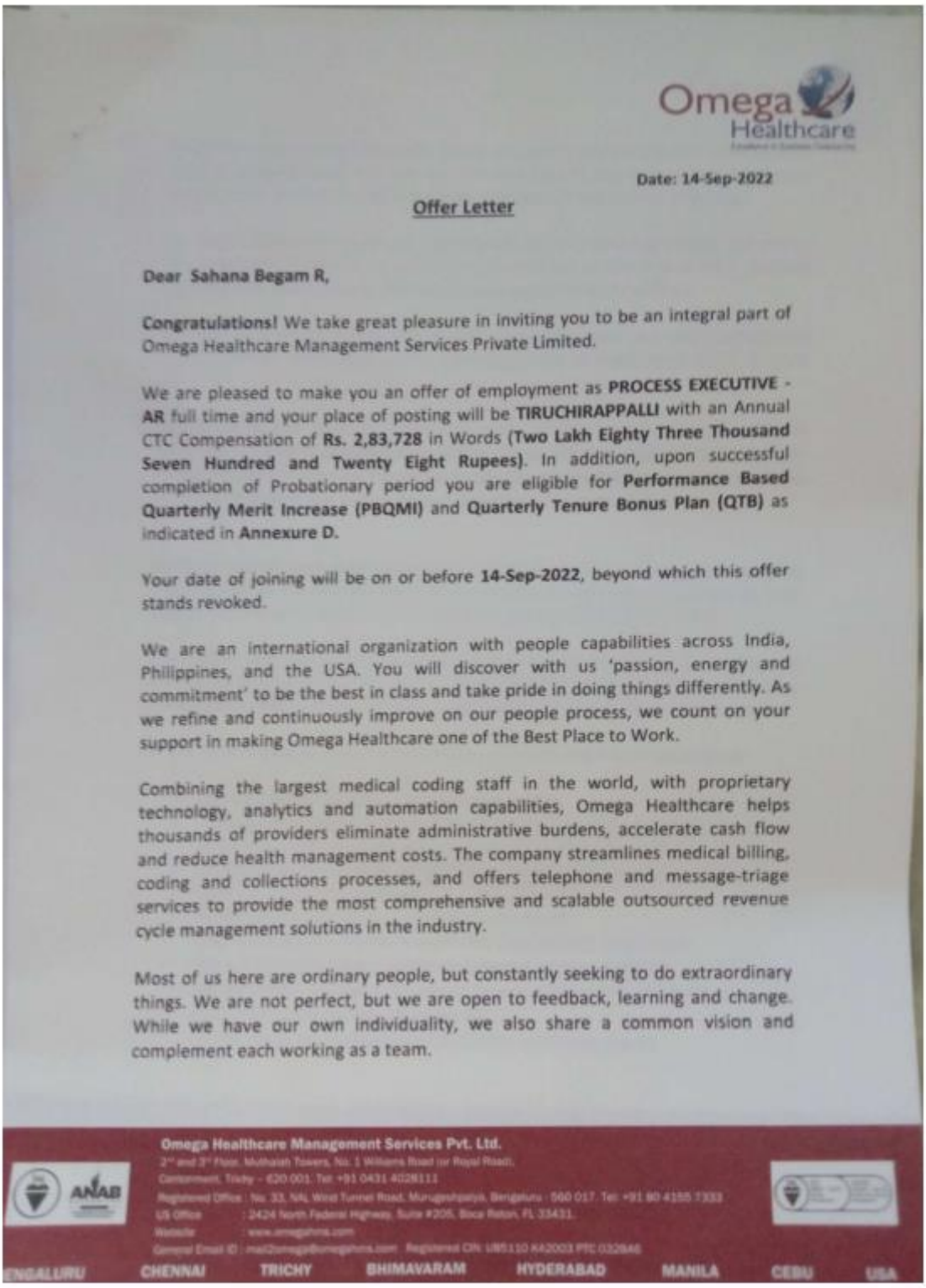
Salary Components	Amount - Monthly	Amount - Yearly
Basic	10,210.00	122,520.00
House Rent Allowance	0.00	0.00
Advance Statutory Bonus	1,021.00	12,252.00
Special Allowance	0.00	0.00
Fixed Cash (Gross)	11,231.00	134,772.00
PF	1,225.00	14,700.00
ESI	365.00	4,380.00
Medical Insurance	0.00	0.00
Gratuity	491.00	5,892.00
Group Term Life Insurance	100.00	1,200.00
Total Benifits	2,181.00	26,172.00
Total Cost PA (CTC)		160,944.00

Authorized by

Megalan David J

Talent Acquisition

5.2.1. Average percentage of placement of outgoing students during the last five years



Omega Healthcare

Date: 14-Sep-2022

Offer Letter

Dear Sahana Begam R,

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **PROCESS EXECUTIVE - AR** full time and your place of posting will be **TIRUCHIRAPPALLI** with an Annual CTC Compensation of **Rs. 2,83,728** in Words (**Two Lakh Eighty Three Thousand Seven Hundred and Twenty Eight Rupees**). In addition, upon successful completion of Probationary period you are eligible for **Performance Based Quarterly Merit Increase (PBQMI)** and **Quarterly Tenure Bonus Plan (QTB)** as indicated in **Annexure D.**

Your date of joining will be on or before **14-Sep-2022**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

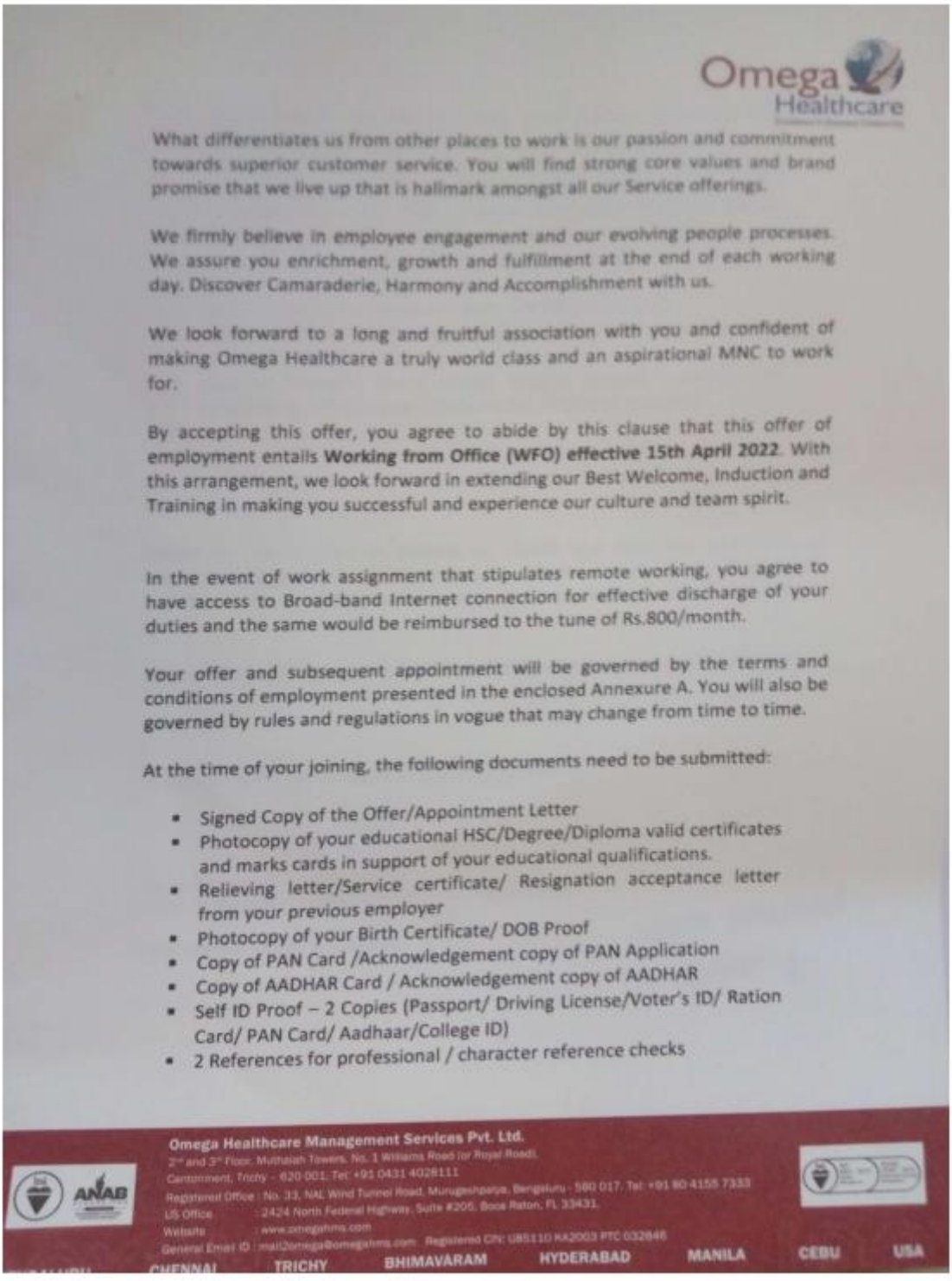
Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

Omega Healthcare Management Services Pvt. Ltd.

BENGALURU CHENNAI TRICHY BHIMAVARAM HYDERABAD MANILA CEBU USA

5.2.1. Average percentage of placement of outgoing students during the last five years



Omega Healthcare

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

By accepting this offer, you agree to abide by this clause that this offer of employment entails **Working from Office (WFO) effective 15th April 2022**. With this arrangement, we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

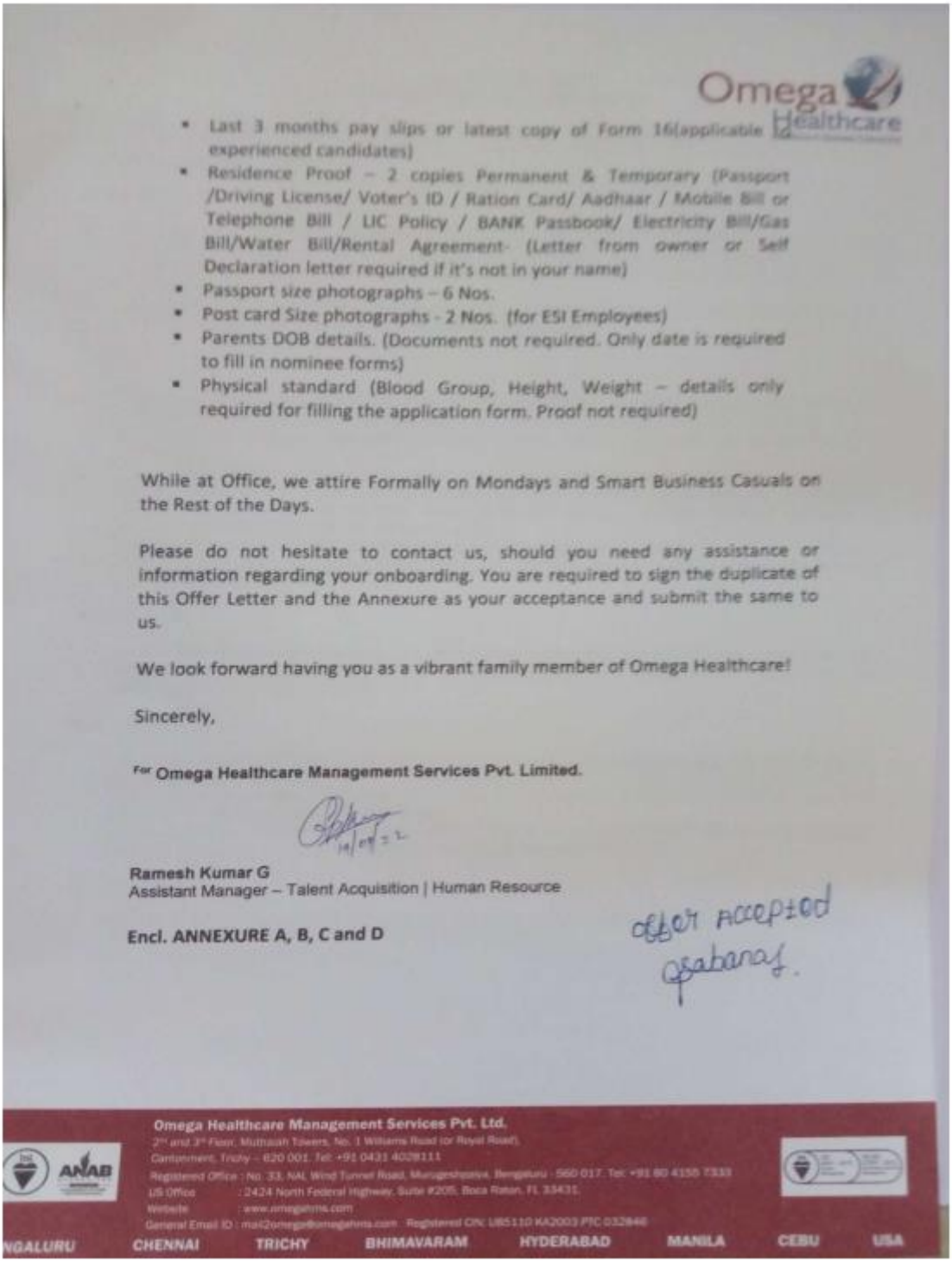
At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Relieving letter/Service certificate/ Resignation acceptance letter from your previous employer
- Photocopy of your Birth Certificate/ DOB Proof
- Copy of PAN Card /Acknowledgement copy of PAN Application
- Copy of AADHAR Card / Acknowledgement copy of AADHAR
- Self ID Proof – 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks

Omega Healthcare Management Services Pvt. Ltd.
2nd and 3rd Floor, Muthalish Towers, No. 1 Williams Road (or Royal Road), Cantonment, Trichy - 620 001. Tel: +91 0431 4028111
Registered Office : No. 33, NAL Wind Tunnel Road, Murugeshpalya, Bengaluru - 560 017. Tel: +91 80 4155 7333
US Office : 2424 North Federal Highway, Suite #205, Boca Raton, FL 33431.
Website : www.omegahms.com
General Email ID : mail2omega@omegahms.com Registered CIN: U85110 KA2003 PTC 032846

CHENNAI TRICHY BHIMAVARAM HYDERABAD MANILA CEBU USA

5.2.1. Average percentage of placement of outgoing students during the last five years



Omega Healthcare

- Last 3 months pay slips or latest copy of Form 16(applicable experienced candidates)
- Residence Proof – 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
- Passport size photographs – 6 Nos.
- Post card Size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight – details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days.

Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Ramesh Kumar G
Assistant Manager – Talent Acquisition | Human Resource

Encl. ANNEXURE A, B, C and D

offer accepted
Gabaraj.

Omega Healthcare Management Services Pvt. Ltd.
2nd and 3rd Floor, Muthaiah Towers, No. 1 Williams Road (or Royal Road),
Cantonment, Trichy – 620 001. Tel: +91 0431 4028111
Registered Office : No. 33, NAL Wind Tunnel Road, Murugeshpalya, Bengaluru - 560 017. Tel: +91 80 4155 7333
US Office : 2424 North Federal Highway, Suite #205, Boca Raton, FL 33431.
Website : www.omegahrms.com
General Email ID : mail2omega@omegahrms.com Registered CIN: U85110 KA2003 PTC 032846

NGALURU CHENNAI TRICHY BHIMAVARAM HYDERABAD MANILA CEBU USA

5.2.1. Average percentage of placement of outgoing students during the last five years

Annexure A (For ARE)
Terms and Conditions of Employment

You shall be governed by the following terms and conditions of service during your employment with **Omega Healthcare Management Services Private Limited** (hereafter referred to as the "company"), and those that may be amended from time to time.

Statement of Facts

a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

Duties

c. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
d. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
e. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
f. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

Place of Work

g. You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

Hours of Work

h. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
i. Omega Healthcare observes national and festival holidays as per policy which will be notified during induction. The festival holidays may vary every year and across region/Service line.

Leave and Vacation

j. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
k. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability

Conduct

l. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
m. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

Sahana f.

5.2.1. Average percentage of placement of outgoing students during the last five years

Confidentiality

n. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.

o. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.

p. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.

q. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company

r. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.

s. You may have to sign
- The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
- The Code of Business Conduct and Ethics
- Prohibition or Disclosure or Use of Inside Information (as applicable)

Separation from the company

t. The retirement age of the company is 58 years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	60	60	60	60	90	90
After confirmation	60	60	60	60	60	90	90

u. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.

v. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

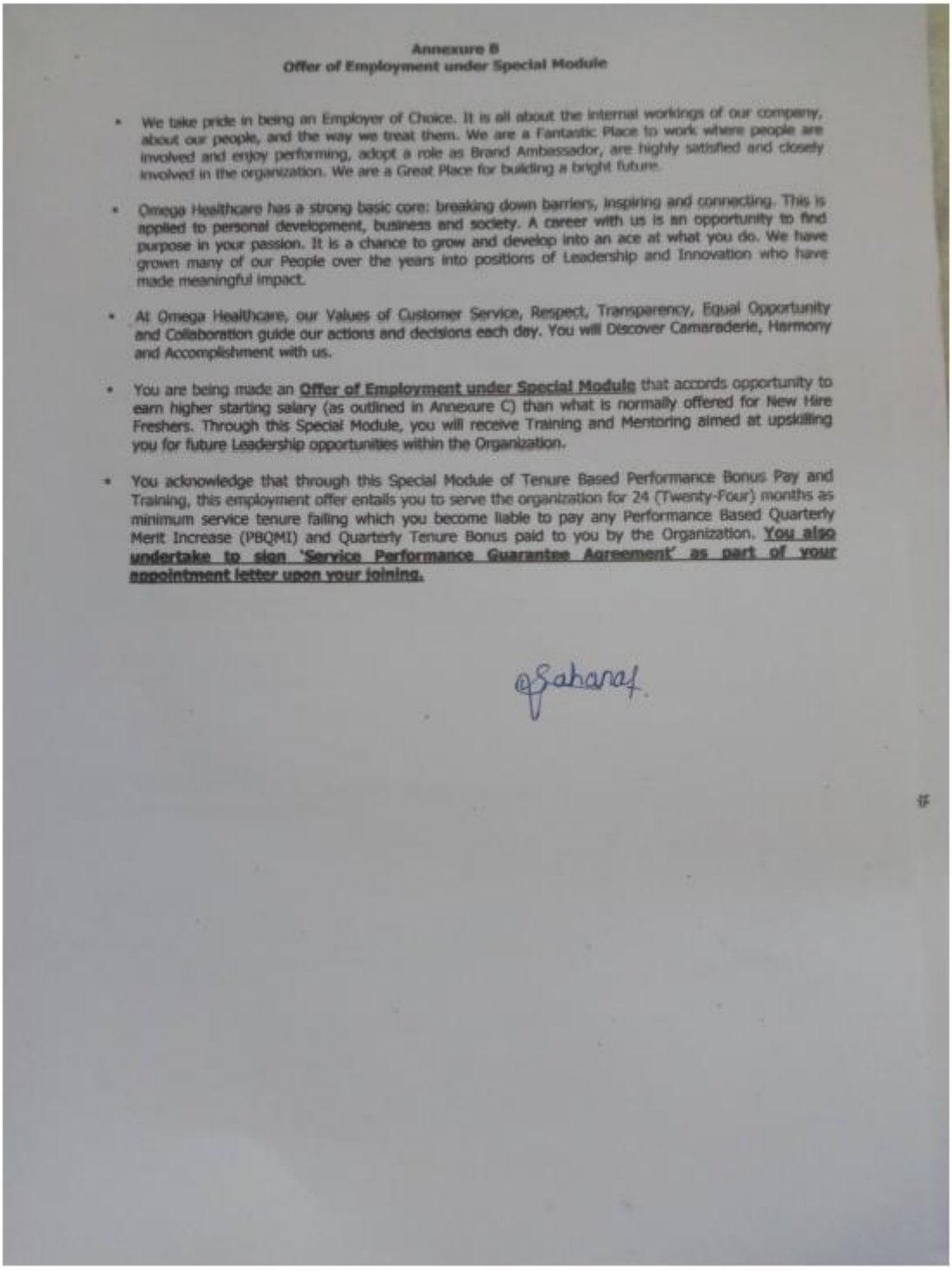
w. In the event of your separation (whether voluntary or involuntary) from the company within 24 months of appointment, you will pay back in full all Performance Based Quarterly Merit Increase (PBQMI) and Quarterly Tenure Bonus (Annexure D) paid to you in order to be formally relived in accordance to the Terms of the Service Performance Agreement.

I accept the terms and conditions of the Company mentioned above and the following Annexures.

Sahanaf. R. sahana begam 14/09/22

Signature **Name** **Date**

5.2.1. Average percentage of placement of outgoing students during the last five years



Annexure B
Offer of Employment under Special Module

- We take pride in being an Employer of Choice. It is all about the internal workings of our company, about our people, and the way we treat them. We are a Fantastic Place to work where people are involved and enjoy performing, adopt a role as Brand Ambassador, are highly satisfied and closely involved in the organization. We are a Great Place for building a bright future.
- Omega Healthcare has a strong basic core: breaking down barriers, inspiring and connecting. This is applied to personal development, business and society. A career with us is an opportunity to find purpose in your passion. It is a chance to grow and develop into an ace at what you do. We have grown many of our People over the years into positions of Leadership and Innovation who have made meaningful impact.
- At Omega Healthcare, our Values of Customer Service, Respect, Transparency, Equal Opportunity and Collaboration guide our actions and decisions each day. You will Discover Camaraderie, Harmony and Accomplishment with us.
- You are being made an **Offer of Employment under Special Module** that accords opportunity to earn higher starting salary (as outlined in Annexure C) than what is normally offered for New Hire Freshers. Through this Special Module, you will receive Training and Mentoring aimed at upskilling you for future Leadership opportunities within the Organization.
- You acknowledge that through this Special Module of Tenure Based Performance Bonus Pay and Training, this employment offer entails you to serve the organization for 24 (Twenty-Four) months as minimum service tenure failing which you become liable to pay any Performance Based Quarterly Merit Increase (PBQMI) and Quarterly Tenure Bonus paid to you by the Organization. **You also undertake to sign 'Service Performance Guarantee Agreement' as part of your appointment letter upon your joining.**

@Saharaf

5.2.1. Average percentage of placement of outgoing students during the last five years

Annexure - C
Salary Structure

Name		Exp DOJ	14-Sep-2022
Designation	Process Executive - AR	Level : 1A	Location: Trichy

Proposed

Components	Monthly	Annual	Other Information	
Basic + DA	10,600	1,27,200	Qualification	
HRA	5,300	63,600		Relevant
Advance Statutory Bonus	1,060	12,720	Experience	
Special Allowance	4,140	49,680		
Fixed Cash Gross Salary (A)	**21,100**	**2,53,200**	Last Emplr	N/A
Provident Fund	1,769	21,228	Source of Hiring	
ESI / Med Ins Prem	165	1,980	Consultant Fees	Nil
Gratuity	510	6,120	Movement Expenses	Nil
GTLI Prem	100	1,200	Notice Pay:	
Total Benefits (B)	**2,544**	**30,528**		
Cost to Company Total (A+B)	**23,644**	**2,83,728**		

I Sahana Begam. R., do hereby acknowledged that the above salary has been explained in detail by the HR And I Understood all the components.

Sahana R.
Candidate Signature
Date : 14/09/22.

S. Kufi
HR Signature

5.2.1. Average percentage of placement of outgoing students during the last five years

Annexure - D

Performance Based Quarterly Merit Increase (PBQMI) and Quarterly Tenure Bonus Plan – Indicative Earning Potential

Month	Gross Salary (X)			Quarterly Tenure Bonus (Y)		
	Performance Exceeds Expectations (EE)	Performance Is Above Expectations (AE)	Performance Completely Meets Expectations (CME)	Performance Exceeds Expectations (EE)	Performance Is Above Expectations (AE)	Performance Completely Meets Expectations (CME)
1	21100	21100	21100	0	0	0
2	21100	21100	21100	0	0	0
3	21100	21100	21100	0	0	0
4	22600	22600	22600	0	0	0
5	22600	22600	22600	0	0	0
6	22600	22600	22600	0	0	0
7	23800	23500	23200	10500	9000	7500
8	23800	23500	23200	0	0	0
9	23800	23500	23200	0	0	0
10	25000	24400	23800	12000	10500	9000
11	25000	24400	23800	0	0	0
12	25000	24400	23800	0	0	0
13	26200	25300	24400	13500	12000	10500
14	26200	25300	24400	0	0	0
15	26200	25300	24400	0	0	0
16	27400	26200	25000	15000	13500	12000
17	27400	26200	25000	0	0	0
18	27400	26200	25000	0	0	0
19	28600	27100	25600	16500	15000	13500
20	28600	27100	25600	0	0	0
21	28600	27100	25600	0	0	0
22	29800	28000	26200	18000	16500	15000
23	29800	28000	26200	0	0	0
24	29800	28000	26200	0	0	0
25	31000	28900	26800	19500	18000	16500
	644500	**623500**	**602500**	**105000**	**94500**	**84000**

Total 25 (Twenty-Five) Months Earning Potential is as appended below:

Total Earning Potential (Performance Exceed Expectations) = 644500(X) + 105000 (Y) = Rs.7,49,500 (Z)

Total Earning Potential (Performance Above Expectations) = 623500 (X) + 94500 (Y) = Rs.7,18,000 (Z)

Total Earning Potential (Performance Completely Meets Expectations) = 602500 (X) + 84000 (Y) = Rs.6,86,500 (Z)

Sahana

5.2.1. Average percentage of placement of outgoing students during the last five years

PayAsia
EXPERIENCE PAYS

Date: 08-Aug-2022

Mr. Mohammed Shabeeyullah S

Bangalore

Dear Mohammed,

Consequent to your interview, we are pleased to offer you employment at Pay Asia Management Pvt. Ltd., at registered office address Leela Landmark # 07 Second Floor 3rd Cross Road 1st Main Road Ashwini Layout Ejipura Bangalore 560047. (Hereinafter refereed as "Pay Asia"). Your work location will be at the Client's place of **Exide Life Insurance Company Limited** intimated by Pay Asia from time to time. (Hereinafter referred to as "Client") at location **Bangalore** for a fixed period of engagement with the Client.

As per the terms discussed, a formal Appointment Letter will be issued on furnishing the details mentioned below:

- 4 Passport size photographs.
- One Stamp size Photograph.
- Personal data Sheet (Format enclosed)
- ESIC Form (Format enclosed with 2 post card size family Photos)
- Provident Fund Form (Format enclosed)
- Bank Account Opening Form (Format enclosed)
- Photo Identification
- Proof of Age
- Attested Certificates of Educational Qualifications
- Experience Certificates from previous employer
- Release from previous employer
- A copy of your present salary slip and
- 2 references with telephone and e-mail contact.

Please note that the above-mentioned documents should be submitted within 2 days from the date of issue of this letter.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

Version No: 1.0 **Classification: Confidential**

5.2.1. Average percentage of placement of outgoing students during the last five years

Notice Period: This contract can be terminated at the discretion of the company; however in the eventuality if you wish to separate from the organization, you need to give 15 (Fifteen) day's notice in writing or salary on lieu of notice, to the other.

With warm regards,

For Pay Asia Management Pvt Ltd

Authorised Signatory.

I hereby accept the above-mentioned terms and conditions.

Name: _____ Signature: _____ Date: _____

5.2.1. Average percentage of placement of outgoing students during the last five years

Annexure: I

Name : **Mohammed Shabeeyullah S**

Designation : **Associate - Policy Servicing**

Location : **Bangalore**

Date of Joining : **08-Aug-2022**

Description	Amount
Basic	10000
HRA	3958
Other Allowances	83
Monthly Bonus	584
Gross Salary	**14625**
Add: Empr Contributions	
PF	1210
PF Admin	101
Insurance	185
ESIC	476
Total	1972
CTC	**16597**
Less: Emp Contributions	
PF	1210
ESIC	110
Total	1320
Net Take Home	**13305**

Group Personal Accidental Insurance of Rs.1,00,000/-

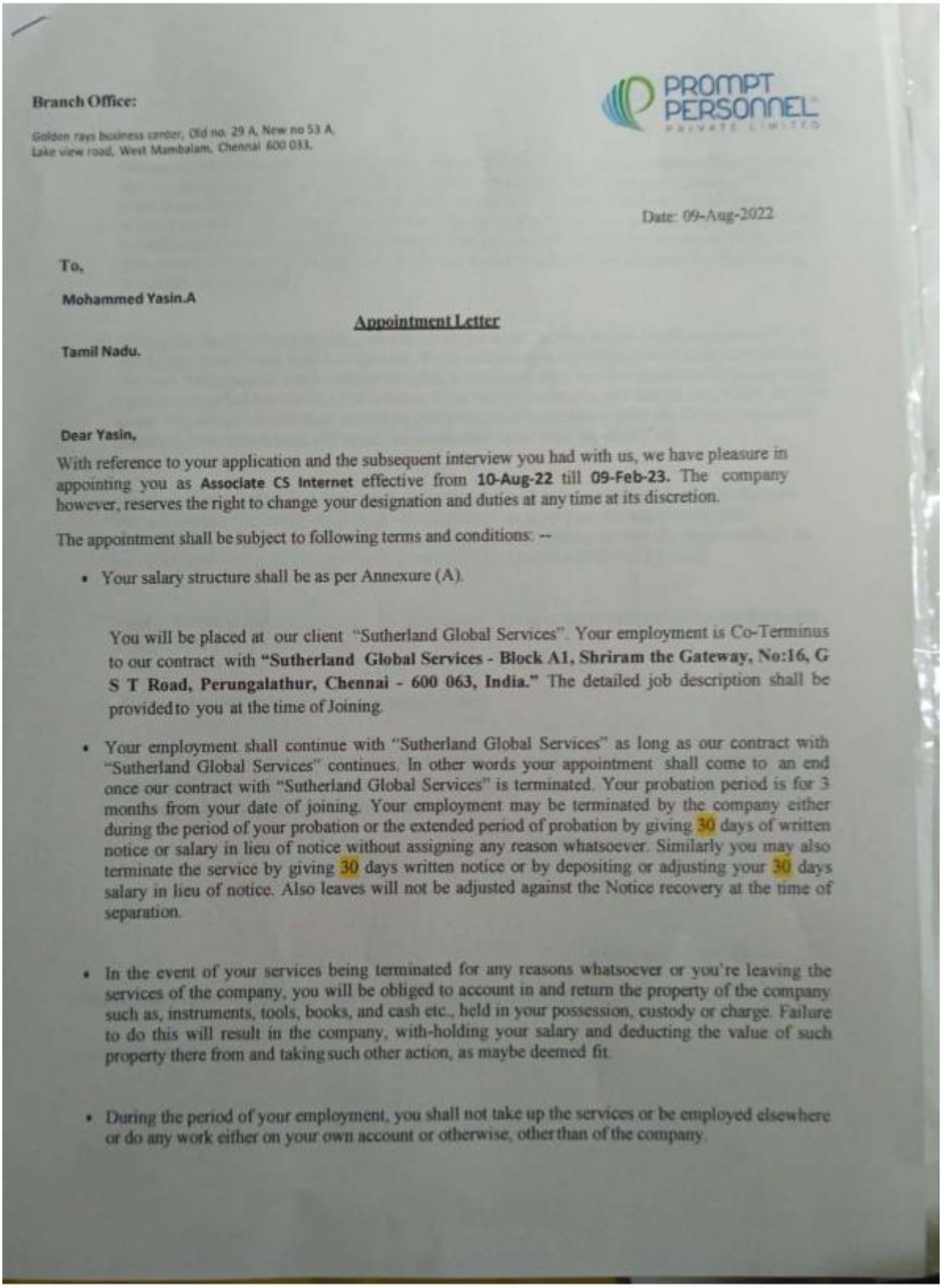
Medical Insurance of Rs. 1,00,000/-

I hereby accept the above-mentioned terms and conditions.

Name: _____ Signature: _____ Date: _____

5.2.1. Average percentage of placement of outgoing students during the last five years

5.2.1. Average percentage of placement of outgoing students during the last five years



Branch Office:

Golden rays business center, Old no. 29 A, New no 53 A,
Lake view road, West Mambalam, Chennai 600 033.

PROMPT PERSONNEL PRIVATE LIMITED

Date: 09-Aug-2022

To,

Mohammed Yasin.A

Appointment Letter

Tamil Nadu.

Dear Yasin,

With reference to your application and the subsequent interview you had with us, we have pleasure in appointing you as **Associate CS Internet** effective from **10-Aug-22** till **09-Feb-23.** The company however, reserves the right to change your designation and duties at any time at its discretion.

The appointment shall be subject to following terms and conditions: --

- Your salary structure shall be as per Annexure (A).

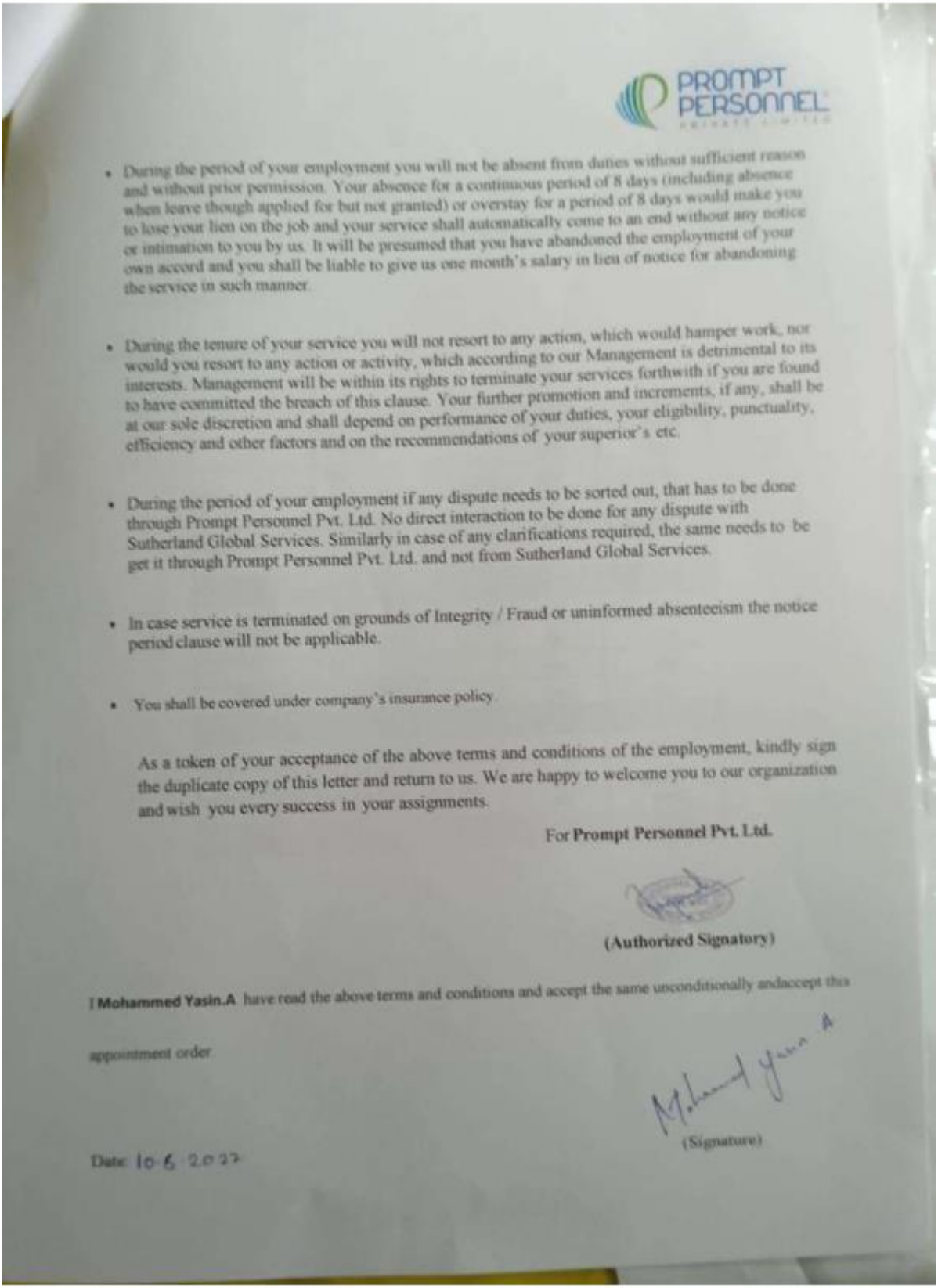
  You will be placed at our client "Sutherland Global Services". Your employment is Co-Terminus to our contract with **"Sutherland Global Services - Block A1, Shriram the Gateway, No:16, G S T Road, Perungalathur, Chennai - 600 063, India."** The detailed job description shall be provided to you at the time of Joining.

- Your employment shall continue with "Sutherland Global Services" as long as our contract with "Sutherland Global Services" continues. In other words your appointment shall come to an end once our contract with "Sutherland Global Services" is terminated. Your probation period is for 3 months from your date of joining. Your employment may be terminated by the company either during the period of your probation or the extended period of probation by giving 30 days of written notice or salary in lieu of notice without assigning any reason whatsoever. Similarly you may also terminate the service by giving 30 days written notice or by depositing or adjusting your 30 days salary in lieu of notice. Also leaves will not be adjusted against the Notice recovery at the time of separation.

- In the event of your services being terminated for any reasons whatsoever or you're leaving the services of the company, you will be obliged to account in and return the property of the company such as, instruments, tools, books, and cash etc., held in your possession, custody or charge. Failure to do this will result in the company, with-holding your salary and deducting the value of such property there from and taking such other action, as maybe deemed fit.

- During the period of your employment, you shall not take up the services or be employed elsewhere or do any work either on your own account or otherwise, other than of the company.

5.2.1. Average percentage of placement of outgoing students during the last five years



PROMPT PERSONNEL

- During the period of your employment you will not be absent from duties without sufficient reason and without prior permission. Your absence for a continuous period of 8 days (including absence when leave though applied for but not granted) or overstay for a period of 8 days would make you to lose your lien on the job and your service shall automatically come to an end without any notice or intimation to you by us. It will be presumed that you have abandoned the employment of your own accord and you shall be liable to give us one month's salary in lieu of notice for abandoning the service in such manner.

- During the tenure of your service you will not resort to any action, which would hamper work, nor would you resort to any action or activity, which according to our Management is detrimental to its interests. Management will be within its rights to terminate your services forthwith if you are found to have committed the breach of this clause. Your further promotion and increments, if any, shall be at our sole discretion and shall depend on performance of your duties, your eligibility, punctuality, efficiency and other factors and on the recommendations of your superior's etc.

- During the period of your employment if any dispute needs to be sorted out, that has to be done through Prompt Personnel Pvt. Ltd. No direct interaction to be done for any dispute with Sutherland Global Services. Similarly in case of any clarifications required, the same needs to be get it through Prompt Personnel Pvt. Ltd. and not from Sutherland Global Services.

- In case service is terminated on grounds of Integrity / Fraud or uninformed absenteeism the notice period clause will not be applicable.

- You shall be covered under company's insurance policy.

As a token of your acceptance of the above terms and conditions of the employment, kindly sign the duplicate copy of this letter and return to us. We are happy to welcome you to our organization and wish you every success in your assignments.

For **Prompt Personnel Pvt. Ltd.**

(Authorized Signatory)

I **Mohammed Yasin.A** have read the above terms and conditions and accept the same unconditionally andaccept this appointment order.

(Signature)

Date: 10.6.2022

5.2.1. Average percentage of placement of outgoing students during the last five years

PROMPT PERSONNEL PRIVATE LIMITED

ANNEXURE "A"

STATEMENT OFGROSS WAGES

Name : Mohammed Yasin.A

Designation: Associate CS Internet

	Salary Heads	Monthly	Annually
A	Basic+ DA	6500	78000
B	HRA	2600	31200
C	Bonus	541	6492
A+B+C = D	Fixed Pay	9641	115692
E	Variable Pay	4297	51564
D+E = F	Gross	13938	167256
G	PF (Emp. Cont.)	780	9360
H	ESI (Emp. Cont.)	105	1260
I	PT	208	2496
G+H+I = J	Total Deduction	1093	13116
F-J	Net Take Home	12845	154140
K	P.F. (Empr. Cont.)	845	10140
L	ESI (Empr. Cont.)	453	5436
K + L =M	Total (Empr. Cont.)	1298	15576
F+M = N	CTC	15236	182832

5.2.1. Average percentage of placement of outgoing students during the last five years

Straive™

30 June, 2022

Ms. Archana R
M-278, Phase-1,
Anna Nagar, Trichy,
Tamil Nadu - 620026.

SPS/OL/BKS/2022/264

Dear Archana,

Offer Letter

This has reference to your application and subsequent interview you had with us. Further, we are pleased to offer you the post of **Trainee**.

Kindly make a note that your tentative date of joining would be **01 July, 2022** and the Company may be constrained to change your joining date due to the prevailing unprecedented situation. In that event, the Company shall duly inform you of the revised Date of Joining*.

In case of any changes to the date of joining please inform us before the expected date of onboard. Failure to inform us and no-show on the expected date of joining will efface this employment offer.

You shall be on probation for a period of six months starting from the date of your joining. Your performance during the probation will be appraised and, if found satisfactory, you will be confirmed in services. However, in the event of your performance found not to be satisfactory, your probation period could be further extended.

On Joining, your all-inclusive Cost to the Company (CTC) will be **INR 15,525** per month (subject to deduction of tax and other statutory payments, as may be applicable) as per CTC Annexure. You will also be eligible for all the benefits introduced in the Company policies.

During the probationary period, either party will be entitled to terminate this contract of employment by issuing 15 Days prior notice in writing to the other. After confirmation the termination of employment by either party shall be by issuing 60 Days notice in writing to the other or salary in lieu thereof. In the event of you issuing a notice of termination shorter than the above period, the Company shall have its own discretion to adjust any leave due to you or recover from you such amount from your dues towards the shortfall in notice period. **However, acceptance of salary in lieu of notice period is at the sole discretion of the Company**.

If in case, you resign within a year from the date of your joining, you will be liable to refund the reimbursements such as relocation expenses, joining bonus, travel expenses [including air & road], accommodation expenses and any other special benefits as per your eligibility, whichever was provided by the Company.

Please note that this employment is subject to **professional reference checks and documentary evidence of your previous employment.**

We look forward to having you onboard.
for Scientific Publishing Services Private Limited

Manoj P
Authorised Signatory
Received the offer of employment and shall report for duty on the expected Date of Joining, as mentioned above.

(Signature with date)

5.2.1. Average percentage of placement of outgoing students during the last five years

Straive™

Cost to the Company (CTC) Structure

Name : Ms. Archana R

Designation : Trainee

Department : Editorial Assistance

Components	Per Month (INR)	Per Annum (INR)
Basic Pay	6000	72000
House Rent Allowance	2400	28800
Special Allowance	3600	43200
Gross Salary	**12000**	**144000**
Employer PF	1152	13824
Employer ESIC	390	4680
Statutory Bonus*	1983	23796
Total CTC	**15525**	**186300**
Employee PF	1152	13824
Employee ESIC	90	1080
Pre Tax Take Home	**10758**	**129096**

* **Statutory Bonus** will be paid annually.

You will also be eligible to the following on top of the above CTC:

- **Mediclaim Insurance Coverage** of up to **INR 100,000**.
- **Accident Policy Coverage** of up to **INR 300,000** only subject to Company guidelines and policy.
- You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972.
- You shall be covered under Group Term Life Insurance (GTLI) policy for a Sum Insured of 1X of your Annual CTC.

For Scientific Publishing Services Private Limited

Manoj P

Authorised Signatory

I accept the above CTC structure breakup and I am aware that this is confidential andshall not disclose this information to others.

Signature of Acceptance with date

5.2.1. Average percentage of placement of outgoing students during the last five years

Straive™

ANNEXURE – A

MANDATORY DOCUMENTS REQUIRED FOR JOINING

- Photocopies of all your Academic Mark Sheets & Certificates (up to Highest Degree)
  - 10th Standard
  - 12th Standard (or) Diploma
  - Degree (U.G / P.G)
- 4 recent passport size photographs
- Government of India approved Photo ID/Address proof :
  - PAN Card (**Mandatory**)
  - Aadhaar Card (**Mandatory**)
  - Voter ID (or) Driving License (or) Passport
- **Relieving Letters from all Previous and Current Employer ***
- **Last 3 months Pay Slip from the Current Employer ***
- Date of birth details as per Government ID Proof of all the dependents for Mediclaim (if applicable)
- Family photo for ESI (if applicable)

** Applicable only for Experienced Candidates*

Please bring all the original documents of academic certificates, Photo ID proof, Address Proof, Employment related documents on the date of joining for verification and it will be returned to you on the same day.

All the very best!

Thank you,

Straive – Human Resources

5.2.1. Average percentage of placement of outgoing students during the last five years

safa College of Arts and Science

APPOINTMENT LETTER

Dear Mrs. FAHIDA JEBIN P,

It is with pleasure that we inform you that you are appointed as Assistant Professor in the **Department of Social Work** as per the service conditions mentioned at the interview. You may join from 10th August 2022 onwards.

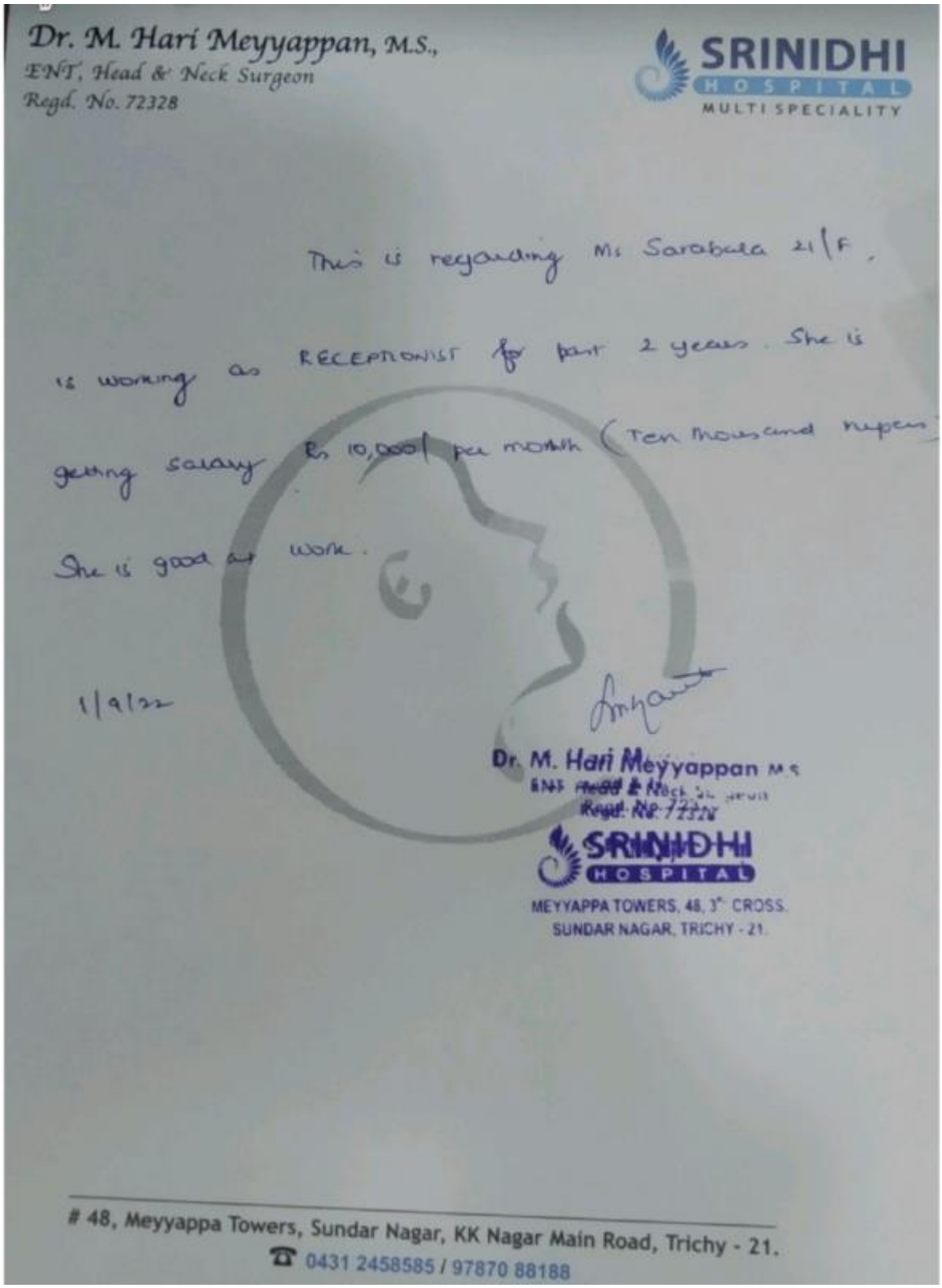
Date: 05-08-2022

SAFA COLLEGE OF ARTS AND SCIENCE POOKKATTIRI EDAYUR 676552 Date

Principal

PRINCIPAL
Safa College of Arts And Science
Pookkattiri, Edayur-676552

5.2.1. Average percentage of placement of outgoing students during the last five years



Dr. M. Hari Meyyappan, M.S.,
ENT, Head & Neck Surgeon
Regd. No. 72328

SRINIDHI HOSPITAL
MULTI SPECIALITY

This is regarding Ms Sarabala 21/F.

is working as RECEPTIONIST for past 2 years. She is getting salary Rs 10,000/ per month (Ten thousand rupees)

She is good at work.

1/9/22

Dr. M. Hari Meyyappan M.S
ENT Head & Neck Surgeon
Regd. No. 72328

SRINIDHI HOSPITAL
MEYYAPPA TOWERS, 48, 3rd CROSS
SUNDAR NAGAR, TRICHY - 21.

48, Meyyappa Towers, Sundar Nagar, KK Nagar Main Road, Trichy - 21.
☎ 0431 2458585 / 97870 88188

5.2.1. Average percentage of placement of outgoing students during the last five years

STELLENCE
PHARMSCIENCE PRIVATE LIMITED
CIN: U85110KA1992PTC012673

SPPL/HRA/OFF/2022/14
Date: 17th August 2022

Mr. Ajith S
S/O Sundaravadivel. N,
05/419, New Street Extension,
Pappakurichi, North Kattur,
Trichy - TamilNadu.

Dear Mr. Ajith S,

Sub: - Offer Letter to the Post "Trainee – Research & Development".

We, at Stellence Pharmscience Private Limited ("**Company**"), are pleased to make an offer of employment to you as **"Trainee – Research & Development"** with the Company at our Factory located at Jigani, Bangalore in response to your application for employment and the subsequent interview/s you had with us, on the following terms and conditions:

1. Your annual gross remuneration along with the break-up of remuneration is attached herewith in ***Annexure – A***.
2. You will be on probation for a minimum period of 6 months from the date of Appointment.
3. Your employment with the Company shall be governed by the specific terms and conditions referred to in the Employment Agreement to be executed between you and the Company at the time of joining and you hereby agree to be bound by the same.
4. You will also be required to execute and be bound by Confidentiality and Intellectual Property Assignment Agreement at the time of your joining. Draft of both these Agreements shall be available at Registered Office of the Company. You may come and review the drafts in person at our office on or before accepting this offer. Once you accept this offer, it shall be considered that you have duly read the Agreements and agreed upon the terms and conditions thereon.
5. Your employment with the Company will entail such responsibilities as indicated to you at the time of your joining and can be revised from time to time based on Company needs.

Stellence Pharmscience Pvt. Ltd.

Regd. Office : No. 456, Road No. 3, Industrial Area, Jigani, Bangalore South 560 105. Karnataka, India
☎ : +91 8110 413800/01/02 , 🖷 : +91 8110 413856
www.stellencepharmscience.com

5.2.1. Average percentage of placement of outgoing students during the last five years

STELLENCE
PHARMSCIENCE PRIVATE LIMITED
CIN: U85110KA1992PTC012873

6. You are required to join on 24th August 2022 and this offer shall stand as withdrawn thereafter, unless the date is extended by the Company and communicated to you in writing. At the time of joining, you are requested to submit the copies of the documents as per ***Annexure - B***.

7. This offer for the Employment is subjected to the verification and confirmation of the data and credentials provided in the documents listed out in Annexure **B.** In future, any critical data including but not limited to, educational qualification, experience, medical records, etc are found to be wrong or fabricated, then the Management has sole and exclusive right to dismiss you from the Service immediately.

8. A duly executed Appointment Order subject to verification of credentials and record being submitted by you, shall be given to you within 30 days from the date of joining.

9. Please note that the Company reserves the right to withdraw the offer made to you, before your acceptance of the same, without providing any reasons to you.

10. You shall be eligible for promotions and increments based solely on your performance and contributions to the Company at the sole discretion of the Company.

11. Please sign the duplicate copy of the offer letter on all sheets at the bottom on the right corner, and return to the under signed at the address mentioned in the letter head (marking on the envelope "ACCEPTANCE OF OFFER"), as a token of your acceptance on or before 19th August 2022 (date-*preferably a days from date of offer letter*). In case of further clarifications, please contact Ms. Roja Patil, HR.

We welcome you to the Stellence Family and look forward to a long and mutually beneficial association.

FOR STELLENCE PHARMSCIENCE PRIVATE LIMITED

Authorized Signatory
Dr. Akash Mathur
CEO

Stellence Pharmscience Pvt. Ltd.

Encl: **Annexure – A (Salary Structure)**
Annexure – B (Checklist)

Accepted.....

Regd. Office : No. 456, Road No. 3, Industrial Area, Jigani, Bangalore South 560 105. Karnataka, India
☎ : +91 8110 413800/01/02 , 🖷 : +91 8110 413856
www.stellencepharmscience.com

5.2.1. Average percentage of placement of outgoing students during the last five years

STELLENCE PHARMSCIENCE PRIVATE LIMITED

Salary Breakup- CTC

Name of Employee: Ajith S

Designation: Trainee

Department: Research & Development

PARTICULARS	PER MONTH	PER YEAR
BASIC	9,000	108,000
HRA	3,600	43,200
PROFESSIONAL DEVELOPMENT ALLOWANCE	3,770	45,241
PF – EMPLOYER CONTRIBUTION	1,080	12,960
ESI – EMPLOYER CONTRIBUTION	550	6,599
TOTAL CTC	**18,000**	**2,16,000**

FOR STELLENCE PHARMSCIENCE PRIVATE LIMITED

Authorized Signatory

Dr. Akash Mathur

CEO

Stellence Pharmscience Pvt. Ltd.

5.2.1. Average percentage of placement of outgoing students during the last five years

Atos

Date: 12/07/2022

Intent to Offer

Dear MOHAMED SADHAM HUSSAIN S

Syntellect ID: ASB22304820

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (GCM 1)** with Syntel Private Limited ("Company").

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

a) Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **60%** and no standing backlogs
b) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit
c) You producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.

5.2.1. Average percentage of placement of outgoing students during the last five years

Atos

If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,

For Syntel Pvt. Ltd,

I have read this Offer of Intent and accept the stipulated terms and conditions

Signature

Encl: Annexure

5.2.1. Average percentage of placement of outgoing students during the last five years

Atos

ANNEXURE A

SALARY DISTRIBUTION

Name:	**MOHAMED SADHAM HUSSAIN S**	
Designation:	**Associate Consultant**	
Band & Grade:	**GCM 1**	
Pay and Allowance	**Monthly**	**Yearly**
Basic Pay	6,563	78,750
Basket of Allowances (BOA)	8,497	1,01,962
Gross Pay & Allowances	15,059	1,80,712
Provident Fund (PF)	1,657	19,888
Statutory Bonus	2,033	24,400
Statutory & Retirals Benefits	**3,691**	**44,288**
Cost to Company (OTE)	**18,750**	**2,25,000**

5.2.1. Average percentage of placement of outgoing students during the last five years

Atos

ANNEXURE B

We would also like you to brush up your concepts on the below foundation skills - your expertise on the aforesaid topics could enable you get an opportunity to work on some in-demand skills which are critical to the organization. You would have an opportunity to be fast tracked into training and get assigned to projects sooner.

SQL	DML, DDL, DQL, TCL, DCL, Sub Query, Joins, Sets, Date & String Functions, Constraints
HTML5	Form Elements & Attributes, Video, Audio, Events, Doctypes
CSS3	Selectors, Box Model, Backgrounds
Java Script	Statements, Functions, Events, Array, Date, Conditions
JS JSON	JSON basic, JSON vs XML
Core Java	OOPS concepts, Access Specifiers & Modifiers, Packages, Exception Handling, Collections, JDBC

5.2.1. Average percentage of placement of outgoing students during the last five years

Synergita
Creating peopleMAGIC

19th August, 2022

Mr. Mohammed Afzal Nazurudeen
#19, SNM Nagar, Dabeer Kulam Rode,
Thanjavur Taluka, TN- 613001.

Dear Afzal,

Sub: Our offer for the position of Trainee

We are happy to let you know that we are impressed with your credentials and welcome you to the Synergita family. We are certain that you would play a vital role in our growth and success and you will be a valuable addition to our talented team of STARS.

We would like you to begin your employment with us on **19th Aug, 2022** at our Chennai Office. You will be inducted as a **Trainee**. The training phase will be for a period of three months. The total salary during the training period will be **INR 45,000** and this will be prorated and paid every month. At the end of the training period, a formal evaluation of your performance will be made.

On successful completion of the training, your total Cost-to-Company (CTC) will be revised to **INR 300,000/ PA**. All remuneration payable to you will be subject to income tax deduction at source and to any other statutory deductions that may be applicable.

Your commencement of employment with us is contingent upon your acceptance of this offer and our terms of employment (Annexure 1). We once again welcome you to share a challenging and mutually rewarding experience at Synergita. Please return the duplicate of this letter duly signed by you.

For Synergita Software Private Limited

Shankar Krishnamoorthy
CEO
shankar.krishnamoorthy@synergita.com

Enclosures:
1. Terms and Conditions of Employment
2. Documents to be submitted on joining

5.2.1. Average percentage of placement of outgoing students during the last five years

Synergita
Creating peopleMAGIC

Annexure 1: Terms and Conditions of Employment

Your services at Synergita will be governed by the terms and conditions detailed below.

1. Any information provided by you prior to your employment with us will be subject to background verification. At any point of time, during your services at Synergita, should we find this information inconsistent, your employment with us will be revoked without any prior notice.

2. During your employment, you may become aware of information relating to the business of the Company, trade secrets, client names/details and pricing structures. Confidential information remains the sole property of Synergita. You shall not, either during or after your employment, without the prior consent of Synergita, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit. We expect you would not under any circumstance try to start or help any other person start the activities carried on by this company.

3. During your services with us, we would expect you not to indulge in any activity or profession, which would prove detrimental to our operations. All software products, systems developed by you during your period of service with the company will be the sole property of the company.

4. Synergita will expend substantial time, effort and cost to recruit and train you. Any sudden departure by you definitely has an impact by causing damage and expense to Synergita. Hence, you agree that you have the full intention to serve as an Employee of Synergita for at least THREE years without causing disruption to the services of the company. In case you decide to leave Synergita within the first three years, you will have to pay an amount as outlined in your Employment Agreement and serve appropriate notice period as defined by the company.

5. You may from time to time be deputed to work for any of our offices/customers within India or abroad on behalf of Synergita. During the deputation, you will also be required to comply with the local laws, ordinances, regulations and codes that govern such countries. In case of failure to do so, you will indemnify the company against any loss or damage that may be sustained due to such failure on your part.

6. During the probation and training period, if your performance or conduct is not satisfactory, the company has the right to terminate your services without notice. If you take additional time to complete your training, then there will be no salary paid to you during the additional period.

7. Upon confirmation of your employment, the employment contract may be terminated by giving appropriate notice. You are required to continue your services until the end of the notice period. Further, any salaries or any other remuneration due to you will be forfeited should you fail to serve the appropriate notice periods as mentioned above.

8. At Synergita we provide you with wide opportunities to enhance the gamut of your work area and we may in accordance to the same be transferring your services to other

Offer letter of Afzal

Synergita Software Private Limited
(An Aspire Systems Group Company)
Alpha City, Beta Block, 5th Floor, OMR, Navalur, Chennai 600103
Phone: +91-44-6173 6000
www.synergita.com
CIN: U72900TN2009PTC073643

5.2.1. Average percentage of placement of outgoing students during the last five years

Synergita
Creating peopleMAGIC

departments and you may be assigned any work to test your aptitude during the course of your services.

9. The annual CTC is inclusive of the following components: Basic, FBP components you have opted, Statutory components: PF, ESI, CPVP, Gratuity, Statutory bonus, what is applicable, Special allowance excluding the above, deductions like Mediclaim, TDS, Lunch, transport and professional tax, whatever is applicable. The break-up of components will be available in the monthly pay slip and reimbursement slips that will be sent to you.

10. **Salary Changes:** Your probation is for a period of six months and will commence after the initial training period. On successful completion of your probation, you will be confirmed and promoted to "**Engineer**". Your subsequent salary change will happen as per to the below mentioned table. These salary changes are subject to your performance. For eg: If your date of joining is June 01, 2022, then your salary change with effective dates will be like this:

Duration	Salary (per month INR)	Comments
Aug, 2022 - Nov, 2022 (3 months)	15000/ pm	Training period
Nov, 2022 – Apr, 2024 (next 1.5 years)	300000/ PA	Probation/ Confirmation/ Promotion
Apr, 2024 - Aug, 2025 (next 1.4 years)	498000/ PA	Confirmation
Sep, 2025 aligned to org cycle	4.98 LPA + organization aligned hike	

You will finally be aligned with the regular organizational cycle and the salary hike will be prorated based on the number of months that you have been in the system after the final salary change till April.

11. You are governed by the company's policies in vogue from time to time. Your work timings may also be changed depending on the organizational need and your responsibilities. The rules and regulations of service of the company that are in force may be framed, amended, altered or extended from time to time. They will govern you in the same form as and when altered or amended.

12. Synergita is an equal opportunity employer. We demonstrate respect and provide equal employment opportunities for all employees and applicants for positions regardless of race, color, national origin, political belief, religion, marital or family status, physical or mental disability, gender, sexual orientation, age, or irrelevant (not related to the work to be performed) record of offense. All our decisions will be based on job performance, merit, experience, and qualifications.

I hereby accept the offer terms and conditions.

Signature :
Name : Mohammed Afzal
Date : 19th August 2022

Offer letter of Afzal

Synergita Software Private Limited
(An Aspire Systems Group Company)
Alpha City, Beta Block, 5th Floor, OMR, Navalur, Chennai 600103
Phone: +91-44-6173 6000
www.synergita.com
CIN: U72900TN2009PTC073643

5.2.1. Average percentage of placement of outgoing students during the last five years

Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20218497616/Chennai/BPS/BTN
Date:14/04/2022

Dear Mr. Prakash Udayakumar,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
6th Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India
Ph.: +91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click Here or use a QR code scanner from your mobile to validate the offer letter

ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20218497616/Chennai/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
6th Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India
Ph.: +91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20218607901/Chennai/BPS/BTN
Date:17/11/2021

Dear Mr. Ashlin Raj A,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
6th Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India
Ph.: +91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click Here or use a QR code scanner from your mobile to validate the offer letter

ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20218607901/Chennai/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
6th Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India
Ph.: +91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

5.2.1. Average percentage of placement of outgoing students during the last five years

TÜVRheinland®
Precisely Right.

July 22, 2022

Mr. Vasanth Raj J
52 South Street, Kalpalayathanpatti,
Manapparai TK, Poigaipatti PO,
Trichy, Tamil Nadu, 621306

Dear Mr. Vasanth,

We refer to your application and the subsequent interview you had with us, we are pleased to offer you an employment in our organization in the position of **Lab Chemist** in our **Softlines** department at **Tirupur** effective from on or before **August 1, 2022**. You will disciplinarily and functionally report to your immediate Manager.

You shall be paid a total CTC salary of **Rs. 2,23,764.00** per annum (Rupees Two Lakhs Twenty Three Thousand Seven Hundred and Sixty Four Only), including the company's cost to Provident Fund, ESI and Gratuity as per Gratuity Act. The above mentioned remuneration is subjected to the deduction of taxes as per the prevailing income tax laws/rules. Apart from the above CTC you are eligible for the Bonus as per the Company Bonus Policy. You are covered under Group Medical Insurance, Group Personal Accident and Group Term Life as per company Policy.

A detailed employment contract, stipulating the terms and conditions of the employment contract, Job responsibilities and the Performance Targets shall be made available to you upon your joining the organization.

You are requested to return the enclosed copy of this letter duly signed, in token of your acceptance to the offer letter.

Please carry along with you 4-passport size Photographs, all your credential certificates of Qualification and experience, Pan Card Copy, Original Relieving letter from the present employer (if any) while on the day of your joining.

We wish that this would be the beginning of a long, mutually beneficial and supportive association.

For **TÜV Rheinland (India) Pvt. Ltd.** **Accepted**

Rakesh Nair
Local Officer – Human Resources – India

(Vasanth Raj J)

®TÜV, TUEV and TUV are registered trademarks. Any use or application requires prior approval.

Head Office:

27/B, 2nd Cross Road
Electronic City Phase I
Bangalore – 560 100, India

Tel: +91 80 4649 8000
+91 80 4649 8110
Fax: +91 80 4649 8042

Regional Offices:

Ahmedabad	Noida
Chennai	Panchkula
Coimbatore	Pune
Gurugram	Ranipet
Hyderabad	Tirupur
Kochi	Trichy
Mumbai	Vadodara

Email info@ind.tuv.com
Website www.tuv.com/in

CIN: U72501KA1996PTC020653

5.2.1. Average percentage of placement of outgoing students during the last five years

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Precisely Right.

Annexure: Salary Breakup of Mr. Vasanth Raj J		
Salary Components	**Per Month Amount (Rs)**	**Per Annum Amount (Rs)**
Basic	15,000.00	180,000.00
Special Allowance	617.00	7,404.00
Gross Earnings	**15,617.00**	**187,404.00**
Employer Provident Fund	1,800.00	21,600.00
ESIC	508.00	6,096.00
Gratuity	722.00	8,664.00
Total CTC	**18,647.00**	**223,764.00**

Rakesh Nair
Local Officer – Human Resources, India

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5.2.1. Average percentage of placement of outgoing students during the last five years

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- Finance & Accounting
- Legal
- Logistics
- Media

Date: 20-Jul-2022
Tracking ID: WID10115553
Recruiter: Bhargav S

Namonarayan,
A4/65, Bharathiyar Salai, Viwas Nagar 4th cross, Karumandapam, Trichy

Sub: Offer Letter

Dear Namonarayan,

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of **AR caller-Medical Billing** with effect from **20-07-2022** in our organization based in Bangalore.

Your Cost to Company will be Rs **378000** , **Three Lakh's Seventy Eight Thousand** per annum and a detailed salary break up is as per the Annexure – A. The terms and conditions for the employment are attached.

If the above are acceptable, we request you to sign and return to us the duplicate copy of this letter as a token of acceptance.

We look forward to a long and mutually beneficial relationship with you.

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Terms & Conditions

Probation

You will be on probation for a period of six months commencing from your date of joining the Company. At the end of your probation your services will be confirmed based on confirmation assessment by the management. During the probation period either party may terminate this agreement by giving the other party 30 days' notice and without assigning any reason.

Notice Period

After confirmation either party by stating their intention to do so, in writing, may terminate this employment at anytime, provided that at least 0 days' notice or salary in lieu thereof has been given. In the event that you are in the middle of an assignment, the Company may require you to complete all operation parts of the assignment, as determined by the Company before agreeing to your release.

Posting & Transfer

Your place of work is indicated in the appointment letter. You may be required to proceed from time to time on assignments at stations outside and stations overseas. Your service may be transferred to any offices of the Company or its associate organizations in India or abroad depending upon the exigencies of work. You will be governed by the transfer rules framed by the Company in this respect. In the event of your transfer the specific terms and conditions applicable to your new location will govern you.

Verification

Your employment with the Company is subject to satisfactory verification of your certificates and testimonials. In the event that such verification reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Company, your services are liable to be terminated forthwith without any notice or compensation.

General

a) You will not, either during your employment with the Company or after termination of such employment, divulge to anyone any information, secret, accounts or dealings relating to the Company's business, its affairs or its clients.
b) All rules and regulations of the Company concerning office procedures, discipline and all other employment matters that may be in force from time-to-time shall bindyou.
c) During the continuance of your employment with the Company you will not be engaged in any other trade, business or occupation other than the business of the Company without the written Consent of the Company or Business.
d) Company will provide medical insurance coverage of 1 Lac to you and your family (spouse and children) if you are not covered under ESIC Benefit.
e) Subsidized canteen facilities will be provided.

Bangalore: Sona Towers, 71, Miller Road, Bangalore - 560 052, Tel:+91 80 2228 8877
Bangalore RR Nagar: 5th Floor, No. 483, Seetha Complex, 16th Cross, 8th Main Road, R Nagar, Bangalore – 560 098, Tel: +91 98325 75003
Salem SEZ: Plot No:14, IT/ITES ELCOT SEZ (Salem Allotment), Salem to Bangalore NH-7 Road, Jagir Ammapalayam Village, Suramangalam SRO, Salem Tel: +91 427 234029
Chennai: Tower-3 Special Module, Chennai One IT Park SEZ, Thoraipakkam - 600 097, Tel:+91 044 2433 1235
USA: New York: 489 Fifth Avenue, 19th Floor, New York, NY 10017, Tel: 646 837 0937
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Confirmation Hike:

1.

Appraisal:

1. Employee who joins between 1st Jan – 30th June will be eligible for Appraisal Cycle-1 (April)
2. Employee who joins between 1st July – 30th Dec will be eligible for Appraisal Cycle -2 (October).

I acknowledge that there is no other commitment made by Talent Acquisition team on the compensation & position apart from what is specified in the offer letter.

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Schedule

On boarding will be done only on Monday & Thursday. In case of volume hiring exceptions on date of joining will be approved by HR head.

Reporting Time for Joining: **9:00 AM**

On-Boarding Schedule

Document Verification	9:30 AM to 10: 00 AM
HR Induction	10:00 AM to 12:00 AM
Documentation Work	12:15 PM to 1: 30 PM
Compliance Training	2:15 PM to 6:15 PM

Note: In case of delay on the date and time as specified above, your appointment will be postponed to the next scheduled date and candidate cannot claim for loss of salary for those days.

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ANNEXURE A

Salary Break Up		
Name: Namonarayan		
Department: Medical Billing		
Designation Offered: AR caller		
Basic	11880.00	
House Rent Allowance	5940.00	
Conveyance Allowance	2000.00	
Medical Reimbursement	1500.00	
Piece Rate Incentives	3925.00	
VPLI	4455.00	
Gross Salary	29700.00	
ESI Employee	0.00	
PT		If Gross <10,000 then PT = 0. If Gross>=15000 then PT = 200
PF	1800.00	
Total Employee Contribution	1800.00	
Net Salary	27900.00	
ESI Employer	0.00	
PF Employer	1800.00	
Total Employer Contribution	1800.00	
CTC Per Month	31500.00	Cost of the Company (Gross + Employer Contribution of ESIC and PF)
CTC Per Annum	378000.00	

Note: Income Tax, as applicable, will be deducted as TDS.

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www.veetechnologies.com

5.2.1. Average percentage of placement of outgoing students during the last five years

Cell : 99429 88778

VISHNU FINANCE

KRT Building, No. 33 Promenade Road, Cantonment
TIRUCHIRAPPALLI – 620001.

Letter Of Intent

Dear Shanmugarajan S,

Greetings from Vishnu Finance!

We are pleased to inform you that you have been selected and offered the position of **"SUPERVISOR" in VISHNU FIANANCE**. and will be deputed at our client place**, Trichy, Tamilnadu.**

Your tentative DOJ will be **June 5 2022.**

PARTICULARS	MONTHLY	ANNUAL
Basic	11810	141720
HRA	2866	34392
Conveyance	5000	60000
Medical	0	0
Personal Allowance	0	0
Fixed Monthly Gross	19676	236112
Employer's Contb. To ESI (4.75% of Gross)	449	5190
Employer's Contb. To PF (12% of Basic)	791	9191
PF Admin	76	910
Insurance	7	84
LWF Employer	1.67	20
Monthly CTC	21000	252000
Deduction		
Employee's Contb. To ESI (1.75% of Gross)	165	1986
Employee's Contb. To PF (12% of basic)	791	9491
LWF Employee	0.83	10
PT	0	0
Net Salary	20000	240000

Post your confirmation on the date of joining, which is **June 5, 2022,** you will be informed about yourinduction.

5.2.1. Average percentage of placement of outgoing students during the last five years

Cell : 99429 88778

VISHNU FINANCE

KRT Building, No. 33 Promenade Road, Cantonment
TIRUCHIRAPPALLI – 620001.

Detail of documents required for Joining Formality is given below. Kindly submit all the requireddocuments along with the Joining kit as attached herewith.

1) Personal Particular Form Duly Signed by the Employees Own Handwriting.
2) Resume
3) Copy of ID Proof (Ration Card, Voter ID Card/ Passport Copy & Pan Card)
4) Copy of Address Proof (Ration Card, Voter ID Card/ Passport Copy)
5) Education Proof (10th to Highest)
6) Aadhar Card
7) Passport Size Photograph
8) Post Card Size Family Photograph (2 Copies) for ESIC
9) Previous Company Experience Letter & Resignation Letter/Resignation Acceptance.
10) Cancelled Cheque / Bank Passbook.

We wish you success and growth in your new environment. Please do not hesitate to call us, if you needany assistance.

Congratulations on your new appointment

This is system generated Letter Of Intent, hence signature is not required.

*Disclaimer: In case of any discrepancy to the above mentioned Salary information or Terms of appointment, please do revert within 7 working days. In case we do not receive anyCommunication, we will consider your acceptance on the same

With all good wishes

For VISHNU FINANCE
U. Sriram
Partner

SRIRAM.U
PARTNER – VISHNU FINANCE

5.2.1. Average percentage of placement of outgoing students during the last five years

August 13, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Mohammed Afzal ,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

5.2.1. Average percentage of placement of outgoing students during the last five years

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ("PRP") that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/- .** You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-.** This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester (8^{th} semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal

documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

iv. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

5.2.1. Average percentage of placement of outgoing students during the last five years

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Mohammed Afzal , confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

a. validating my application form and retaining records on the same for any future reference/verification;

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

5.2.1. Average percentage of placement of outgoing students during the last five years

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioural intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to

5.2.1. Average percentage of placement of outgoing students during the last five years

submit bills towards usage of this amount.

ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

Skill Preferences 1 : DAAI - Intelligent Data Platform (IDP)
Location Preferences 1 : Chennai

Skill Preferences 2 : DAAI - Intelligent Data Platform (IDP)
Location Preferences 2 : Bangalore

Skill Preferences 3 : DAAI -Decision Science
Location Preferences 3 : Hyderabad

☑ Accept ☐ Decline

☑ **Signature** Mohammed Afzal 13/8/2022 5:28 PM
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:
Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India
T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

25208194

5.2.1. Average percentage of placement of outgoing students during the last five years

Wipro Logo

March 23, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Mohamed Asrar,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**
sig
Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

5.2.1. Average percentage of placement of outgoing students during the last five years

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renawal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance.

5.2.1. Average percentage of placement of outgoing students during the last five years

Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

5.2.1. Average percentage of placement of outgoing students during the last five years

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

5.2.1. Average percentage of placement of outgoing students during the last five years

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited,**

sig

Aparna Shailen
General Manager - Human Resources

5.2.1. Average percentage of placement of outgoing students during the last five years

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Mohamed Asrar, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

a. validating my application form and retaining records on the same for any future reference/verification;

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of

5.2.1. Average percentage of placement of outgoing students during the last five years

projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

5.2.1. Average percentage of placement of outgoing students during the last five years

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

Accept Decline

Signature Mohamed Asrar 23/3/2022 6:30 AM
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

24109419

5.2.1. Average percentage of placement of outgoing students during the last five years

July 13, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear SYED ABUTHAHIR,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to

5.2.1. Average percentage of placement of outgoing students during the last five years

participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-** . You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-.** This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

5.2.1. Average percentage of placement of outgoing students during the last five years

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

5.2.1. Average percentage of placement of outgoing students during the last five years

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective

5.2.1. Average percentage of placement of outgoing students during the last five years

of the circumstances of, or the reasons for, the cessation).

vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

iv. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

5.2.1. Average percentage of placement of outgoing students during the last five years

For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I SYED ABUTHAHIR, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

a. validating my application form and retaining records on the same for any future reference/verification;

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

5.2.1. Average percentage of placement of outgoing students during the last five years

"EMERGE" a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioural intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

Skill Preferences 1 : DAAI -Decision Science **Location Preferences 1 :** Coimbatore

Skill Preferences 2 : DAAI -Cloud & Digital Database **Location Preferences 2 :** Kochi

Skill Preferences 3 : Java-MEAN **Location Preferences 3 :** Chennai

☑ Accept ☐ Decline

☑ **Signature** SYED ABUTHAHIR 13/7/2022 8:01 PM

5.2.1. Average percentage of placement of outgoing students during the last five years

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

22705887

5.2.1. Average percentage of placement of outgoing students during the last five years

July 30, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear E AKASH,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP") that prepares you to

5.2.1. Average percentage of placement of outgoing students during the last five years

participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/- .** You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-.** This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

5.2.1. Average percentage of placement of outgoing students during the last five years

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester (8^{th} semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective

of the circumstances of, or the reasons for, the cessation).

vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

iv. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

5.2.1. Average percentage of placement of outgoing students during the last five years

For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I E AKASH, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

a. validating my application form and retaining records on the same for any future reference/verification;

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioural intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

Skill Preferences 1 : CIS - Data Centre
Location Preferences 1 : Coimbatore
Skill Preferences 2 : JAVA-J2EE
Location Preferences 2 : Bangalore
Skill Preferences 3 : .NET-FS
Location Preferences 3 : Chennai

☑ Accept ☐ Decline

☑ **Signature** E AKASH 30/7/2022 11:19 AM

5.2.1. Average percentage of placement of outgoing students during the last five years

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

23433384

5.2.1. Average percentage of placement of outgoing students during the last five years

August 11, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear EJAS AHAMED ,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ("PRP") that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

5.2.1. Average percentage of placement of outgoing students during the last five years

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-** . You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-.** This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

5.2.1. Average percentage of placement of outgoing students during the last five years

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester (8^{th} semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

5.2.1. Average percentage of placement of outgoing students during the last five years

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head /

Manager of WILP Academy

ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

5.2.1. Average percentage of placement of outgoing students during the last five years

i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

iv. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

5.2.1. Average percentage of placement of outgoing students during the last five years

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I EJAS AHAMED , confirm that I am voluntarily sharing my Personal Information with Wipro Limited ("Wipro") being a part of WILP of Wipro for the following purposes:

a. validating my application form and retaining records on the same for any future reference/verification;

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

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Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

5.2.1. Average percentage of placement of outgoing students during the last five years

i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

Skill Preferences 1 : JAVA-J2EE **Location Preferences 1 :** Chennai

Skill Preferences 2 : Java-MEAN **Location Preferences 2 :** Coimbatore

Skill Preferences 3 : DAAI -Cloud & Digital Database **Location Preferences 3 :** Bangalore

☑ Accept ☐ Decline

☑ **Signature** EJAS AHAMED 11/8/2022 12:33 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

25176082

5.2.1. Average percentage of placement of outgoing students during the last five years

May 2, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear KARTHI L,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic

5.2.1. Average percentage of placement of outgoing students during the last five years

program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renawal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month

5.2.1. Average percentage of placement of outgoing students during the last five years

salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester (8^{th} semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class

5.2.1. Average percentage of placement of outgoing students during the last five years

is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

5.2.1. Average percentage of placement of outgoing students during the last five years

i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

iv. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

5.2.1. Average percentage of placement of outgoing students during the last five years

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I KARTHI L, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

a. validating my application form and retaining records on the same for any future reference/verification;

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the

5.2.1. Average percentage of placement of outgoing students during the last five years

time of exit.

☑ Accept ☐ Decline

☑ **Signature** KARTHI L 2/5/2022 11:35 AM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

24486186

August 2, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Mohammed Arif S,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

5.2.1. Average percentage of placement of outgoing students during the last five years

March 22, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Noorullah Baig,

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For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of

5.2.1. Average percentage of placement of outgoing students during the last five years

the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renawal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the

5.2.1. Average percentage of placement of outgoing students during the last five years

relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

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iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain

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all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online

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assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

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Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Noorullah Baig, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

a. validating my application form and retaining records on the same for any future reference/verification;

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the

Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee

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with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

☑ Accept ☐ Decline

☑ **Signature** Noorullah Baig 22/3/2022 5:01 PM
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

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24109466

5.2.1. Average percentage of placement of outgoing students during the last five years

April 20, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Roshiq Sabeer,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic

5.2.1. Average percentage of placement of outgoing students during the last five years

program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renawal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month

5.2.1. Average percentage of placement of outgoing students during the last five years

salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester (8^{th} semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class

is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

iv. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Roshiq Sabeer, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

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a. validating my application form and retaining records on the same for any future reference/verification;

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

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Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the

5.2.1. Average percentage of placement of outgoing students during the last five years

time of exit.

☑ Accept ☐ Decline

☑ **Signature** Roshiq Sabeer 20/4/2022 11:39 AM
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

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5.2.1. Average percentage of placement of outgoing students during the last five years

5/13/22, 8:45 PM

wipro

May 13, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear VAISHNAVI A,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ("PRP") that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic

5.2.1. Average percentage of placement of outgoing students during the last five years

July 30, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Musthak M,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

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1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

5.2.1. Average percentage of placement of outgoing students during the last five years

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-** . You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

5.2.1. Average percentage of placement of outgoing students during the last five years

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester (8^{th} semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head /

Manager of WILP Academy

ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

iv. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

5.2.1. Average percentage of placement of outgoing students during the last five years

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Musthak M, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

a. validating my application form and retaining records on the same for any future reference/verification;

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioural intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

5.2.1. Average percentage of placement of outgoing students during the last five years

i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

Skill Preferences 1 : CIS - Data Centre **Location Preferences 1 :** Coimbatore

Skill Preferences 2 : DAAI -Cloud & Digital Database **Location Preferences 2 :** Chennai

Skill Preferences 3 : Python Automation Testing **Location Preferences 3 :** Kochi

☑ Accept ☐ Decline

☑ **Signature** Musthak M 30/7/2022 10:28 AM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

25174607

5.2.1. Average percentage of placement of outgoing students during the last five years

cognizant

Ref No: 23056252
11-Oct-2022

Siva Ramakrishnan Kamaraj

Dear **Siva Ramakrishnan**,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Process Executive** with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. Your place of posting will be **Chennai**.

Your annual total compensation will be **INR 220,001**. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered **0 months** of your experience as relevant in this offer, which will be kept up-to-date in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on or before **17-Oct-2022**.

Please note:
- This offer is subject to satisfactory professional reference checks
- This offer is valid for three (3) months from the date of offer. Any extension shall be at the discretion of Cognizant and shall be communicated to you in writing
- Prior to beginning work with Cognizant, you must provide evidence of your right to work in India and other documentation requested by Cognizant

We are delighted to welcome you to the team! You are joining Cognizant at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us.

Best regards,
For **Cognizant Technology Solutions India Private Limited ("Cognizant")**,

Shibu Balakrishnan
AVP – HR

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date**:

5.2.1. Average percentage of placement of outgoing students during the last five years

cognizant

Compensation and Benefits

Name: Siva Ramakrishnan Kamaraj **Designation:** Process Executive

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1471.428571	17,657
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5294	63,528
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	468	5,616
	Annual Gross Compensation		**220,001**
	Annual Total Compensation		**220,001**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**239,501**

As an associate you are entitled to the following additional benefits:

- Floating medical insurance coverage
- Round-the-clock group personal accident insurance coverage
- Group term life insurance coverage
- Employees' compensation insurance benefit as per the Employee's Compensation Act
- Gratuity on separation after four (4) years and 240 calendar days of continuous service, payable as per the Payment of Gratuity Act

Leave and vacation:

- From your date of joining, you will be entitled to the following leave amounts as per your eligibility in line with statutory requirements. Leaves require manager approval in advance.

Category of Leave

- Earned Leave – 18 days
- Sick Leave – 12 days
- Casual Leave – 6 days

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit (Amendment) Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the India Leave Policy.

 # Provident Fund Wages:

For the purpose of computing contributions to the Provident Fund, Pension Fund and EDLI

5.2.1. Average percentage of placement of outgoing students during the last five years

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Scheme, "Monthly Gross Salary" as stated in "Compensation and Benefits" of this letter, excluding "Advance Statutory Bonus" and "House Rent Allowance," will be considered. This does not include payments made through "Special Payout.

Determination of PF wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

Employee State Insurance (ESI):

Eligible Wages Eligibility for ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF and ESI contribution from the monthly Gross Compensation (AGC/12) as stated in Compensation and Benefits of this letter.

Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an associate in a particular month, including any recurring (or) ad hoc special payouts during the month.

ESI contribution shall continue until the end of the contribution period (April – September and October – March), if the associate contributes for at least one month in the contribution period.

*** Flexible Benefit Plan:**

Your compensation has been structured to ensure that you can apportion components of your salary to suit your individual preferences. This plan will enable you to

1. Choose from an array of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

#* Advance Statutory Bonus is in line with the provisions of the Payment of Bonus Act

Note:

• Any statutory revision of Provident Fund/ESI contribution or any other similar statutory benefits will result in a change in the net take-home salary. The Annual Gross Compensation will remain the same
• Cognizant has made this offer in good faith after expending significant time and resources during the hiring process. We hope you will join us, but recognize your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you decide not to join us after signing the offer letter, Cognizant reserves the right not to consider you for future career opportunities with the company. We look forward to welcoming you to Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of 11-Oct-2022 between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant," which shall, unless counter to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Siva Ramakrishnan Kamaraj, ____(Age) ,residing at

Regd Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

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_____(hereinafter referred to as "you," "your" or "yourself," which shall, unless counter to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party."

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a) You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honor and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.

b) Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.

c) You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirements. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

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4. Confidentiality

a) During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties (with which the Company has any dealings), which are private, business sensitive, confidential and/or proprietary (together, "Confidential Information"). You are obliged to keep this Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b) Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such a breach. The obligations imposed upon you under this clause 4 will survive even after cessation of your employment with the Company.
c) You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d) You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e) You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, suppliers or any third parties.
f) You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g) The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a) you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,

b) you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,

c) you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,

d) you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and

e) you acknowledge and agree that the Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

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a) The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be communicated to you.

b) The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in accordance with any applicable laws currently in place. Any changes to be made to the above work timing or days shall be made by the Company at its sole discretion and notified to you in advance.

c) The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. Shift timing may change from time to time as per any Company policy, and will be communicated to you in advance.

d) Your working hours shall be monitored by the Company through appropriate systems and processes, as updated from time to time. You are expected to comply with these processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference checks in line with Company policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to a satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, if your background verification report is found to be unfavorable or unsuccessful after you join the Company, the Company reserves the right to terminate your employment.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and that are not specifically mentioned in this Agreement. The applicable rules/processes/procedures/policies are available on the Company's intranet and you are expected to go through them carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines or processes, please reach out to your HR talent manager. It is your responsibility stay informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

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During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;

b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity (ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to client needs, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/training and up-skilling opportunities. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

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13. Unauthorized Absence

If you are absent from work for a continuous period of three (3) days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period.

You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from employment with the Company, the Company may at its sole discretion allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, embezzlement, misappropriation, misuse or causing damage to the Company's assets/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations
- Conduct regarded by the Company as prejudicial to its own interests or to the interests of its client

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation/International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 4, 5, 9 and 11 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

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18. Dispute Resolution and Governing law

The Parties shall make our best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by the Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning the Company, its affiliates and their employees, contractors or clients without the Company's prior written consent, and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of the Company and its affiliates and their employees, contractors or clients.
This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.
You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited **Siva Ramakrishnan Kamaraj**

Shibu Balakrishnan
AVP – HR

I have read, understood and accept the above-mentioned terms.

Signature: **Date**:

5.2.1. Average percentage of placement of outgoing students during the last five years

MRF
MRF Limited, New No. 114 (Old No. 124), Greams Road, Chennai - 600 006.
Tel : 91-44-2829 2777 Fax : 91-44-2829 2895 CIN : L25111TN1960PLC004306
Website: www.mrftyres.com

04.07.2022

Mr. Navayugan C
No.18, Annai illam Ooran Adigal Street
Samayapuram
Trichy - 621112

Dear Navayugan,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an appointment as Supervisor - Production in our Company, in the MA1 grade with effect from 04.07.2022, on the following terms and conditions:

SALARY & PERKS

1. Basic Salary - Rs.2950/- per month.
2. House Rent Allowance - Rs.1475/- per month.
3. Conveyance Allowance - Rs.1600/- per month.
4. Educational Allowance - Rs.200/- per month.
5. MRF Allowance - Rs.15862/- per month.
6. Medical Allowance - Rs.246/- per month.

Annual Payments:

a) LTA Rs.10500/- once in a block of two calendar years.
b) Bonus as applicable.

Other Perks:

a) Group Medical Insurance Coverage for self, spouse and dependent children.
b) Group Personal Accident Insurance coverage for self.
c) Employee's Compensation as applicable.

Retiral Benefits:

a) Contributory Provident Fund @ 12% of the Basic Salary.
b) Gratuity as per Company's scheme.

Continued page 2..

5.2.1. Average percentage of placement of outgoing students during the last five years

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Tel : 91-44-2829 2777 Fax : 91-44-2829 2895 CIN : L25111TN1960PLC004306
Website: www.mrftyres.com

TERMS & CONDITIONS OF THE APPOINTMENT

1. You will be on probation for a period of twelve months, which may be extended at the Company's sole discretion.
2. You will be presently attached to our Production Department at Trichy Bias Plant. However, the Company reserves the right to transfer you, at any time, to such places and such positions as it may deem necessary without assigning any reason/ without any increase in the salary. You will be governed by the rules, regulations and office orders as applicable to the unit in which you will be working.
3. Your appointment is based on the information provided by you regarding your personal data, experience, qualification, remuneration etc. and shall be considered null and void, if the information provided by you is found to be incorrect.
4. While in service, you will devote your whole attention and time to the business and affairs of the Company. At no time will you evince interest in or be engaged in (directly or indirectly) in any other trade, business or serve any other person, firm or company during your employment with the Company.
5. Any lawful orders, directions and instructions as given to you from time to time by the Company or its authorized person or persons, will be promptly and efficiently obeyed by you.
6. Your job entails you being exposed to the trade/ business secrets and such other processes of the Company, you shall ensure that you will not disclose any information relating to the Company, its business and operations to any unauthorised person, firm or company and / or utilize such information, whatsoever either during the currency or after termination of employment. You shall safeguard the interest of the Company at all times in this regard.
7. You will be governed by the rules, regulations and office orders of the Company as are in force at present, or as may be introduced or amended or extended from time to time which shall be considered part and parcel of this appointment letter.
8. You will keep or cause to be kept all files, documents, records, goods received at your end (for your use, custody, care or charge) in your official capacity and shall always be held responsible for the safe keeping and return in good condition of all such property of the Company against receipt at the time of cessation of your employment or as and when demanded by the authorized representative of the Company.
9. You shall not accept any gifts, favours and/ or borrow money from any person, firm or Company connected or associated with the Company whether as an employee or business associate or dealer or customer, actual or potential.
10. When required by the Company, you will have to submit yourself at any time for medical examination by a Medical Officer authorized by the Company. If the Medical Officer certifies you as unfit for the job, the Company can terminate your services.

Continued Page 3..

5.2.1. Average percentage of placement of outgoing students during the last five years

MRF
MRF Limited, New No. 114 (Old No. 124), Greams Road, Chennai - 600 006.
Tel : 91-44-2829 2777 Fax : 91-44-2829 2895 CIN : L25111TN1960PLC004306
Website: www.mrftyres.com

11. You shall at all times keep the Company informed in writing of your present or acquired relatives/ family members having a job directly or indirectly with any of our competitors or acquiring a dealership or any business or trade connected with the business of the Company or its subsidiaries during the tenure of your employment with us.

12. You are prohibited from carrying on same or similar business or associating yourself with any one directly or indirectly in competition with the Company during the tenure of employment with us and/ or till such time you are availing any pre/ post retirement benefits from the Company.

13. Should you be found guilty at any time of neglect of work, sexual harassment of women colleagues at work place, insubordination, indulgence or abetment of any misconduct involving moral turpitude, or breach of any of the terms and conditions of your appointment, or commit any act which in the sole opinion of the Company is or is likely to be detrimental to its image, interest or subversive of discipline, the company shall take disciplinary action including termination of your appointment without notice.

14. Your appointment will remain probationary until it is confirmed in writing as permanent, but no undertaking is given that you will be appointed as permanent member of our staff. During the period of probation, your services can be terminated without notice and assigning any reason thereto.

15. In accordance with the practice of our Company, we request you to treat the terms of employment as strictly confidential.

Please sign and return to us the duplicate copy of this letter as a token of your acceptance of the above terms and conditions.

Yours sincerely,
for MRF Limited,

Biju Sebastian
Vice President -
Human Resources & Services.

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

Date: September 1, 2022

Dear **KALAISELVAN S**

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **AR ASSOCIATE** full time and your place of posting will be **Tiruchirappalli-III** with an Annual CTC Compensation of **Rs. 261,048.00** (**Rupees Two Lakh Sixty One Thousand Fourty Eight Only**). Your date of joining will be on or before **5 September 2022**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

By accepting this offer, you agree to abide by this clause that this offer of employment entails **Working from Office (WFO) effective 15th April 2022**.
With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.600/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
- Photocopy of your Birth Certificate/ DOB Proof
- Copy of PAN Card /Acknowledgement copy of PAN Application
- Copy of AADHAR Card / Acknowledgement copy of AADHAR

5.2.1. Average percentage of placement of outgoing students during the last five years

- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks
- Last 3 months pay slips or latest copy of Form 16(applicable to experienced candidates)
- Residence Proof - 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
- Passport size photographs - 6 Nos.
- Post card Size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days.

Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Ebenazer Paul

Talent Acquisition

Encl. ANNEXURE

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

Annexure A

Terms and Conditions of Employment

You shall be governed by the following terms and conditions of service during your employment with **Omega Healthcare Management Services Private Limited** (hereafter referred to as the "company"), and those that may be amended from time to time.

Statement of Facts

a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

Duties

a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit.
b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

Place of Work

You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

Hours of Work

a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
b. Omega Healthcare observes national and festival holidays as per policy which will be notified during induction. The festival holidays may vary every year and across region/Service line.

Leave and Vacation

a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
b. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

Conduct

a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

Confidentiality

a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
f. You may have to sign
   - The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
   - The Code of Business Conduct and Ethics
   - Prohibition or Disclosure or Use of Inside Information (as applicable)

Separation from the company

a. The retirement age of the company is **58** years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	60	60	60	60	90	90
After confirmation	60	60	60	60	60	90	90

b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.
c. You will not be entitled to such notice period, if the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

I accept the terms and conditions of the Company mentioned above.

Signature **Name** **Date**

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

Annexure - B

SALARY STRUCTURE

Salary Components	Amount - Monthly	Amount - Yearly
Basic	10,210.00	122,520.00
House Rent Allowance	5,105.00	61,260.00
Advance Statutory Bonus	1,021.00	12,252.00
Special Allowance	2,664.00	31,968.00
Fixed Cash (Gross)	19,000.00	228,000.00
PF	1,545.00	18,540.00
ESI	618.00	7,416.00
Medical Insurance	0.00	0.00
Gratuity	491.00	5,892.00
Group Term Life Insurance	100.00	1,200.00
Total Benifits	2,754.00	33,048.00
Total Cost PA (CTC)		261,048.00

Authorized by

Ebenazer Paul

Talent Acquisition

5.2.1. Average percentage of placement of outgoing students during the last five years

Letter of Appointment

Proceedings of the Principal Sadasivam Kathirkamavalli Polytechnic College,
27. Serumangalam - I, Mannargudi – Taluk.

Date : 24.08.2022

Correspondent, Sadasivam Kathirkamavalli Polytechnic college, is pleased to inform that consequent on the Interview attended by you on **23.08.2022** **R.DINESH** has been appointed as **LECTURER** in Sadasivam Kathirkamavalli Polytechnic college.

CONDITIONS :

Appointment Order

Your Appointment is provisional and you are appointed as **LECTURER** Basic Engineering Department (Mathematics) in Sadasivam Kathirkamavalli Polytechnic college for a period of two Year.

Performance : Your performance in the subject and in handling the students in the class and within the campus will be evaluated annually by the Principal. Based on the assessment of your performance annual increment will be given.

Responsibility :

On appointment you will be totally taking charge of both Laboratory and teaching materials and equipments as per the stock book (If Necessary). You should account for all items including breakage if any and should be reported well in advance in case of any shortage or breakage.

The Equipments and store materials should be returned when you leave the service and obtain necessary clearance certificate from the Principal.

Punctuality: You must be punctual in attending classes in time and work with involvement in Teaching the subject as high as possible.

Termination of Service:

If your performance is not satisfactory or if you do not discharge your duties to the satisfaction of your superiors or for any misconduct your service will be terminated without any notice by the management.

5.2.1. Average percentage of placement of outgoing students during the last five years

Submission of Original Certificates :

You must submit your original certificates for the qualifications obtained by you. The Certificate will be kept under safe custody in the office and returned on the leaving from his Institutions.

Discontinuity of the service :

In case you want to leave the job for your betterment or discontinuity of the service, you should give three months notice in advance to the Principal, failing which, Two month salary will be recovered from you without any notice.

Termination of Services :

If your performance is not satisfactory or if you do not discharge your duties to the satisfaction of your superiors or for any misconduct your service will be terminated with our any notice by the management.

PRINCIPAL
PRINCIPAL
SADASIVAM KATHIRKAMAVALLI
POLYTECHNIC COLLEGE
27 SERUMANGALAM
MANNARGUDI

Consent from the Lecturer candidate

The conditions given above are read and fully understood by me and accept the appointment order.

Signature of the Candidates

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

Date: September 13, 2022

Dear **Krishna kumar N**

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **PROCESS ASSOCIATE** full time and your place of posting will be **Tiruchirappalli-I** with an Annual CTC Compensation of **Rs. 160,944.00** (**Rupees One Lakh Sixty Thousand Nine Hundred Fourty Four Only**). Your date of joining will be on or before **15 September 2022**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

By accepting this offer, you agree to abide by this clause that this offer of employment entails **Working from Office (WFO) effective 15th April 2022**.
With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
- Photocopy of your Birth Certificate/ DOB Proof
- Copy of PAN Card /Acknowledgement copy of PAN Application
- Copy of AADHAR Card / Acknowledgement copy of AADHAR

5.2.1. Average percentage of placement of outgoing students during the last five years

- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks
- Last 3 months pay slips or latest copy of Form 16(applicable to experienced candidates)
- Residence Proof - 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
- Passport size photographs - 6 Nos.
- Post card Size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days.

Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Megalan David J

Talent Acquisition

Encl. ANNEXURE

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

Annexure A

Terms and Conditions of Employment

You shall be governed by the following terms and conditions of service during your employment with **Omega Healthcare Management Services Private Limited** (hereafter referred to as the "company"), and those that may be amended from time to time.

Statement of Facts

a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

Duties

a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

Place of Work

You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

Hours of Work

a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
b. Omega Healthcare observes national and festival holidays as per policy which will be notified during induction. The festival holidays may vary every year and across region/Service line.

Leave and Vacation

a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
b. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

Conduct

a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

Confidentiality

a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
f. You may have to sign
   - The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
   - The Code of Business Conduct and Ethics
   - Prohibition or Disclosure or Use of Inside Information (as applicable)

Separation from the company

a. The retirement age of the company is **58** years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	60	60	60	60	90	90
After confirmation	60	60	60	60	60	90	90

b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.
c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

I accept the terms and conditions of the Company mentioned above.

Signature **Name** **Date**

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

Annexure - B

SALARY STRUCTURE

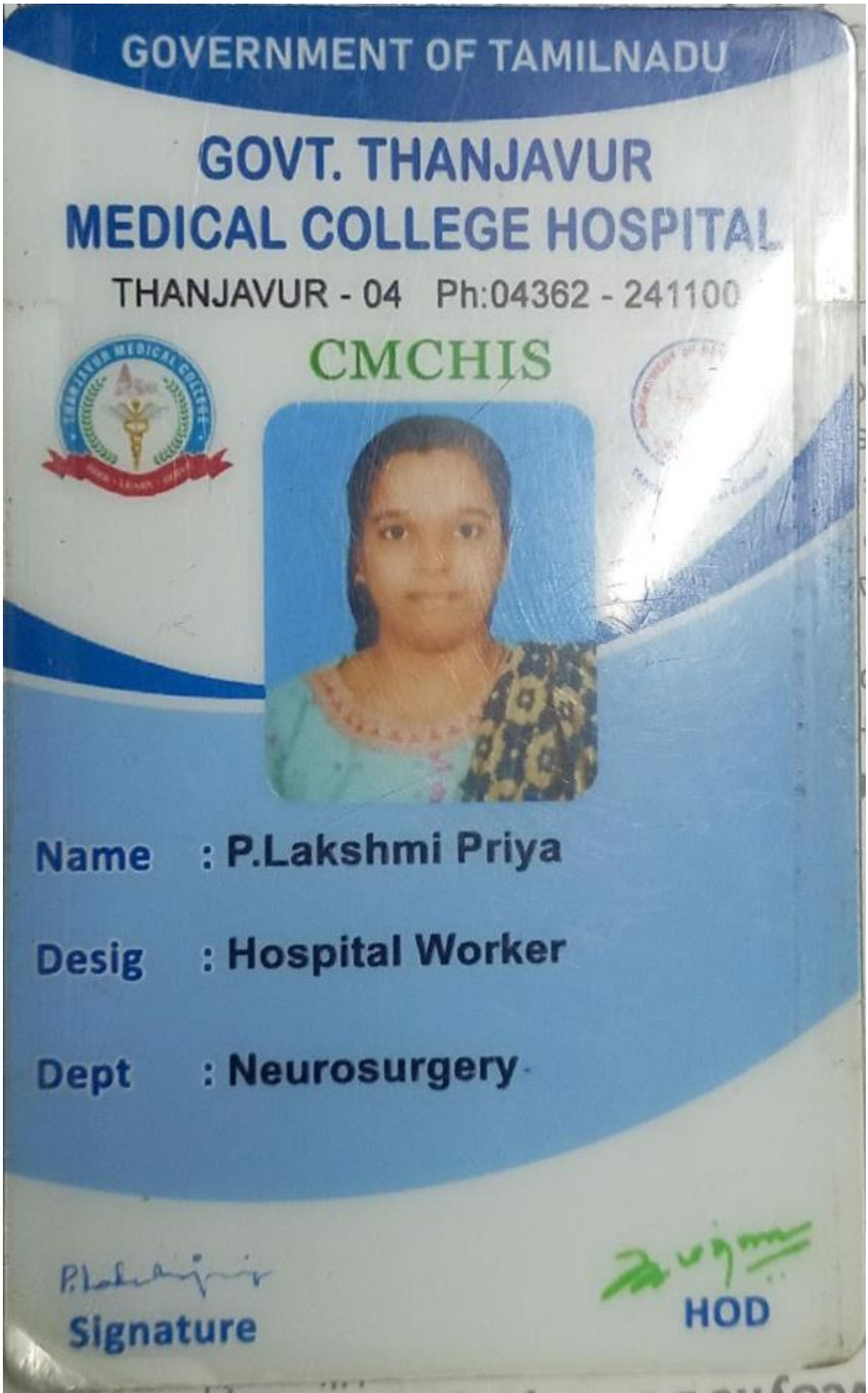
Salary Components	Amount - Monthly	Amount - Yearly
Basic	10,210.00	122,520.00
House Rent Allowance	0.00	0.00
Advance Statutory Bonus	1,021.00	12,252.00
Special Allowance	0.00	0.00
Fixed Cash (Gross)	11,231.00	134,772.00
PF	1,225.00	14,700.00
ESI	365.00	4,380.00
Medical Insurance	0.00	0.00
Gratuity	491.00	5,892.00
Group Term Life Insurance	100.00	1,200.00
Total Benifits	2,181.00	26,172.00
Total Cost PA (CTC)		160,944.00

Authorized by

Megalan David J

Talent Acquisition

5.2.1. Average percentage of placement of outgoing students during the last five years



5.2.1. Average percentage of placement of outgoing students during the last five years

5.2.1. Average percentage of placement of outgoing students during the last five years

J.R.Consultants

Reg # : B-0660/TN/PER/1000+/5/5338/1999

LETTER OF APPOINTMENT

DATE: 01.08.2022

PLACE: TRICHY

Dear Miss. Fagimunnisa F

Appointed as (**Office Assistants**)

We refer to your recent interview for the above position and are pleased to inform to that we are offering you the position with our company effective from **01.08.2022**.

FAGIMUNNISA F

F Fagimunnisa

JR CONSULTANTS

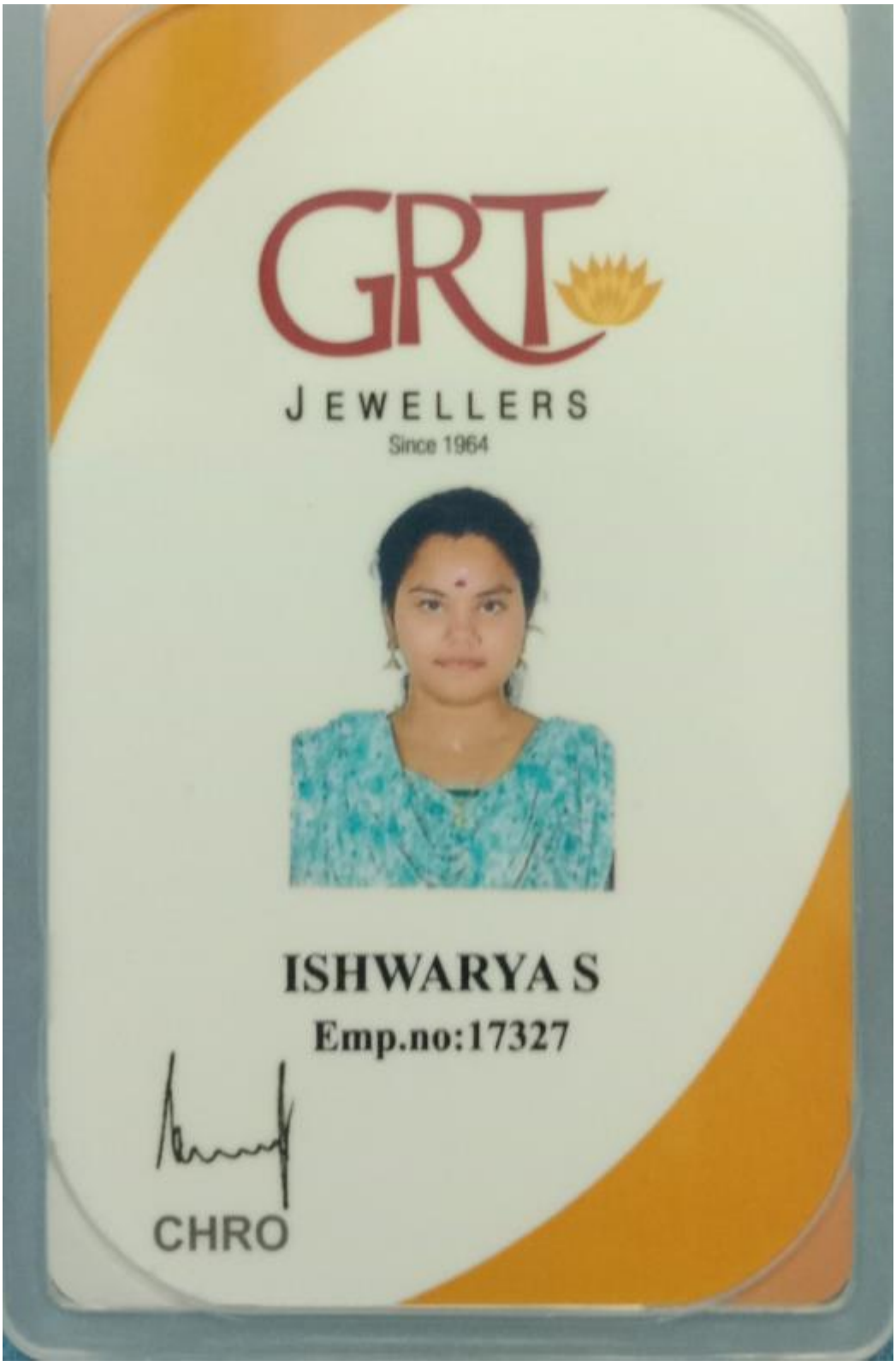
For

J.R. CONSULTANTS TRC TRICHY-2

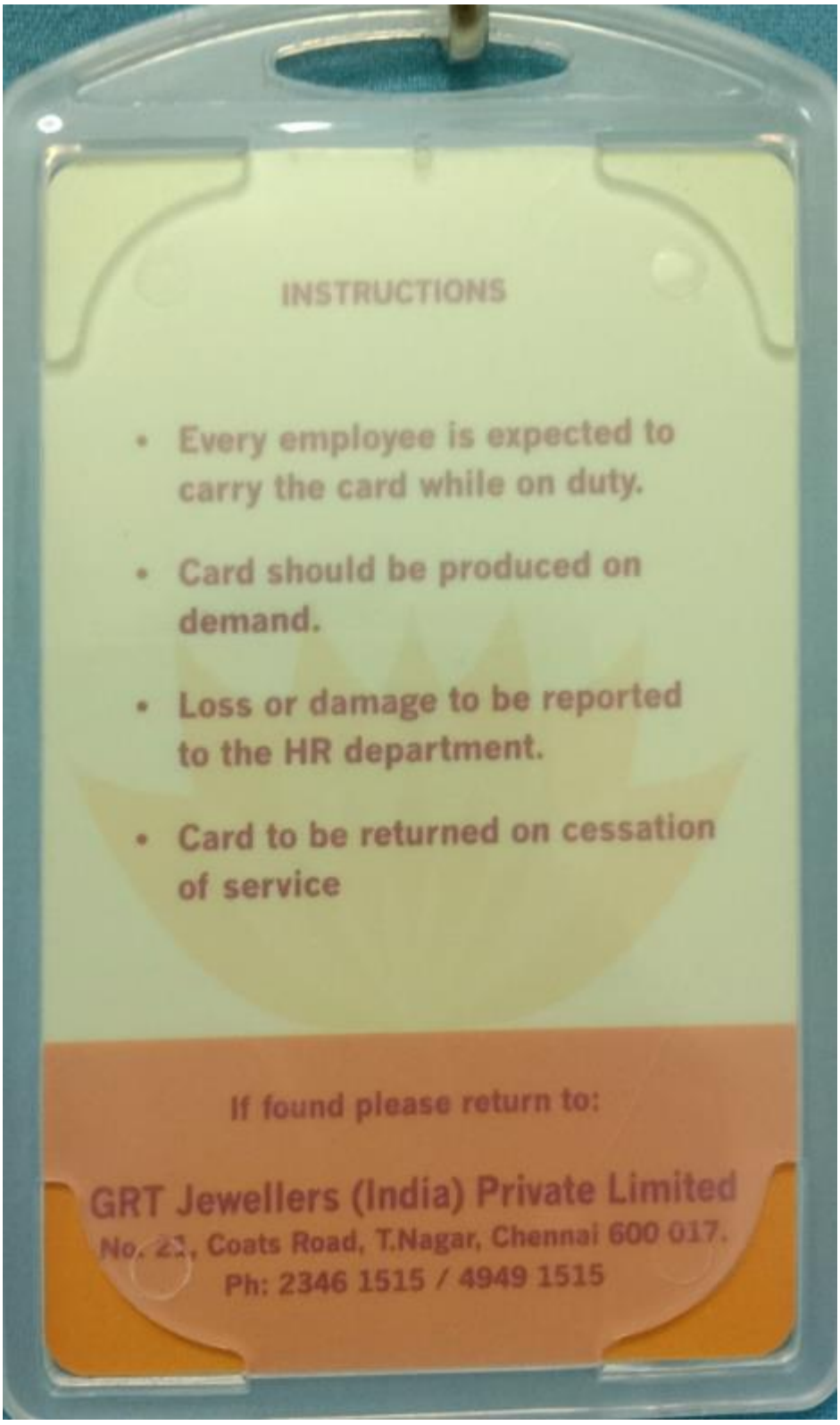
No 18-19, 2nd FLOOR, CHITRA COMPLEX, CHATHIRAM BUSSTAND, TRICHY - 620 002
Ph : 0431-2714445 / 2714426 URL : www.jrconsultants.in

We always want to stay on top in quality and reliability but not in numbers

5.2.1. Average percentage of placement of outgoing students during the last five years



5.2.1. Average percentage of placement of outgoing students during the last five years



5.2.1. Average percentage of placement of outgoing students during the last five years

5.2.1. Average percentage of placement of outgoing students during the last five years

microgreen
Technologies Pvt. Ltd.

To,
Ms. Reshma Begum J,
#39 B/15A, Tennur Post,
Enamthar Thoppu,
Tiruchirappalli Dist,
Tamil Nadu - 620017
Ph. 8189833803

Date: 30th Sep 2022
Place: Bengaluru.

Letter of Employment

Dear Ms. Reshma Begum J,

Welcome to Microgreen Technologies!

Congratulations! We are delighted to make you an offer as **"Customer Support Associate"** and you will be deployed to **our Client, Capgemini in Trichy.** Terms and conditions of our offer are attached here, please read these important details carefully, including your compensation and benefits.

1. Appointment:

a. Your appointment will be effective on your joining date, i.e. **30th September 2022.** Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

2. Compensation (Per Annum):

You will be eligible to receive the following:

a. Gross salary of **Rs. 2,60,000.00 (in Words, Two Lakhs and Sixty Thousand Rupees only) Per Annum. (And CTC Breakup is in Annexure A)**

b. If you are working in shifts at client's location, you may be eligible for Shift Allowance as per the client's policy.

c. Your first month salary shall be processed only after successful acceptance of background verification report or within 30 days from date of joining, whichever is earlier. And shall be only from the date of allocation of project or as per the timesheet approval.

d. Your monthly salary can be processed between 1st to 7th working day of every month, subjected to submission and approval of Timesheet/Attendance sheet by your reporting manager, by 3rd working day.

e. If any technology enhancement needed by Client, then respective technical training will be provided for free of cost to the Candidate and during such training period Candidate will not be paid. In later point of time Candidate need to go through the assessments conducted by Client or Company.

5.2.1. Average percentage of placement of outgoing students during the last five years

microgreen
Technologies Pvt. Ltd.

3. Work Location:

Your location for employment is **Trichy, India**. You may be asked to relocate to any of our units, departments or the offices of our affiliates or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

4. General:

During the course of your employment, you will employ yourself efficiently, honestly, shall devote your whole time and attention to promote the interest of **Microgreen Technologies Pvt. Ltd.**, and generally carry out duties and work assigned to you and shall obey all the lawful order and direction given to you by the concerned superiors at **Microgreen Technologies Pvt. Ltd.**

5. Other Employments:

During the period of your employment with **Microgreen Technologies Pvt. Ltd.**, you will not work directly or indirectly for any other person, firm, company or organization, whether with or without remuneration. You will not engage yourself or be interested directly in trade of business, either as employer or employee or partner or advisor or any other capacity.

6. Notice Period:

The minimum period of notice required to be given to the employer by the employee is 30 days. Microgreen Technologies Pvt. Ltd. may terminate your employment by giving 15 days period of notice. However if you are deployed at client location, the client's contract employment terms and conditions shall be applicable including notice period as per the contract signed by you with client or by the company with client.

The company may terminate your employment at any time without notice if:

a. you are guilty of serious misconduct
b. poor performance
c. you are in material breach of a provision of this contract, including confidentiality undertakings.
d. Incase if ever you resign or give notice to the company, the management at its discretion may decide to waive off the required notice and relieve you at a convenient date, without any obligation to pay compensation in lieu of remaining notice.

And your full and final payments/recovery shall be settled within 45 days from the date of last working day, provided you complete your exit formalities with the client.

7. Background Checks:

The company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience. If any, and to conduct any criminal checks. You expressly consent to the company conducting such background checks.

Golden Square, #579, 32nd Cross, 10th Main Road, 4th Block Jayanagar, Bengaluru-560011.
Land Mark: Near Lacasa Restaurant
Website: www.microgreentech.com | Email: hr@microgreentech.com | Ph: +91-7815960452

5.2.1. Average percentage of placement of outgoing students during the last five years

microgreen Technologies Pvt. Ltd.

8. The other terms and conditions of the offer are as follows:

a). Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding failing which you will not be permitted to join.

b). Your appointment is contingent 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).

c). Your designation may be changed at the discretion of the Company depending on the work assigned to you.

d). You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.

e). Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company or Client's such as documents, machines, data, files and books etc. (including but not limited to leased properties).

f). Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.

g). Your individual remuneration is strictly between yourself and the Company. 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 and confidential.

h). 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.

i). You will abide by all the rules and regulations 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 above terms and conditions which shall be binding on you.

j). 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.

Golden Square, #579, 32nd Cross, 10th Main Road, 4th Block Jayanagar, Bengaluru-560011.
Land Mark: Near Lacasa Restaurant
Website: www.microgreentech.com | Email: hr@microgreentech.com | Ph: +91-7815960452

5.2.1. Average percentage of placement of outgoing students during the last five years

microgreen Technologies Pvt. Ltd.

Annexure - A		
Component	**Per Month (Rs)**	**Per Annum (Rs)**
Basic	10,000	1,20,000
HRA	4,000	48,000
Statutory Bonus	833	10,000
Project Allowance	3,966	47,586
Gross Total (A)	**18,799**	**2,25,586**
Employer Contribution		
PF Employer Contribution	1,776	21,310
ESIC Employer Contribution	611	7,332
Gratuity	481	5,772
Total Employer Contribution (B)	**2,868**	**34,414**
Employee Contribution		
PF Employee Contribution	1,776	21,310
ESIC Employee Contribution	141	1,692
Professional Tax	200	2,400
Total Employee Contribution(C)	**2,117**	**25,402**
Grand CTC (A+B)	**21,667**	**2,60,000**
NET Take Home Excluding TDS (A-C)	**16,682**	**2,00,184**

- All figures are in India Rupees and the Amount stated above is the maximum amount that can be earned.
- The above compensation package will be subject to Income Tax regulations and other relevant laws applicable from time to time.
- Compensation figures are confidential in nature and should not be disclosed to anyone, except for statutory reasons.

We welcome you to the Microgreen family and look forward to a fruitful association. We wish you a fulfilling and successful career with Microgreen.

Candidate's Acceptance:

I_____ (Full Name as per Passport), S/D/o. Mr._____Resident of____, hereby accept all the Terms and Conditions set out in this letter.

Signed:_____
Name:_____
Date:_____
Place:

All Pages to be signed in duplicate, one copy kept by employee and one to be returned to HR Department.

Yours Faithfully,
For Microgreen Technologies Pvt. Ltd.

SUSHMA RS
ASSISTANT MANAGER - HR
Date: 30th Sep 2022

Golden Square, #579, 32nd Cross, 10th Main Road, 4th Block Jayanagar, Bengaluru-560011.
Land Mark: Near Lacasa Restaurant
Website: www.microgreentech.com | Email: hr@microgreentech.com | Ph: +91-7815960452

5.2.1. Average percentage of placement of outgoing students during the last five years

5.2.1. Average percentage of placement of outgoing students during the last five years

09th September 2022

Ms. Samudra
No 15, R S Puram
J K Nagar, Kajamalai
Trichy - 23

Dear **Ms. Samudra**

Sub: Letter of offer as **"Junior Executive – Vessel Accounts"** – reg.

This has reference to your application and the subsequent interviews/discussions you had with us, we are pleased to offer you the position of **" Junior Executive – Vessel Accounts"** in our organization subject to the following terms and conditions:

1. This offer is subject to your joining the services on or before **12th September 2022.**
2. You will be located at our Chennai Facility. However, your services are liable to be transferred at any time to any location either within Chennai or any other locations.
3. Your emoluments will be **Rs. 3,00,001/-(Rupees Three lakh One Only)** per Annum inclusive of all Allowance and bonus with applicable statutory/retirement benefit deductions as per Annex-1.
4. The annual CTC includes one month CTC as annual bonus paid every December.
5. You will be given a detailed Appointment letter upon joining the services.
6. You will be on **PROBATION** for a period of **SIX MONTHS** from the date of joining the service.
7. You are expected to submit all the documents as per the Annexure – 2 attached with this offer.

We heartily welcome you to join our family.

Best Wishes.

Yours faithfully,

For **Synergy Maritime Private Limited,** **Accepted By**

Authorized Signatory **Signature with Date**

Synergy Maritime Private Limited
4th Floor, AKDR Tower, 3/381, Rajiv Gandhi Salai (OMR)
Mettukuppam, Chennai- 600 097. INDIA
Corporate Identity No. U74140TN2006PTC077909
O: +91 44 4321 5555
F: +91 44 4321 5500
www.synergymarinegroup.com

5.2.1. Average percentage of placement of outgoing students during the last five years

microgreen
Technologies Pvt. Ltd.

Date: 22nd Sep 2022
Place: Bengaluru.

To,
Ms. Shanura Mubeen M B,
#0/84 C, Jeeva Nagar,
Kattapomman Street,
Tiruchirappalli Dist,
Tamil Nadu - 620008
Ph. 9080818955

Letter of Employment

Dear Ms. Shanura Mubeen M B,

Welcome to Microgreen Technologies!

Congratulations! We are delighted to make you an offer as **"Customer Support Associate"** and you will be deployed to **our Client, Capgemini in Trichy.** Terms and conditions of our offer are attached here, please read these important details carefully, including your compensation and benefits.

1. Appointment:

a. Your appointment will be effective on your joining date, i.e. **23rd September 2022.** Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

2. Compensation (Per Annum):

You will be eligible to receive the following:

a. Gross salary of **Rs. 2,60,000.00 (in Words, Two Lakhs and Sixty Thousand Rupees only) Per Annum. (And CTC Breakup is in Annexure A)**

b. If you are working in shifts at client's location, you may be eligible for Shift Allowance as per the client's policy.

c. Your first month salary shall be processed only after successful acceptance of background verification report or within 30 days from date of joining, whichever is earlier. And shall be only from the date of allocation of project or as per the timesheet approval.

d. Your monthly salary can be processed between 1st to 7th working day of every month, subjected to submission and approval of Timesheet/Attendance sheet by your reporting manager, by 3rd working day.

e. If any technology enhancement needed by Client, then respective technical training will be provided for free of cost to the Candidate and during such training period Candidate will not be paid. In later point of time Candidate need to go through the assessments conducted by Client or Company.

5.2.1. Average percentage of placement of outgoing students during the last five years

microgreen
Technologies Pvt. Ltd.

3. Work Location:

Your location for employment is **Trichy, India**. You may be asked to relocate to any of our units, departments or the offices of our affiliates or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

4. General:

During the course of your employment, you will employ yourself efficiently, honestly, shall devote your whole time and attention to promote the interest of **Microgreen Technologies Pvt. Ltd.**, and generally carry out duties and work assigned to you and shall obey all the lawful order and direction given to you by the concerned superiors at **Microgreen Technologies Pvt. Ltd.**

5. Other Employments:

During the period of your employment with **Microgreen Technologies Pvt. Ltd.**, you will not work directly or indirectly for any other person, firm, company or organization, whether with or without remuneration. You will not engage yourself or be interested directly in trade of business, either as employer or employee or partner or advisor or any other capacity.

6. Notice Period:

The minimum period of notice required to be given to the employer by the employee is 30 days. Microgreen Technologies Pvt. Ltd. may terminate your employment by giving 15 days period of notice. However if you are deployed at client location, the client's contract employment terms and conditions shall be applicable including notice period as per the contract signed by you with client or by the company with client.

The company may terminate your employment at any time without notice if:

a. you are guilty of serious misconduct
b. poor performance
c. you are in material breach of a provision of this contract, including confidentiality undertakings.
d. Incase if ever you resign or give notice to the company, the management at its discretion may decide to waive off the required notice and relieve you at a convenient date, without any obligation to pay compensation in lieu of remaining notice.

And your full and final payments/recovery shall be settled within 45 days from the date of last working day, provided you complete your exit formalities with the client.

7. Background Checks:

The company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience. If any, and to conduct any criminal checks. You expressly consent to the company conducting such background checks.

Golden Square, #579, 32nd Cross, 10th Main Road, 4th Block Jayanagar, Bengaluru-560011.
Land Mark: Near Lacasa Restaurant
Website: www.microgreentech.com | Email: hr@microgreentech.com | Ph: +91-7815960452

5.2.1. Average percentage of placement of outgoing students during the last five years

microgreen Technologies Pvt. Ltd.

8. The other terms and conditions of the offer are as follows:

a). Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding failing which you will not be permitted to join.

b). Your appointment is contingent 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).

c). Your designation may be changed at the discretion of the Company depending on the work assigned to you.

d). You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.

e). Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company or Client's such as documents, machines, data, files and books etc. (including but not limited to leased properties).

f). Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.

g). Your individual remuneration is strictly between yourself and the Company. 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 and confidential.

h). 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.

i). You will abide by all the rules and regulations 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 above terms and conditions which shall be binding on you.

j). 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.

Golden Square, #579, 32nd Cross, 10th Main Road, 4th Block Jayanagar, Bengaluru-560011.
Land Mark: Near Lacasa Restaurant
Website: www.microgreentech.com | Email: hr@microgreentech.com | Ph: +91-7815960452

5.2.1. Average percentage of placement of outgoing students during the last five years

microgreen Technologies Pvt. Ltd.

Annexure - A		
Component	**Per Month (Rs)**	**Per Annum (Rs)**
Basic	10,000	1,20,000
HRA	4,000	48,000
Statutory Bonus	833	10,000
Project Allowance	3,966	47,586
Gross Total (A)	**18,799**	**2,25,586**
Employer Contribution		
PF Employer Contribution	1,776	21,310
ESIC Employer Contribution	611	7,332
Gratuity	481	5,772
Total Employer Contribution (B)	**2,868**	**34,414**
Employee Contribution		
PF Employee Contribution	1,776	21,310
ESIC Employee Contribution	141	1,692
Professional Tax	200	2,400
Total Employee Contribution(C)	**2,117**	**25,402**
Grand CTC (A+B)	**21,667**	**2,60,000**
NET Take Home Excluding TDS (A-C)	**16,682**	**2,00,184**

- All figures are in India Rupees and the Amount stated above is the maximum amount that can be earned.
- The above compensation package will be subject to Income Tax regulations and other relevant laws applicable from time to time.
- Compensation figures are confidential in nature and should not be disclosed to anyone, except for statutory reasons.

We welcome you to the Microgreen family and look forward to a fruitful association. We wish you a fulfilling and successful career with Microgreen.

Candidate's Acceptance:

I_____ (Full Name as per Passport), S/D/o. Mr._____Resident of____, hereby accept all the Terms and Conditions set out in this letter.

Signed:_____
Name:_____
Date:_____
Place:

All Pages to be signed in duplicate, one copy kept by employee and one to be returned to HR Department.

Yours Faithfully,
For Microgreen Technologies Pvt. Ltd.

SUSHMA RS
ASSISTANT MANAGER - HR
Date: 22nd Sep 2022

Golden Square, #579, 32nd Cross, 10th Main Road, 4th Block Jayanagar, Bengaluru-560011.
Land Mark: Near Lacasa Restaurant
Website: www.microgreentech.com | Email: hr@microgreentech.com | Ph: +91-7815960452

5.2.1. Average percentage of placement of outgoing students during the last five years

5.2.1. Average percentage of placement of outgoing students during the last five years

Orcapod

20th August 2022

Ms. Suhaina Fathima Syed Amanur Rahman
No:1/3, John Thopu,
4th Cross, Bharathiyar Street,
Trichy, Tamil Nadu - 620002.

Sub: Letter of Appointment

Dear Suhaina Fathima Syed Amanur Rahman,

We are pleased to extend this letter of appointment, setting out details of your professional engagement with Orcapod.

This appointment is subject to the service conditions as mentioned below and conditions as mentioned in Annexure I attached.

You are hired with Orcapod as Data Entry and will be designated as Customer Support Executive. Your assignment will start effective from 19th September, 2022. Orcapod will compensate for your services based on the Benefits breakup given in Annexure II.

If you are agreeable to the terms and conditions (Annexure I) and offered benefits (Annexure II), please sign this letter within three days of receipt. In case we do not receive the formal acceptance within the mentioned period, this offer will be treated as null and void.

Once again congratulations and welcome to Orcapod. We sincerely hope that, this appointment will be of mutual benefit.

For Orcapod Consulting Services Private Limited,

Maitreyee Bhaduri
Maitreyee Bhaduri
Senior Manager- People Strategy

Deepti Bathija
Deepti Bathija
AVP - People Success

I accept the appointment on the terms and conditions mentioned in the above appointment letter and attached Annexure.

Signature _____ Date 22-Aug-2022

Name A. Suhaina Fathima Place Trichy

5.2.1. Average percentage of placement of outgoing students during the last five years

Date: August 14, 2022

Dear **Maha Lakshmi**

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **PROCESS ASSOCIATE** full time and your place of posting will be **Tiruchirappalli-IV** with an Annual CTC Compensation of **Rs. 160,944.00** (**Rupees One Lakh Sixty Thousand Nine Hundred Fourty Four Only**). Your date of joining will be on or before **17 August 2022**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

By accepting this offer, you agree to abide by this clause that this offer of employment entails **Working from Office (WFO) effective 15th April 2022**.
With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
- Photocopy of your Birth Certificate/ DOB Proof
- Copy of PAN Card /Acknowledgement copy of PAN Application
- Copy of AADHAR Card / Acknowledgement copy of AADHAR

5.2.1. Average percentage of placement of outgoing students during the last five years

- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks
- Last 3 months pay slips or latest copy of Form 16(applicable to experienced candidates)
- Residence Proof - 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
- Passport size photographs - 6 Nos.
- Post card Size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days.

Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Megalan David J

Talent Acquisition

Encl. ANNEXURE

5.2.1. Average percentage of placement of outgoing students during the last five years

Annexure A

Terms and Conditions of Employment

You shall be governed by the following terms and conditions of service during your employment with **Omega Healthcare Management Services Private Limited** (hereafter referred to as the "company"), and those that may be amended from time to time.

Statement of Facts

a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

Duties

a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

Place of Work

You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

Hours of Work

a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
b. Omega Healthcare observes national and festival holidays as per policy which will be notified during induction. The festival holidays may vary every year and across region/Service line.

Leave and Vacation

a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
b. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

5.2.1. Average percentage of placement of outgoing students during the last five years

Conduct

a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

Confidentiality

a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
f. You may have to sign
   - The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
   - The Code of Business Conduct and Ethics
   - Prohibition or Disclosure or Use of Inside Information (as applicable)

Separation from the company

a. The retirement age of the company is **58** years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	60	60	60	60	90	90
After confirmation	60	60	60	60	60	90	90

b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.
c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

I accept the terms and conditions of the Company mentioned above.

Signature **Name** **Date**

5.2.1. Average percentage of placement of outgoing students during the last five years

Annexure - B

SALARY STRUCTURE

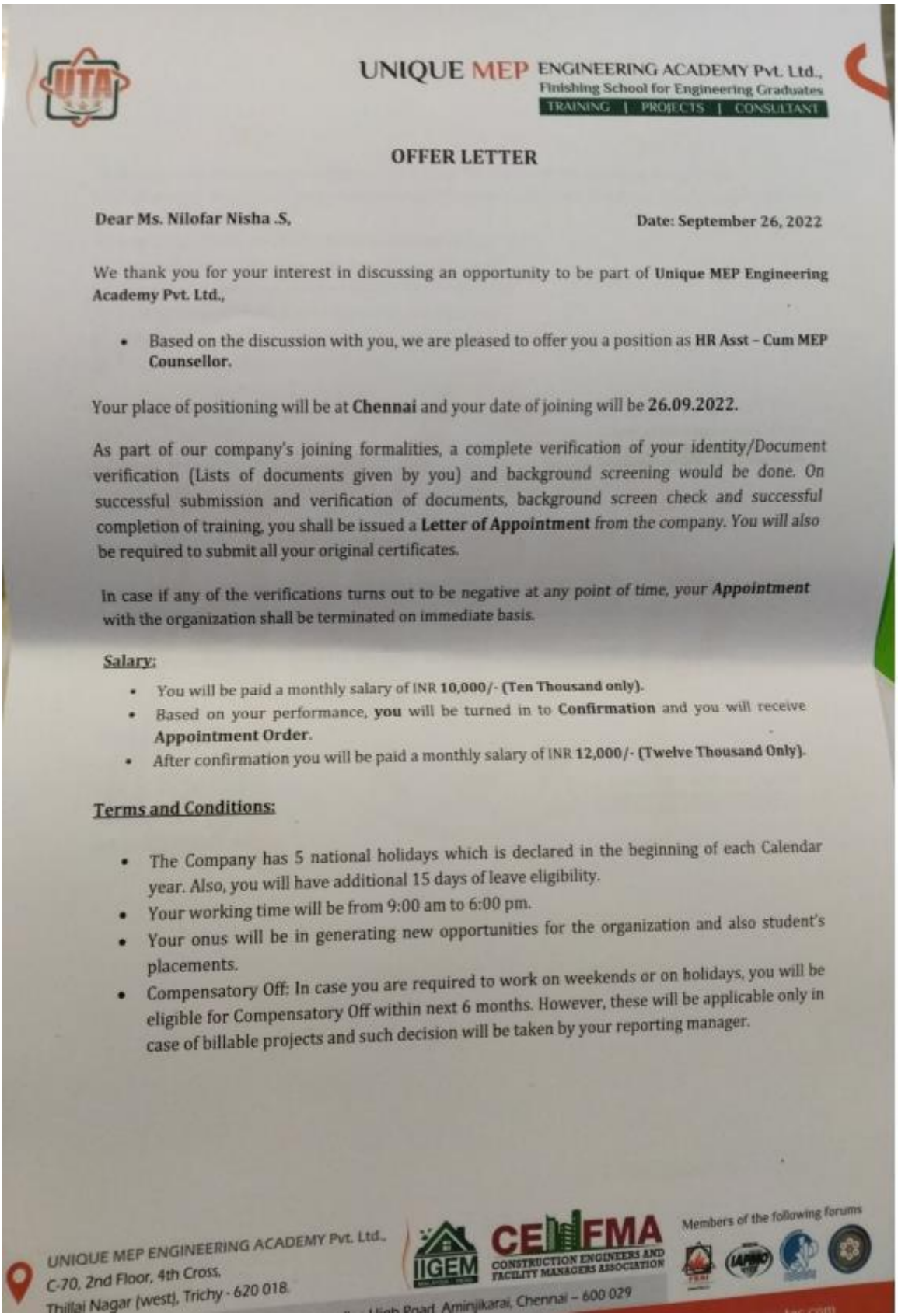
Salary Components	Amount - Monthly	Amount - Yearly
Basic	10,210.00	122,520.00
House Rent Allowance	0.00	0.00
Advance Statutory Bonus	1,021.00	12,252.00
Special Allowance	0.00	0.00
Fixed Cash (Gross)	11,231.00	134,772.00
PF	1,225.00	14,700.00
ESI	365.00	4,380.00
Medical Insurance	0.00	0.00
Gratuity	491.00	5,892.00
Group Term Life Insurance	100.00	1,200.00
Total Benifits	2,181.00	26,172.00
Total Cost PA (CTC)		160,944.00

Authorized by

Megalan David J

Talent Acquisition

5.2.1. Average percentage of placement of outgoing students during the last five years



UNIQUE MEP ENGINEERING ACADEMY Pvt. Ltd.,
Finishing School for Engineering Graduates
TRAINING | PROJECTS | CONSULTANT

OFFER LETTER

Dear Ms. Nilofar Nisha .S, **Date: September 26, 2022**

We thank you for your interest in discussing an opportunity to be part of **Unique MEP Engineering Academy Pvt. Ltd.,**

- Based on the discussion with you, we are pleased to offer you a position as **HR Asst – Cum MEP Counsellor.**

Your place of positioning will be at **Chennai** and your date of joining will be **26.09.2022.**

As part of our company's joining formalities, a complete verification of your identity/Document verification (Lists of documents given by you) and background screening would be done. On successful submission and verification of documents, background screen check and successful completion of training, you shall be issued a **Letter of Appointment** from the company. You will also be required to submit all your original certificates.

In case if any of the verifications turns out to be negative at any point of time, your ***Appointment*** with the organization shall be terminated on immediate basis.

Salary:

- You will be paid a monthly salary of INR **10,000/- (Ten Thousand only).**
- Based on your performance, **you** will be turned in to **Confirmation** and you will receive **Appointment Order.**
- After confirmation you will be paid a monthly salary of INR **12,000/- (Twelve Thousand Only).**

Terms and Conditions:

- The Company has 5 national holidays which is declared in the beginning of each Calendar year. Also, you will have additional 15 days of leave eligibility.
- Your working time will be from 9:00 am to 6:00 pm.
- Your onus will be in generating new opportunities for the organization and also student's placements.
- Compensatory Off: In case you are required to work on weekends or on holidays, you will be eligible for Compensatory Off within next 6 months. However, these will be applicable only in case of billable projects and such decision will be taken by your reporting manager.

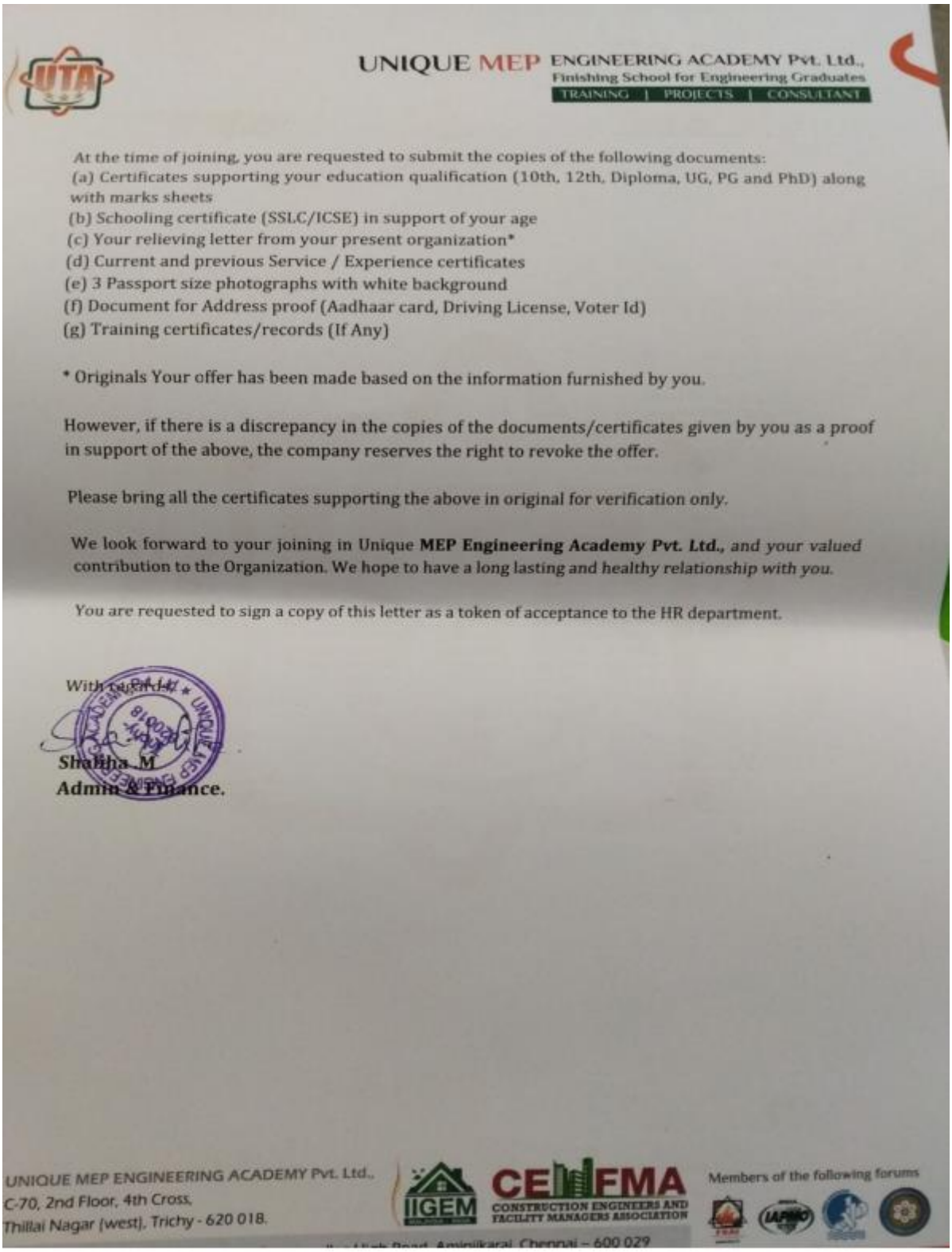
UNIQUE MEP ENGINEERING ACADEMY Pvt. Ltd.,
C-70, 2nd Floor, 4th Cross,
Thillai Nagar (west), Trichy - 620 018.

IIGEM
CEFMA CONSTRUCTION ENGINEERS AND FACILITY MANAGERS ASSOCIATION

Members of the following forums

Road, Aminjikarai, Chennai – 600 029

5.2.1. Average percentage of placement of outgoing students during the last five years



UNIQUE MEP ENGINEERING ACADEMY Pvt. Ltd.,
Finishing School for Engineering Graduates
TRAINING | PROJECTS | CONSULTANT

At the time of joining, you are requested to submit the copies of the following documents:
(a) Certificates supporting your education qualification (10th, 12th, Diploma, UG, PG and PhD) along with marks sheets
(b) Schooling certificate (SSLC/ICSE) in support of your age
(c) Your relieving letter from your present organization*
(d) Current and previous Service / Experience certificates
(e) 3 Passport size photographs with white background
(f) Document for Address proof (Aadhaar card, Driving License, Voter Id)
(g) Training certificates/records (If Any)

* Originals Your offer has been made based on the information furnished by you.

However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.

Please bring all the certificates supporting the above in original for verification only.

We look forward to your joining in Unique **MEP Engineering Academy Pvt. Ltd.**, and your valued contribution to the Organization. We hope to have a long lasting and healthy relationship with you.

You are requested to sign a copy of this letter as a token of acceptance to the HR department.

With warm regards,

Shalina. M
Admin & Finance.

UNIQUE MEP ENGINEERING ACADEMY Pvt. Ltd.,
C-70, 2nd Floor, 4th Cross,
Thillai Nagar (west), Trichy - 620 018.

IIGEM
CEFMA CONSTRUCTION ENGINEERS AND FACILITY MANAGERS ASSOCIATION

Members of the following forums

Chennai – 600 029

5.2.1. Average percentage of placement of outgoing students during the last five years

HDB FINANCIAL SERVICES

HDB Financial Services Limited
2nd Floor, Wilson House,
Old Nagardas Road,
Near Amboli Subway,
Andheri East, Mumbai - 400069
Tel. : 022 - 7945 5000
Email : hdb.hrcompliance@hdbfs.com
Web : www.hdbfs.com
CIN - U65993GJ2007PLC051028

August 30, 2022

Ref:HDBFS/22-23/HRIC365011/Appt/J16426

Ms.Jannathul Firthows ,
H No-4/71,
Sumangali Nagar,
Irungalur Main Road,
St John School Opposite,
Tiruchirappali-621111

Dear Ms.Jannathul Firthows ,

LETTER OF APPOINTMENT

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as SALES EXECUTIVE on the terms and conditions as set out below.

Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.

Terms and Conditions:

a) Your duties and responsibilities will be explained to you on your joining the Company.

b) Your initial place of posting will be at TRICHY. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.

c) You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.

d) You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.

eSigned using Aadhaar
(Leegality.com - OPKdCdeg
Jannathul Firthows
Date: Tue Sep 06 12:12:09 IST
2022

5.2.1. Average percentage of placement of outgoing students during the last five years

HDB FINANCIAL SERVICES

e) You will be responsible for the safe keeping and return in good condition and order, of any properties and / or assets which may be entrusted to you by the Company. The Company shall have the right to deduct the money value of all such properties and / or other assets from your dues and take such other action as it may deem proper in the event of your failure to account for such properties to the Company's satisfaction.

f) You shall not, during your employment with the Company or at any time thereafter, discuss, divulge, or make public, directly or indirectly, to any individual, firm, company or person of any nature whatsoever, any information, processes, policies, documents, research, development, finances, properties, contracts, methods, trade secrets, transactions, or generally in relation to the business and affairs of the Company (including its subsidiaries and associate companies) or its clients, customers, employees, management, or business associates, which you may acquire during the course of, or which may otherwise come to your knowledge or possession during the course of your employment with the Company.

g) This letter of appointment can be terminated by either party by giving One month's notice in writing. It is clarified that, in the event of a termination of this Agreement by you, the decision whether or not to accept salary in lieu of the notice period will rest solely with the Company and you may be required to serve the applicable notice period instead of paying to the Company an amount equivalent to your salary in lieu thereof. The Company may, at its sole discretion, require you to proceed on leave during your notice period. Upon the termination of this letter of appointment, you will be required to comply with the Company's exit formalities.

h) If at any time, you are found to be overstaying your sanctioned leave or are absent from work without permission for a period exceeding 5 (five) consecutive days or are found to be habitually absent or are otherwise found guilty of dishonesty, disobedience, fraud, insubordination, riotous and disorderly behaviour, negligence, indiscipline or any other act of misconduct (as determined by the Company in its sole discretion), then the Company will be entitled to terminate your services with immediate effect without giving you a notice or salary in lieu thereof.

i) Nothing contained herein constitutes a guarantee of employment. Your performance shall continuously be evaluated by the Company. If you are found to be incompetent in the discharge of your duty or do not meet the productivity norms, your services shall be terminated. The Company reserves the sole right to terminate your employment on grounds of performance not being up to expected standards. The final decision of the management in this regard shall be final.

j) Notwithstanding anything contained in the above paragraphs, your services may be terminated by the organization if you are found to be indulging in acts of commission / omission which may be prejudicial to the interest of the organization, or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in discharge of duty on your part.

k) In the event of any allegation of misconduct against you, the Company will initiate disciplinary proceedings against you as per its rules in this regard.

l) You will keep the Company informed of any change in your residential address or in any of the other information pertaining to you as provided to the Company. All communication sent by the Company on the address registered in our records, will be construed as communication served on you.

eSigned using Aadhaar (Leegality.com - CPCCBs) Jamaludi Fitrawati Date: Tue Sep 06 12:12:05 IST 2022

5.2.1. Average percentage of placement of outgoing students during the last five years

HDB FINANCIAL SERVICES

m) You will retire from the employment of the Company on your completing 60 (Sixty) years of age. It will be necessary for you to produce proper proof of your age within 7 (seven) days on receipt of this letter as may be required by the Company.

n) This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.

o) You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.

p) You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data or information" (as defined in the policies of the Company). The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law. You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.

q) If at any time during your employment you make, develop, discover or participate in the making or discovery of any "Intellectual Property Rights" (as defined in the policies of the Company) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.

r) You hereby acknowledge and undertake that you do not have and shall not have at any point of time, any ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.

s) You shall not, at any time during the course of your employment and any time after the termination of your employment with the Company, make any statement, representation, post commentary, content or image or communicate in writing, orally or otherwise or take any action directly or indirectly in public or private, in any manner or through any medium whatsoever including but not limited to newspaper, social media, e-mail, SMS, internet, blog, social networking websites etc., which may directly or indirectly, defame or disparage the image, credibility, good name, goodwill and reputation of the Company or any of its officers, directors, employees, agents, consultants, representatives etc. or create an hostile work environment.

t) Your appointment will be subject to the organization receiving satisfactory references and Contact Point verification report.

u) Any variation of the above terms and conditions will not be valid until expressly made in writing by the Company.

v) This letter of appointment (together with all its annexures) shall supersede all prior, oral or written agreements or communications, formal or informal, in relation to your employment with the Company.

As your acceptance to these terms of employment, please sign the duplicate copy of this letter of appointment in the space provided below and return the same to us.

You are requested to join no later than September 14, 2022.

Kindly arrange to bring self-attested copies of the following documents along with their originals for verification on the date of your joining:

a) Copy of Educational Certificates and Marksheets (Xth, XIIth, Graduation, Post Graduation)
b) Proof of date of birth (Copy of driving license, Voter ID, Passport)
c) Duly signed duplicate copy of Appointment Letter
d) Copy of Pan Card and Aadhaar Card (Both documents are required for Salary processing)

You will be required to complete the Company's prescribed joining formalities within 3 (three) working days from the date of your joining and submit the same to the Human Resources Department for necessary processing of your Salary.

Yours Sincerely,
For HDB Financial Services Ltd.

Smily Mehra
HBL Global - a division of HDB Financial Services Limited.

AGREED AND ACCEPTED

Ms.Jannathul Firthows

5.2.1. Average percentage of placement of outgoing students during the last five years

FIVE STAR Business Finance Limited

Five-Star Business Finance Limited

New No.27, Old No.4, Taylor's Road, Kilpauk,
Chennai , Tamilnadu
India - 600010

Payslip for the Month August-2022

Name	**: HARUN A**	**Code**	**: 22256**
Department	: OPERATIONS	UAN Number	:
Designation	: ASSISTANT	ESI Number	:
Branch	: Karambakkudi	Salary Days	: 18.00
State	: TN	Loss of Pay Days	: 0.00
Date of Joining	: 13-08-2022	Bank Name	: UNION BANK OF INDIA
Employment Type	: Probationer	Account No	: 340902120001217

Earnings	Amount (Rs.)	Fixed Value (Rs.)	Deductions	Amount (Rs.)
Earned Basic Pay & DA	6,300.00	10,500.00	Provident Fund	756.00
Additional Weekend Allowances	350.00	0.00	ESI	50.00
Gross Total	**6,650.00**	**10,500.00**	**Deduction Total**	**806.00**

Net Pay **5,844.00**

FIVE THOUSAND EIGHT HUNDRED AND FORTY FOUR

"This is a computer generated Payslip. Hence, Signature is not required."

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

Date: August 11, 2022

Dear **Godwin . A**

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **PROCESS EXECUTIVE - AR** full time and your place of posting will be **Tiruchirappalli-III** with an Annual CTC Compensation of **Rs. 283,728.00** (**Rupees Two Lakh Eighty Three Thousand Seven Hundred Twenty Eight Only**). Your date of joining will be on or before **16 August 2022**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

By accepting this offer, you agree to abide by this clause that this offer of employment entails **Working from Office (WFO) effective 15th April 2022**.
With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
- Photocopy of your Birth Certificate/ DOB Proof
- Copy of PAN Card /Acknowledgement copy of PAN Application
- Copy of AADHAR Card / Acknowledgement copy of AADHAR

5.2.1. Average percentage of placement of outgoing students during the last five years

- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks
- Last 3 months pay slips or latest copy of Form 16(applicable to experienced candidates)
- Residence Proof - 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
- Passport size photographs - 6 Nos.
- Post card Size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days.

Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Ebenazer Paul

Talent Acquisition

Encl. ANNEXURE

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

Annexure A

Terms and Conditions of Employment

You shall be governed by the following terms and conditions of service during your employment with **Omega Healthcare Management Services Private Limited** (hereafter referred to as the "company"), and those that may be amended from time to time.

Statement of Facts

a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

Duties

a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

Place of Work

You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

Hours of Work

a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
b. Omega Healthcare observes national and festival holidays as per policy which will be notified during induction. The festival holidays may vary every year and across region/Service line.

Leave and Vacation

a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
b. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

Conduct

a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

Confidentiality

a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
f. You may have to sign
   - The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
   - The Code of Business Conduct and Ethics
   - Prohibition or Disclosure or Use of Inside Information (as applicable)

Separation from the company

a. The retirement age of the company is **58** years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	60	60	60	60	90	90
After confirmation	60	60	60	60	60	90	90

b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.
c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

I accept the terms and conditions of the Company mentioned above.

Signature **Name** **Date**

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

Annexure - B

SALARY STRUCTURE

Salary Components	Amount - Monthly	Amount - Yearly
Basic	10,600.00	127,200.00
House Rent Allowance	5,300.00	63,600.00
Advance Statutory Bonus	1,060.00	12,720.00
Special Allowance	4,140.00	49,680.00
Fixed Cash (Gross)	21,100.00	253,200.00
PF	1,769.00	21,228.00
Medical Insurance	165.00	1,980.00
Gratuity	510.00	6,120.00
Group Term Life Insurance	100.00	1,200.00
Total Benifits	2,544.00	30,528.00
Total Cost PA (CTC)		283,728.00

Authorized by

Ebenazer Paul

Talent Acquisition

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

Date: August 11, 2022

Dear **Jerome Nickson Gnanasekaran**

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **PROCESS EXECUTIVE - AR** full time and your place of posting will be **Tiruchirappalli-III** with an Annual CTC Compensation of **Rs. 283,728.00** (**Rupees Two Lakh Eighty Three Thousand Seven Hundred Twenty Eight Only**). Your date of joining will be on or before **16 August 2022**, beyond which this offer stands revoked.

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Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

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What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

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- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
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5.2.1. Average percentage of placement of outgoing students during the last five years

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- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

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Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Ebenazer Paul

Talent Acquisition

Encl. ANNEXURE

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

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b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
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d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

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5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

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e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
f. You may have to sign
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   - The Code of Business Conduct and Ethics
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c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

I accept the terms and conditions of the Company mentioned above.

Signature **Name** **Date**

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

Annexure - B

SALARY STRUCTURE

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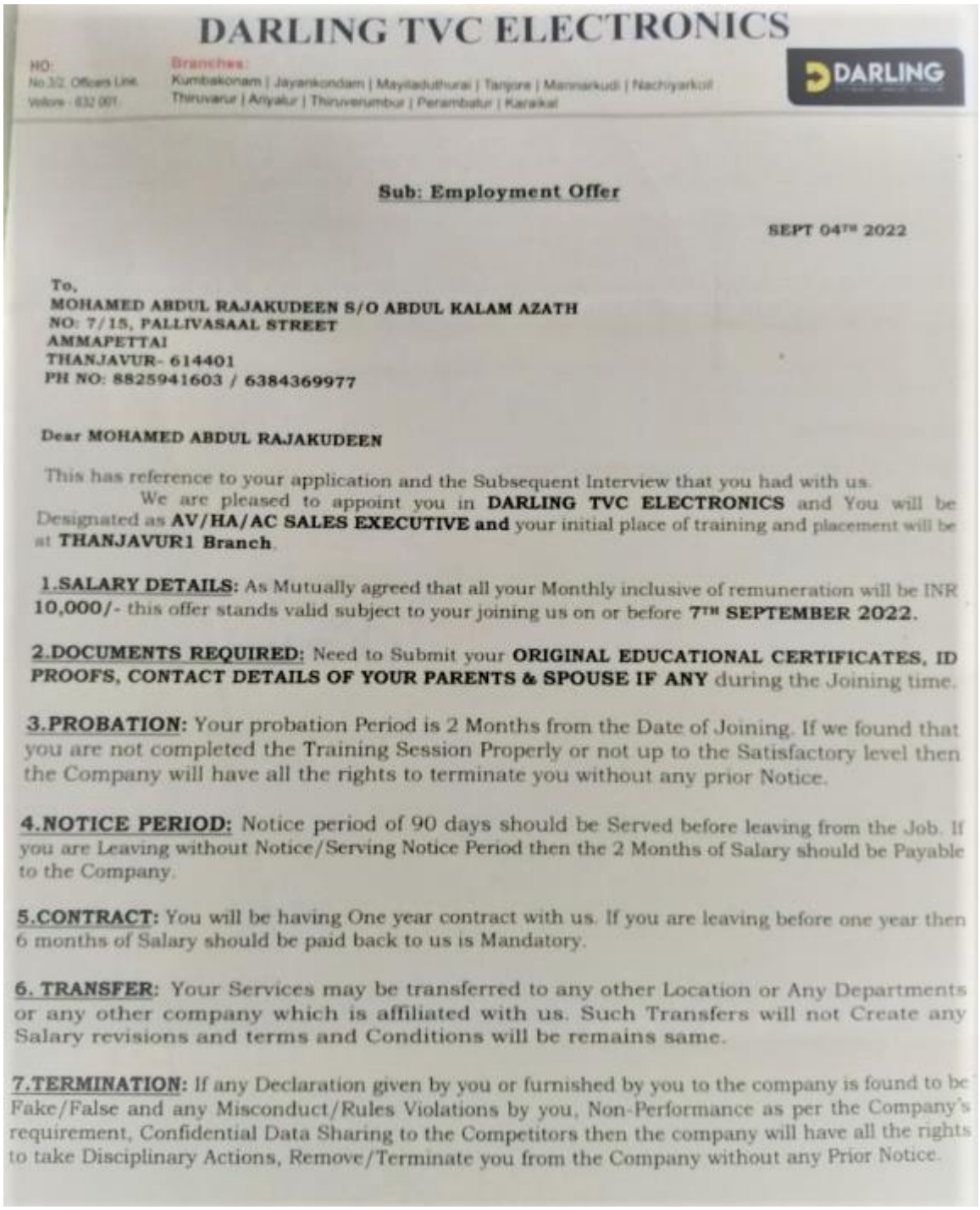
Total Benifits	2,544.00	30,528.00
Total Cost PA (CTC)		283,728.00

Authorized by

Ebenazer Paul

Talent Acquisition

5.2.1. Average percentage of placement of outgoing students during the last five years



DARLING TVC ELECTRONICS

HO:
No.3/2, Officers Line,
Vellore - 632 001.

Branches:
Kumbakonam | Jayankondam | Mayiladuthurai | Tanjore | Mannarkudi | Nachiyarkoil
Thiruvarur | Ariyalur | Thiruverumbur | Perambalur | Karaikal

DARLING

Sub: Employment Offer

SEPT 04TH 2022

To,
MOHAMED ABDUL RAJAKUDEEN S/O ABDUL KALAM AZATH
NO: 7/15, PALLIVASAAL STREET
AMMAPETTAI
THANJAVUR- 614401
PH NO: 8825941603 / 6384369977

Dear MOHAMED ABDUL RAJAKUDEEN

This has reference to your application and the Subsequent Interview that you had with us.
We are pleased to appoint you in **DARLING TVC ELECTRONICS** and You will be Designated as **AV/HA/AC SALES EXECUTIVE and** your initial place of training and placement will be at **THANJAVUR1 Branch**.

1.SALARY DETAILS: As Mutually agreed that all your Monthly inclusive of remuneration will be INR **10,000/-** this offer stands valid subject to your joining us on or before **7TH SEPTEMBER 2022.**

2.DOCUMENTS REQUIRED: Need to Submit your **ORIGINAL EDUCATIONAL CERTIFICATES, ID PROOFS, CONTACT DETAILS OF YOUR PARENTS & SPOUSE IF ANY** during the Joining time.

3.PROBATION: Your probation Period is 2 Months from the Date of Joining. If we found that you are not completed the Training Session Properly or not up to the Satisfactory level then the Company will have all the rights to terminate you without any prior Notice.

4.NOTICE PERIOD: Notice period of 90 days should be Served before leaving from the Job. If you are Leaving without Notice/Serving Notice Period then the 2 Months of Salary should be Payable to the Company.

5.CONTRACT: You will be having One year contract with us. If you are leaving before one year then 6 months of Salary should be paid back to us is Mandatory.

6. TRANSFER: Your Services may be transferred to any other Location or Any Departments or any other company which is affiliated with us. Such Transfers will not Create any Salary revisions and terms and Conditions will be remains same.

7.TERMINATION: If any Declaration given by you or furnished by you to the company is found to be Fake/False and any Misconduct/Rules Violations by you, Non-Performance as per the Company's requirement, Confidential Data Sharing to the Competitors then the company will have all the rights to take Disciplinary Actions, Remove/Terminate you from the Company without any Prior Notice.

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

STRICTLY CONFIDENTIAL

Date: 22-Sep-2022

To:

V SUMANRAJ
EMP ID: 1052288
Tiruchirappalli-III

Dear V,

This is with reference to your offer letter dated **22-Sep-2022**. We are pleased to appoint you as **PROCESS EXECUTIVE - AR** in Grade **1B,** with effect from **22-Sep-2022.**
The offer is subject to the following terms and conditions.

1. Your appointment and continuance in service is subject to the Company receiving:
   a. A satisfactory reference from the list of referees furnished by you at the time of interview / joining.
   b. Correct particulars regarding your age, qualification, experience, etc.
2. You will be on Training cum Probation and will be confirmed on rolls upon satisfactory completion of the training and probation period. The normal probation period is six months, but is liable for extension if the performance is not found satisfactory.
3. Your remuneration shall be as detailed in the annexure.
4. You shall be considered as being employed at **Tiruchirappalli-III,** your services are transferable at short notice to any office, division of this Company, you will be sent on deputation to any subsidiary company/holding/group company/sister concern of this Company in India and or abroad. In the event of your transfer/deputation, as the case may be, the terms and conditions of the employment outlined herein shall continue to apply along with any modifications thereof as may be applicable. However, you shall be required to adhere to the rules and regulations as prevalent at the new place of posting to which you are sent on deputation.
5. Your appointment will be governed by the terms and conditions of employment presented in this letter of appointment. You will also be governed by the rules of the Company as applicable, enforced, amended or altered from time to time during the course of employment. Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by the HR manual and other policies and procedures of the Company as presently applicable and as may be amended from time to time.
6. You shall devote yourself exclusively to the business and no outside appointments are allowed without prior consent of the company in writing. In particular, you shall not in any way provide your services or accept any commission or remuneration from any other company, or individual.
7. Your service with the company can be terminated under the following conditions:
   a. On resignation, by giving a written notice of at least **30** days during probation / **60** days after confirmation or as a special case, Basic Salary in lieu to the Company.
   b. The right to decide whether to collect basic salary in lieu of employee not serving notice period is solely based on the discretion of management. Company also reserves the right to issue relieving letter in such cases.
   c. In case, not completing relieving formalities with-in 7 days of last working day after resignation, the same will be treated as Voluntary Abandonment of services.
   d. Without any notice in case of serious misconduct on your part.
   e. Voluntarily abandonment of your services in case you abstain from work for more than 7 days without prior intimation in writing to the company.
   f. Upon failure to complete the process training / assessment criteria to perform the given assignment.
8. The retirement age is 58.
9. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical

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processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.

10. You shall not either during the continuance of your employment or thereafter divulge to any person and shall use your best endeavors to prevent the unauthorized publication or disclosure of any information concerning the business.
11. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
12. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
13. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
14. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager, you report to.
15. You should adhere to the organizational Quality and Security policies and procedures formulated and communicated from time to time.
16. You will have to sign Non-Disclosure Agreement and Code of Business Conduct and Ethics separately during the course of employment.
17. You will be required to execute a separate employment agreement in case you are sent abroad for any client specific training or an on-site assignment etc., during the course of your employment.
18. You will be required to execute a separate 'Service Bond' in case you take up any certification program through company, during the course of your employment.
19. Although your normal work will consist of the duties assigned to you from time to time, you may at any time be called upon to discharge any other duties which in the opinion of the Company are within your capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.
20. You shall be responsible to meet all requirements under the Indian Tax laws, including tax compliance and filing tax returns. The company may withhold from any compensation or benefits payable to you, all central, state or other taxes as may be required to be paid by you pursuant to any legislation, regulation or notification.
21. You shall not do anything or cause to do anything, which shall bring dishonor and /or disrepute to the Company or engage in any unlawful/immoral activities. If at any time you get involved into any legal/administrative/qusai-judicial proceeding(s) you shall immediately inform the company thereof. You shall not at any time use your association with the Company to gain unfair advantage for personal purposes.
22. **INTELLECTUAL PROPERTY :** All works developed by you during the course of your employment with the company, shall belong exclusively to the Company and you hereby assign the ownership of copyrights of such works and those of any others derivative works, to the Company. You will promptly provide to the Company a complete written disclosure for each such work identifying the features or concepts you or the Company believe to be new or different. You grant to the Company an irrevocable, nonexclusive, worldwide, perpetual, paid-up license under these works. The license scope is to make, have made, used, sell, license or transfer items of such Works and to practice and have practiced methods pertaining to such Works. You are specifically made aware that you will not be liable to any compensation for such acts of yours, and that any rewards which the company may choose to bestow will not be deemed to confer any rights towards that invention, discovery or improvement in system or method, for you.
23. **INDEMNITY :** You shall indemnify the Company against any loss, damage, proceedings which the Company might suffer due to any wrongful acts, malafides acts, negligence and/or gross

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dereliction of duties on your part. Such indemnity shall not prejudice the right of the Company to terminate your services on such account or the right of the Company to seek other remedies, which the Company may have to make good the loss/damage.

24. **RELATIONSHIP WITH DIRECTORS :** You will declare your relationship, if any, with any of the Directors of the Company in terms of section 6 of The Companies Act, 2013. In case you become related to any of the Directors of the Company, you will inform the Company within 7 days of becoming so.

25. **LEAVE :** You will be entitled for availing leave and paid holidays as per the policy of the Company as presently applicable and as may be modified from time to time. However, even if there is sufficient leave balance to your credit, you cannot remain absent from duty/office [for the reason other than due to sickness or similar urgency which is beyond your control] without prior sanction from competent authority. Further, any such unauthorized absence continuously for more than the specified number of days as per policy will be treated as "Absconding/disappearing" in which case your services are liable to be terminated, at the option of the Company.

26. **NON-SOLICITATION** : You agree to undertake that during the term of your employment with the Company and for a period of 2 years thereafter immediately following the termination of your employment with the Company, you shall not:-

(a) Directly or indirectly solicit, induce, recruit or encourage any of the Company's employees to leave their employment, or join any other employment or undertake any other activity that is of similar nature so as to give any sort of competition to the business of the Company.

(b) Take away any clients or customers of the Company or attempt to solicit, induce, recruit, encourage or take away clients or customers of the Company, either for yourself or for any other person or entity.

(c) Join the services or be associated in any manner with any organization which is undertaking or seeks to undertake any activity in India, competing with the business of the Company.

You also acknowledge and agree that the above restriction are considered reasonable for the legitimate protection of the business and the goodwill of the Company, in the event that such restriction shall be found to be void, but will be valid if some part therefore was deleted or the scope, period or area of application were reduced. The above restriction shall apply with the deletion of such words or such reduction of scope, period or area of application as may be required to make the restrictions contained in this clause valid, binding and effective. Notwithstanding the limitation of this provision by any law for the time being in force, you undertake to, at all times, observe and be bound by the spirit of this clause. Any dispute arising out from this shall be resolved through arbitration process under the India Arbitration and Conciliation Act. Arbitration language shall be in English only and place of Arbitration and jurisdiction of courts shall be Bengaluru city only.

27. I hereby accept and agree that my pictures, videos or voice recordings, taken during the employment for the official purposes, may be used and displayed on the Company website, TV channel, advertisements, brochures, catalogues, flyers, theatres, banners, hoardings, radios or any other medium for any events or activities organized by the Company for branding, advertisements, commercial, official or other purposes. I acknowledge that the Company will not be under the obligation to remove or delete pictures, videos or voice recordings from the social media after termination of my employment with the Company.

28. **FORCE MAJEURE:** In the event of either party being rendered unable by force majeure to perform any obligation required to be performed by them under this agreement, the relative obligation of the affected party by such force majeure shall be suspended for the period during which such cause lasts. The term "force majeure" as employed herein shall mean, acts of god, war, revolt, riot, fire, flood, pandemic, endemic occurrences and acts and regulations of the Government of India/respective State Government or any of its authorized agencies. Upon the occurrence of such cause and upon its termination the party alleging that it has been rendered unable as aforesaid thereby shall notify the other party in writing within 7 (seven) day of the

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Omega Healthcare

alleged beginning and ending thereof giving full particulars. If the work is suspended by force majeure conditions lasting for more than 15 days, the Company shall have the option of cancelling the employment in whole or in part thereof at its own discretion. For the period of force majeure, no remuneration shall be payable on account of no work being assigned or carried out by you for whatsoever reason.

29. **BACKGROUND VERIFICATION/ PAST RECORDS/ ASSURANCE AND UNDERTAKINGS:** we are offering you the employment in our Company as per the details mentioned in the appointment letter basing it on your assurance, undertaking and agreement that the education/qualification certificates, work experience certificates, previous employer's certificate, and all other certificates, information, declarations and undertakings are true and correct. However, our Company reserve its right to examine, verify and investigate [on our own or through our agent's/consultants team] the correctness, truth or veracity of the various documents submitted by you and all other information and undertakings. If any declaration given or information furnished by you to the Company proves to be false or if you are found to have willfully or concealed any material information, in such cases company reserves right to take appropriate disciplinary action as deemed fit including removal from services without any notice.
30. **NOTICE :** Any notice or other communication to be served upon you as per terms and conditions of this appointment letter may be by sending letter in physical form or by way of email or other electronic modes of services and accordingly any mode of service is sufficient service of notice or any other communication upon you and no further confirmation of email or electronic communication is required.
31. **SEVERABILITY :** if any provision of this agreement shall be invalid or unenforceable by any court of competent jurisdiction, the remainder of this agreement, other than that portion determined to be invalid or unenforceable, shall be unaffected thereby and each valid provision of this agreement shall be enforced to the fullest extent permitted by law.
32. We take this opportunity to welcome you to the organization and look forward to having you on board as part of the team. Please acknowledge this letter by clicking on the link as a token of your acceptance to the terms and conditions mentioned.

Yours sincerely,

for **Omega Healthcare Management Services Private Limited**

Lalitha M Shetty
Associate Vice President - Human Resources

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Annexure 1

Annexure to Appointment Letter - Salary & Benefits

NAME	V SUMANRAJ
Designation	PROCESS EXECUTIVE - AR

Salary Component	Amount - Monthly	Amount - Yearly
Basic	10,600.00	1,27,200.00
HRA	5,300.00	63,600.00
Special Allowance	4,140.00	49,680.00
Advance Statutory Bonus	1,060.00	12,720.00
Fixed Cash (Gross)	**21,100.00**	**2,53,200.00**
PF	1,769.00	21,228.00
Medical Insurance	165.00	1,980.00
GTLI	100.00	1,200.00
Gratuity	510.00	6,120.00
Total Benefits	**2,544.00**	**30,528.00**
Total Fixed Cash + Benefits	**23,644.00**	**2,83,728.00**
Total Cost PA (CTC)		**2,83,728.00**

- Special Allowance (Flexible Benefit Plan) to cover Tax Saving Components. Refer Compensation Policy for Band wise eligibility.

Benefits (A) Statutory

- **Provident Fund -** Employer contribution at the Act
- **Gratuity -** As per the Gratuity Act.

Benefits (B) Welfare

- **Insurance**
  - Medical Insurance: You will be entitled to Medical Insurance coverage for self, spouse and two children as per your grade.
    - Band 1A to 3B – Upto 1,50,000 per annum
    - Band 3 C- Upto 2,50,000 per annum
    - Band 4 & Above- Upto 5,00,000 per annum
  - Personal Accident Coverage: You will be entitled to personal accident coverage as per the company policy.

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- **Leave Entitlement** –
  - Casual cum Sick Leave – 12 days per annum
  - Privilege Leave – 12 days per annum

  Refer Leave Rules for eligibility to avail the same.
- **Transport**
  - Subsidized Transport pick-up and drop for those who work in the night shift.

Yours sincerely,

for **Omega Healthcare Management Services Private Limited**

Lalitha M Shetty
Associate Vice President - Human Resources

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Omega Healthcare

Date: October 7, 2022

Dear **SIVANESH THIYAGARAJAN**

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **PROCESS EXECUTIVE - AR** full time and your place of posting will be **Tiruchirappalli-III** with an Annual CTC Compensation of **Rs. 283,728.00** (**Rupees Two Lakh Eighty Three Thousand Seven Hundred Twenty Eight Only**). Your date of joining will be on or before **10 October 2022**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

By accepting this offer, you agree to abide by this clause that this offer of employment entails **Working from Office (WFO) effective 15th April 2022**.
With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
- Photocopy of your Birth Certificate/ DOB Proof
- Copy of PAN Card /Acknowledgement copy of PAN Application
- Copy of AADHAR Card / Acknowledgement copy of AADHAR

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- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks
- Last 3 months pay slips or latest copy of Form 16(applicable to experienced candidates)
- Residence Proof - 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
- Passport size photographs - 6 Nos.
- Post card Size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days.

Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Ebenazer Paul

Talent Acquisition

Encl. ANNEXURE

5.2.1. Average percentage of placement of outgoing students during the last five years

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Annexure A

Terms and Conditions of Employment

You shall be governed by the following terms and conditions of service during your employment with **Omega Healthcare Management Services Private Limited** (hereafter referred to as the "company"), and those that may be amended from time to time.

Statement of Facts

a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

Duties

a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

Place of Work

You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

Hours of Work

a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
b. Omega Healthcare observes national and festival holidays as per policy which will be notified during induction. The festival holidays may vary every year and across region/Service line.

Leave and Vacation

a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
b. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

Conduct

a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

Confidentiality

a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
f. You may have to sign
   - The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
   - The Code of Business Conduct and Ethics
   - Prohibition or Disclosure or Use of Inside Information (as applicable)

Separation from the company

a. The retirement age of the company is **58** years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	60	60	60	60	90	90
After confirmation	60	60	60	60	60	90	90

b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.
c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

I accept the terms and conditions of the Company mentioned above.

Signature **Name** **Date**

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

Annexure - B

SALARY STRUCTURE

Salary Components	Amount - Monthly	Amount - Yearly
Basic	10,600.00	127,200.00
House Rent Allowance	5,300.00	63,600.00
Advance Statutory Bonus	1,060.00	12,720.00
Special Allowance	4,140.00	49,680.00
Fixed Cash (Gross)	21,100.00	253,200.00
PF	1,769.00	21,228.00
Medical Insurance	165.00	1,980.00
Gratuity	510.00	6,120.00
Group Term Life Insurance	100.00	1,200.00
Total Benifits	2,544.00	30,528.00
Total Cost PA (CTC)		283,728.00

Authorized by

Ebenazer Paul

Talent Acquisition

5.2.1. Average percentage of placement of outgoing students during the last five years

Proceedings of the Chairman,
Sudharsan College of Arts and Science,
Perumanadu – 622 104, Pudukkottai Dist.

Ref. No: Appointment / 2022/ FT/ 01 *Date : 17.08.2022*

Sub : Establishment – Appointment of Faculty members to Sudharsan College of Arts and Science, Perumanadu Orders – Issued.

Ref : 1. Application received from the Individual.
2. Recommendations of the Selection Committee.

****

As per the recommendation of the Selection Committee, I am directed to appoint Ms. ABARNA B, as Assistant Professor of Fashion Technology, Sudharsan College of Arts and Science, Perumanadu–622 104.

You are requested to join duty on or before 17.08.2022. You will be consolidated to paid salary of Rs. 8000/- the existing rate of the College.

The appointment is ordered on a temporary basis and is subject to approval of qualifications by the Bharathidasan University, Trichy – 24.

CHAIRMAN

To

Ms. ABARNA B,
Plot No: 23,
Bharathi Nagar,
Kattiyavayal,
Pudukkottai.

5.2.1. Average percentage of placement of outgoing students during the last five years

5.2.1. Average percentage of placement of outgoing students during the last five years

MYADRO LIFESTYLE

JOB OFFER LETTER

Name: Ms. Subaitha Afrin, Position: Tailor & Dress maker Mode: Work from Home

Dear **Ms. Subaitha Afrin**,

MyAdro Lifestyle is excited to bring you on board as a Tailor and Dress Maker.

We're just a few formalities away from getting down to work. Please take the time to review our offer. It includes important details about your salary and the terms and conditions of your anticipated employment with **MyAdro Lifestyle**.

MyAdro Lifestyle is offering a **Full-Time job** as **Tailor and Dress Maker**, reporting to **Chief Executive Officer** starting **immediate**. Expected hours of work are 9 am to 1 pm and 4 pm to 7 pm on weekdays. It will be flexible according to the deadline.

As a Tailor and Dress Maker, **MyAdro Lifestyle** is offering you the salary of **₹. 6000** per month, allowances will be given depend on extra work that is done by you… Salary will be revised according toyour performance, time duration and skills.

As an employee of **MyAdro Lifestyle** you will **not be allowed** to share any confidential details **with anyone**. By agreeing this contract, you need to work in **MyAdro Lifestyle** for **minimum of 6 months**, and failure to complete the contract period will leads to employee pay the training cost, and if you are Violating any Terms and conditions that will lead to cancellation of job agreement.

This contract starting from **1st of September 2022** and will be valid for 6 months

Acknowledgement:

I hereby acknowledge the agreement with terms and conditions given and accept this offer by signing and dating this agreement.

Sincerely Name with Position,

5.2.1. Average percentage of placement of outgoing students during the last five years

Joining Letter

01.09.2022

From,

Jothi Beauty

Parlor, Palpannai,

Trichy-62008.

To,

P.R.Varshika,

No:100,

Minnappan st,

Trichy-620003.

Dear Ma'am,

Subject: Appointment letter for the position of a Beautician

By seeing your confidence, knowledge, and dedication towards your work in the subsequent interview, we are gratified to announce that you are selected as a Beautician in our salon with effect from Aug 03 2022.

Your job profile covers removing hair using permanent or temporary methods, applying hair products and treatments like the serum, protein mask, recommending skincare products applying makeup products, giving manicures and pedicures, etc.

Your responsibility also covers greeting customers on arrival, keeping the track of the stocks, cross-selling therapies and beauty products, etc. You have to be well versed in beauty treatments while providing the services. You will ensure our clients receive quality and standards treatment.

Your working hour will be 9.00 am to 6.00pm effective from Monday to Saturday and you will get a day off per week.

If you agreed with our above-mentioned terms and conditions, kindly express your intent as soon as possible. You are requested to submit all the documents with a copy of the appointment letter.

Congratulations!

Yours sincerely,

S. Dharmajothy MUA

Founder-Jothy Beauty

Parlor.

5.2.1. Average percentage of placement of outgoing students during the last five years

5.2.1. Average percentage of placement of outgoing students during the last five years

aragen

15-07-2022

HARIHARAN.R

OFFER OF APPOINTMENT

Dear HARIHARAN.R,

This has reference to the interview and discussions you had with us. We are pleased to offer you the position of "**Junior Research Associate**" in "**Analytical**" department under the band of "Professional" in level "P0" and you will be based at Bangalore Karnataka.

Your Annual **Cost to Company (CTC)** will be **Rs.3,00,000**/- per annum **(Rupees Three Lakhs Only Per Annum)**. This includes Annual Gross Salary of **Rs.2,46,000/-** and Retirals & Benefits of **Rs.54,000/-** per annum. Detailed CTC breakup is given in Annexure.

You will be on Probation for the first 6 months and during this period either party can terminate the service by giving one-month notice and thereafter three months' notice in writing, subject to terms of Service Agreement.

The Service agreement is for a period of 36 months. In case of breach of contract, you will be liable to pay 2 months last drawn Gross Salary to cover the investment we made during hiring, assimilation, project training and deployment

Please note that you are required to join the organization on or before **18-07-2022** failing which this offer of appointment stands withdrawn. Kindly note that this offer is confidential. A detailed letter of appointment shall be given to you on joining. You are requested to undergo pre-employment medical checkup before the date of your joining.

Kindly note that this offer is confidential.

Please note that your employment will be subject to:

1. Medical fitness as per the pre-employment medical checkup report.
2. Clearance in the background verification checks that may be required as per the company policy.
3. Submission of all the following self-attested documents at the time of joining:
   i. Reference letter from Head of Department
   ii. Course completion certificate from the College / Head of the Department
   iii. Four copies of your latest passport size photographs
   iv. Certified true copies of all the educational certificates
   v. PAN Card & Aadhar Card
   vi. 2 Post Card size photographs of candidate taken along with Family

Please click on "Accept" button in the mail as a token of acceptance of this offer.

Yours Sincerely
For ARAGEN LIFE SCIENCES PVT. LTD

Chief HR officer
Suresh Anubolu

I accept the offer of appointment on the above terms.

Signature of the candidate: _____ **Date:** _____

Registered & Corporate Office
Aragen Life Sciences Pvt. Ltd.
(Formerly known as GVK Biosciences Pvt. Ltd.)
28 A, IDA Nacharam, Hyderabad 500 076, India
T: +91 40 6692 9999 F: +91 40 6692 9900
W: aragen.com CIN: U74999TG2000PTC035826

5.2.1. Average percentage of placement of outgoing students during the last five years

aragen

ANNEXURE
SALARY STRUCTURE – HARIHARAN.R

Salary Components	Per Month (Rs.)	Per Annum (Rs.)
A. Gross salary		
Basic	8,200	98,400
HRA	3,280	39,360
Special Allowance	9,020	1,08,240
Gross Salary (A)	**20,500**	**2,46,000**
B. Retiral & Other benefits		
Provident Fund	1,800	21,600
ESI	666	7,992
Statutory Bonus	1,640	19,680
Gratuity	394	4,728
Total value of benefits (B)	**4,500**	**54,000**
Total Cost to Company (A +B)	**25,000**	**3,00,000**

1. PF & ESI mentioned above are employer's contribution.
2. Statutory Bonus & Gratuity are payable as per the Act.
3. In addition to the above you will be covered under company's GPA, GTLI and EDLI Policies

Yours Sincerely
For ARAGEN LIFE SCIENCES PVT. LTD

Suresh Anubolu
Chief HR officer

I accept the offer of appointment on the above terms.

Signature of the candidate: _____ **Date:** _____

Registered & Corporate Office
Aragen Life Sciences Pvt. Ltd.
(Formerly known as GVK Biosciences Pvt. Ltd.)
28 A, IDA Nacharam, Hyderabad 500 076, India
T: +91 40 6692 9999 F: +91 40 6692 9900
W: aragen.com CIN: U74999TG2000PTC035826

5.2.1. Average percentage of placement of outgoing students during the last five years

aragen

13-07-2022

THAMEEMUL ANSARI.S

OFFER OF APPOINTMENT

Dear THAMEEMUL ANSARI.S,

This has reference to the interview and discussions you had with us. We are pleased to offer you the position of "**Junior Research Associate**" in "**Analytical**" department under the band of "Professional" in level "P0" and you will be based at Bangalore Karnataka.

Your Annual **Cost to Company (CTC)** will be **Rs.3,00,000**/- per annum **(Rupees Three Lakhs Only Per Annum)**. This includes Annual Gross Salary of **Rs.2,46,000/-** and Retirals & Benefits of **Rs.54,000/-** per annum. Detailed CTC breakup is given in Annexure.

You will be on Probation for the first 6 months and during this period either party can terminate the service by giving one-month notice and thereafter three months' notice in writing, subject to terms of Service Agreement.

The Service agreement is for a period of 36 months. In case of breach of contract, you will be liable to pay 2 months last drawn Gross Salary to cover the investment we made during hiring, assimilation, project training and deployment

Please note that you are required to join the organization on or before **18-07-2022** failing which this offer of appointment stands withdrawn. Kindly note that this offer is confidential. A detailed letter of appointment shall be given to you on joining. You are requested to undergo pre-employment medical checkup before the date of your joining.

Kindly note that this offer is confidential.

Please note that your employment will be subject to:

1. Medical fitness as per the pre-employment medical checkup report.
2. Clearance in the background verification checks that may be required as per the company policy.
3. Submission of all the following self-attested documents at the time of joining:
   i. Reference letter from Head of Department
   ii. Course completion certificate from the College / Head of the Department
   iii. Four copies of your latest passport size photographs
   iv. Certified true copies of all the educational certificates
   v. PAN Card & Aadhar Card
   vi. 2 Post Card size photographs of candidate taken along with Family

Please click on "Accept" button in the mail as a token of acceptance of this offer.

Yours Sincerely
For ARAGEN LIFE SCIENCES PVT. LTD

Chief HR officer
Suresh Anubolu

I accept the offer of appointment on the above terms.

Signature of the candidate: _____ **Date:** _____

Registered & Corporate Office
Aragen Life Sciences Pvt. Ltd.
(Formerly known as GVK Biosciences Pvt. Ltd.)
28 A, IDA Nacharam, Hyderabad 500 076, India
T: +91 40 6692 9999 F: +91 40 6692 9900
W: aragen.com CIN: U74999TG2000PTC035826

5.2.1. Average percentage of placement of outgoing students during the last five years

aragen

ANNEXURE
SALARY STRUCTURE – THAMEEMUL ANSARI.S

Salary Components	Per Month (Rs.)	Per Annum (Rs.)
A. Gross salary		
Basic	8,200	98,400
HRA	3,280	39,360
Special Allowance	9,020	1,08,240
Gross Salary (A)	**20,500**	**2,46,000**
B. Retiral & Other benefits		
Provident Fund	1,800	21,600
ESI	666	7,992
Statutory Bonus	1,640	19,680
Gratuity	394	4,728
Total value of benefits (B)	**4,500**	**54,000**
Total Cost to Company (A +B)	**25,000**	**3,00,000**

1. PF & ESI mentioned above are employer's contribution.
2. Statutory Bonus & Gratuity are payable as per the Act.
3. In addition to the above you will be covered under company's GPA, GTLI and EDLI Policies

Yours Sincerely
For ARAGEN LIFE SCIENCES PVT. LTD

Suresh Anubolu
Chief HR officer

I accept the offer of appointment on the above terms.

Signature of the candidate: _____ Date: _____

Registered & Corporate Office
Aragen Life Sciences Pvt. Ltd.
(Formerly known as GVK Biosciences Pvt. Ltd.)
28 A, IDA Nacharam, Hyderabad 500 076, India
T: +91 40 6692 9999 F: +91 40 6692 9900
W: aragen.com CIN: U74999TG2000PTC035826

5.2.1. Average percentage of placement of outgoing students during the last five years

FEMINA HOTELS

IDENTITY CARD

Name : RAHUL

Designation : FRONT OFFICE

Emp. No. : 1571

A. R. J.

HR Managar

5.2.1. Average percentage of placement of outgoing students during the last five years

Date of Birth : 20.09.2001

Blood Group : AB + ve

Resi.Address :

26D , Karikara Santhu ,
Near Thowheed
Pallivasal ,
Singarathope
Trichy - 620 008

Aadhaar No. : 9261 4427 7329

Contact No. : 97879 20571

Emergency Contact No. : -

FEMINA HOTELS

109,Williams Road, Cantonment,Trichy - 1
Ph : 0431 - 2414501,73737 14501

5.2.1. Average percentage of placement of outgoing students during the last five years

Straive™

16 July, 2022

Mr. Yuvaraj M
EMP ID: 504768
No: 63, Mathakovil Street,
Kakkan Colony, Thiruverumbur, Trichy,
Tamil Nadu - 620013.

SPS/AL/BKS/2022/419

Dear Yuvaraj,

Offer of Appointment

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as **Trainee** with effect from 18 July, 2022.

Terms and Conditions :

1. **Compensation :** Your cost to the Company would be **INR 14,058** per month and break-up details are as per **Annexure 1**.

2. You will be reporting to Senior Manager and your essential facts of the job will be discussed and your progress will be monitored by your reporting authority.

3. **Transfer/Deputation** : Your initial place of posting/deputation will be at Trichy. However, you are liable to be transferred/deputed at any time on temporary or permanent basis to another department / establishment within the Group or under the same Management or post or place in any part of the World, where the Management may establish its office, later on. Upon such transfer/deputation, the rules and regulations of service applicable to such post or at the place of transfer/deputation, will become applicable to you.

4. **Probation :** You will be on probation, for a period of six months and after successful completion of which you may be considered for a permanent position or otherwise informed. Your probationary period will be assumed to have been extended until such time as you receive a letter offering you a permanent position. Mere completion of the probationary period or any extension thereof would neither entitle you to automatic confirmation nor any implied confirmation.

   a. On completion of your probation period, your performance would be evaluated. Based on your performance, Management reserves the right to re-designate you.

   b. In case of termination during the probation period, the Company is liable to give 15 Days prior notice and if you resign during the probation period, you are liable to give 15 Days notice.

   c. In case you do not give sufficient notice, the Management reserves the right to take further suitable action against you.

   d. During the probation period you are eligible for leave, strictly as per the leave policy of the Company.

5. **Termination after Confirmation :**

   a. On successful completion of the probation period and upon our offering you a permanent employment, the employment shall be terminable by either party by giving 60 Days notice or payment of salary in lieu thereof. However, acceptance of salary in lieu of notice period is at the sole discretion of the Company.

Straive™

b. If you remain absent from work without any intimation and permission for a continuous period of five working days or more, you shall be deemed to have resigned, your employment with us, with effect from the day you completed 5 working days of such absence.

c. You cannot take any employment directly/indirectly with any of our clients or their affiliates, without written permission from Scientific Publishing Services Private Limited.

6. **Responsibility and Accountability :** You will be briefed about these separately upon your joining. You will have the responsibility to carry out duties for efficient and economical operation in the areas, which are being assigned to you now or subsequently.

7. **Medical Fitness :** This offer of employment is subject to you being medically fit. You shall at any time subject yourself to medical examination as may be ordered by us to ascertain the state of your health and medical fitness to carry out your employment with us. If you are declared medically unfit on such medical examination or if you refuse to subject yourself to such medical examination as ordered by us, you shall be deemed to have voluntarily resigned.

8. **Age of Retirement :** Please note that unless your services come to an end on account of resignation, termination or dismissal, or by any mode of separation you will retire on completion of 58 years of age.

9. During your probation and after confirmation, you shall not undertake directly or indirectly any other business, work or public office on payment or otherwise except with prior approval in writing from the Management.

10. You will be committed not to divulge any secret or valuable information, which is likely to damage the interests of the Company. All documents, specifications, reports, software etc. developed during your tenure with Scientific Publishing Services Private Limited will be Company's property and you will not be permitted to take them with you either while leaving your services or use thereafter.

11. All properties of the Company including documents, magazines, books software, journals etc. are for exclusive use of the Company personnel within the Company premises and you shall not allow any outsider to use such property. In case you are authorized to take any Company property out of the Company premises, you shall be liable for any loss or damage to the same, while these are under your custody.

12. You shall not be allowed to take out any material from the Company premises or bring into the premises any material without the written permission of the Management.

13. The designation assigned to you is subject to change depending upon the nature of work assigned to you from time to time. Details of your remuneration should be treated as strictly personal and confidential and should not be shared with any other employee of the Company.

14. Your monthly salary will be credited to your ICICI Bank Account, which the Company will facilitate to open at our office premises, if not available.

15. Company will monitor and audit Internet access for the purposes of assuring system security, proper usage, and for performance impact. The employee has no rights of privacy in their use of the Internet and must adhere to the Internet Usage Policy set in the Company.

16. You shall not disclose to any person, firm or corporation any trade, technical or technological secrets, any details of organization or business affairs, any names of past or present customers of the Company or its affiliates or any other information relating to the business or businesses or their affiliates.

5.2.1. Average percentage of placement of outgoing students during the last five years

Straive™

17. The nature of job calls for shift work arrangements and under such circumstances you may be expected to work on shifts, as may be assigned, depending upon the projects.

18. **Tax Liability :**

    a. The taxability of allowances / reimbursements is to be considered in the light of the tax laws prevailing at the relevant time. In case, any tax has to be recovered from any of the reimbursements because of changes made by the Government, it will be recovered from your salary.

    b. Income tax, professional tax and all other statutory taxes shall be deducted from your pay, as applicable from time to time. However, it will be entirely your responsibility for payment of all other taxes.

19. You will work within the framework of the organizational structure, policies and directions as laid down by the Management. Other terms and conditions of your employment, which have not been exclusively dealt with or not covered under this offer of appointment will always be in accordance with the HR Manual, Policies of the Company, as applicable to you, existing at this point of time and /or amended, introduced, implemented from time to time.

20. You shall notify any change in your residential address to the Company in writing within 7 days from the date of such change along with the proof, otherwise the residential address provided at the time of joining shall be considered as valid.

21. Any loss/ penalty/ fine incurred by the company due to any information given by you, which otherwise should not have been given by you due to any confidential agreement or contractual agreement entered into by you, will be made good to the Company by you.

This offer of appointment letter is not to be changed, corrected modified or terminated unless it is changed in writing, and signed by the parties hereto.

Please return the duplicate copy duly signed as a token of your acceptance of the terms of employment.

for Scientific Publishing Services Private Limited

Manoj P
Authorised Signatory

The above terms and conditions have been read, understood, accepted and I would abide by them.

Signature of Acceptance

Date :

Name : **Yuvaraj M**

5.2.1. Average percentage of placement of outgoing students during the last five years

Straive™

ANNEXURE 1

SALARY STRUCTURE

Name : Mr. Yuvaraj M
Designation : Trainee
Department : Copy Editing

Components	Per Month (INR)	Per Annum (INR)
Basic Pay	5350	64200
House Rent Allowance	2140	25680
Special Allowance	3210	38520
Gross Salary	**10700**	**128400**
Employer PF	1027	12324
Employer ESIC	348	4176
Statutory Bonus*	1983	23796
Total CTC	**14058**	**168696**
Employee PF	1027	12324
Employee ESIC	80	960
Pre Tax Take Home**	**9593**	**115116**

* **Statutory Bonus** will be paid annually

** *Subject to deduction of Income Tax if any*

Mediclaim Insurance Coverage * **INR 100,000** (Rupees One Lakh Only)
Accident Policy Coverage * **INR 300,000** (Rupees Three Lakh Only)
* *As per company policy*

Note: Contribution by the Employee towards the PF/ESI at the appropriate Contributory percentage.

for Scientific Publishing Services Private Limited.

Manoj P
Authorised Signatory

I accept the above CTC structure breakup and I am aware that this is confidential and shall not disclose this information to others.

Signature of Acceptance with date

5.2.1. Average percentage of placement of outgoing students during the last five years

RESOURCE SQUARE

Date: 6-Jul-2022

Rajkumar P
Chennai

Dear **Rajkumar,**

We are pleased to make you an offer of employment with Resource Square Solutions Pvt. Ltd. This offer is based on the following terms and conditions:

1. You will be appointed to the position of **"Transaction Processing Representative".** Your duties and responsibilities will be congruent with the position description. From time to time, you can be asked to perform other duties as assigned by the management of Resource Square Solutions Pvt. Ltd /clients of Resource Square that you will be deployed to Accenture Solutions Pvt. ltd.

   Your employment with Resource Square Solutions Pvt. Ltd will commence from **8-Jul-2022**.

2. Your CTC salary is **Rs. 180000/- Per Annum.** Your CTC monthly salary would be **Rs 15000 /- Per Month.** This salary will be payable on a monthly basis to you. However the salary will be paid to you subject to you clearing the Background Verification process laid down by us/our client and also post approval of Time sheets/Attendance record by Resource Square Solutions Pvt. Ltd /clients of Resource Square that you have been deployed to. If either the Background Verification or attendance is not cleared by you your salary will be withheld.

3. You will have no objections to working extra hours in the morning and/or evening according to the requirements of the job.

4. You confirm that you have disclosed fully to Resource Square Solutions Pvt. Ltd all of your business interests that are similar to or in conflict with the business or activities of Resource Square Solutions Pvt. Ltd. You agree to disclose fully to Resource Square Solutions Pvt. Ltd any such interests or circumstances, which may arise during your employment with Resource Square Solutions Pvt. Ltd.

5. While in the employment of Resource Square Solutions Pvt. Ltd, you shall not be employed by any other company on a temporary or part-time basis or offer your services with or without pay to any person, legal entity or public authority, or to be occupied in your own business without the prior written consent of Resource Square Solutions Pvt. Ltd.

6. You shall not under any circumstances either directly or indirectly receive or accept for your own benefit any commission, rebate, discount, gratuity or profit from any person, company, or firm having business transactions with Resource Square Solutions Pvt. Ltd .

7. In case you are covered under an Insurance policy, this policy will come into effect after 30 days of employee joining the company.

8. Resource Square Solutions Pvt. Ltd. Shall have the right to terminate your employment without notice or payment of salary in lieu thereof, if:

   a. You commit any breach of your duties and responsibilities under this contract.

   b. You are guilty of any gross default or misconduct, which contravenes the express or implied conditions of your employment; and/or

   c. You commit breach of any of the terms of Section 4 pertaining to confidentiality.

   You will be on contract for 12 months.

Resource Square Solutions Private Limited
www.resourcesquare.com

Chennai:
No. 10, 4th Lane,
Mc. Nichols Road, Chetpet,
Chennai - 600 031
Tel: +91 044 65186761, 62 & 64990959

Regd. Off
No. 100A, L Block,
19th Street, Anna Nagar,
Chennai - 600 002

Hyderabad:
A1, Prasanna Apartments,
14 Saibaba Colony, Bowenpally,
Secunderabad - 500 011
Tel: +91 040 27951549

United States of America:
Resource Square Inc.
42502 Longacre Dr,
Suite# 100, Chantilly, VA 20152
Tel: (703) 390-7374

RESOURCE SQUARE

This contract can be terminated by you or Resource Square Solutions Pvt. Ltd. by giving 30 days notice in writing to each other. Resource Square Solutions Pvt. Ltd reserves the right at all times, to give you one 30 days salary in lieu of notice. If you leave without giving the required notice or by not working during the notice period, you will be liable to pay Resource Square Solutions Pvt. Ltd an amount equivalent to one 30 days gross salary and also the notice period payout option is applicable only if the concerned reporting manager at client's location accepts the resignation with payout. In the event of resignation of your services with the company, a mandatory notice period of 30 days would have to be given by you, unless the company/client agrees to a shorter notice period depending on the client requirements. In the event of the company/client wanting to dispense with your services, the company shall be liable to give 15 days notice as advance intimation or pay you 15 days basic salary in lieu of the notice, as compensation.

9. You are aware that during the course of employment with Resource Square Solutions Pvt. Ltd. You will have access to confidential / proprietary information about the Resource Square Solutions Pvt. Ltd, its clients, its business transactions, and associated companies. You shall not during your course of employment and two (2) years after you have ceased to be in the employment of Resource Square Solutions Pvt. Ltd, disclose such confidential/proprietary information to any third party and/or any unauthorized person. All notes and memoranda pertaining to Resource Square Solutions Pvt. Ltd trade secrets and confidential / proprietary information made by or acquired by you during the course of your employment shall at all times remain the property of the Resource Square Solutions Pvt. Ltd. Upon termination of your employment, you shall return all notes/memoranda and any copies thereof to Resource Square Solutions Pvt. Ltd and its clients that you may have obtained during the course of your employment. Your full and final settlement would happen post 30 days of your relieving and we will deduct Rs 3600/- (300*12 M) from your salary owing to the Self Medical Insurance Coverage of Rs 3,00, 000/- without pre existing ailments.

10. Prior to joining Resource Square Solutions Pvt. Ltd, you will ensure that you will be free from any contractual restrictions preventing you from accepting this offer or starting work on the Joining Date.

11. As per the company policy, there isn't any medical or loan assistance extended to the employees. The expenses incurred for such exigencies need to be borne and incurred by the Employee.

12. This letter is governed by and shall be construed in accordance with the laws of India, and both parties to this letter shall submit to the exclusive jurisdiction of the Indian Courts. This letter contains the entire understanding between the parties and supersedes all previous agreements and/or arrangements relating to employment with Resource Square Solutions Pvt. Ltd. Any amendment or modification to this letter shall be made in writing and signed by both the parties.

Please confirm your acceptance of this appointment by signing and returning the enclosed duplicate copy of this letter.

In closing, I believe that your acceptance of this employment offer and working with Resource Square Solutions Pvt. Ltd will be mutually beneficial, and I look forward to you joining our team.

For Resource Square Solutions Pvt Ltd

Authorised Signatory

I have read and understand the terms and conditions contained in this letter and accept this appointment based on the same.

Signature (Rajkumar P)
Date:

Resource Square Solutions Private Limited
www.resourcesquare.com

Chennai:
No. 10, 4th Lane,
Mc. Nichols Road, Chetpet,
Chennai - 600 031
Tel: +91 044 65186761, 62 & 64990956

Regd. Off
No. 100A, L Block,
19th Street, Anna Nagar,
Chennai - 600 002

Hyderabad:
A1, Prasanna Apartments,
14 Saibaba Colony, Bowenpally,
Secunderabad - 500 011
Tel: +91 040 27951549

United States of America:
Resource Square Inc.
42502 Longacre Dr,
Suite# 100, Chantilly, VA 20152
Tel: (703) 390-7374

5.2.1. Average percentage of placement of outgoing students during the last five years

RESOURCE SQUARE

Annexure

Employee Name	Rajkumar P
Designation	Transaction Processing Representative
Location	Chennai
Date of Joining	08-Jul-2022

Salary Heads	**Monthly**	**Annual**
Earnings		
	(Rs.)	(Rs.)
Basic	7800	93600
House Rent Allowance	3120	37440
Conveyance Allowance	800	9600
Leave Travel Allowance	1176	14112
Bonus	650	7800
Gross	**13546**	**162552**
Deductions		
Provident Fund(Employee Contribution)	936	11232
Professional Tax	209	2508
ESIC(Employee Contribution)	102	1224
Net In Hand	**12299**	**147588**
Benefits		
Provident Fund(Employer Contribution)	1014	12168
ESIC(Employer Contribution)	440	5280
Cost to Company	**15000**	**180000**

Note: - * Net in hand is Prior to the Income Tax rules and deductions

Resource Square Solutions Private Limited
www.resourcesquare.com

Chennai:
No. 10, 4th Lane,
Mc. Nichols Road, Chetpet,
Chennai - 600 031
Tel: +91 044 65188781, 82 & 84990938

Regd. Off
No. 100A, L Block,
19th Street, Anna Nagar,
Chennai - 600 002

Hyderabad:
A1, Prasanna Apartments,
14 Saibaba Colony, Bowenpally,
Secunderabad - 500 011
Tel: +91 040 27951349

United States of America:
Resource Square Inc.
42502 Longacre Dr,
Suite# 100, Chantilly, VA 20152
Tel: (302) 290-7374

5.2.1. Average percentage of placement of outgoing students during the last five years

Wipro Enrollment Letter
2 messages

Wipro offer letter <wipro+email+52pon-9c88cce7b1@talent.icims.com> Mon, Oct 31, 2022 at 3:51 PM
Reply-to: Wipro offer letter <wipro+email+52pon-9c88cce7b1@talent.icims.com>
To: afrithahamed50@gmail.com

October 31, 2022

Dear **AFRITH S**,

Congratulations! We are pleased to offer you the position of **Scholar Trainee - Work Integrated Learning Program** at Wipro.

Please click on the below link to review and accept your offer letter at the earliest using a **desktop/laptop.**

Note : You will not be able to save offer letter copy if you open the below link through a Mobile Phone.

We request you to accept the iCIMS Offer Letter within 14 days from the receipt of the offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro fresher hiring process.

Steps to follow to accept and save the Offer Letter

To save your copy of Offer Letter, please open this email on desktop/ laptop, login to below mentioned acceptance link, **click on Accept -> click on signature check box -> Click on "Submit and Print" -> Click on "web browser" -> ctrl+P -> save as pdf -> save -> select destination on your system to download.**

Please note - You will not be able to access the Offer Letter again if you close the window without saving your Offer Letter as the link will expire and will not be able to access the link to open offer page to download the offer letter.

Please click on the link below to review and accept your enrollment letter at the earliest using a desktop/laptop.
Click to Complete

Your Login Information:
Login Name: afrithahamed50@gmail.com
(If you do not know your password, you can reset it by clicking here.)

If you have any questions about the details of your offer or about employment at Wipro, please reach out to manager.campus@wipro.com

Thanks and Regards,
Campus Offer Generation Team
|Global Campus Hiring Team| Wipro Limited|

This message was sent to afrithahamed50@gmail.com. If you don't want to receive these emails from this company in the future, please go to:
https://wipro.icims.com/icims2/?r=35D025730485&contactId=29106985

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Afrith ahamed <afrithahamed50@gmail.com> Mon, Oct 31, 2022 at 10:43 PM
To: selvamani170502@gmail.com

[Quoted text hidden]

5.2.1. Average percentage of placement of outgoing students during the last five years

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[redacted]

JOB OFFER LETTER

ORDER DATE: 21 March 2022

NAME: Ahamed Anas A

APPOINTMENT PLACE: TRICHY

ADDRESS: Jamal Mohamed College,

P.Box. No: 808, #7, Race Course Road, Khajanagar, Tiruchirappalli- 620 020.

DEAR A. AHAMED ANAS,

I am pleased to offer you the position of the **NETWORK ENGINEER** starting on 05/07/2022. If you wish to accept this position, as a token of acceptance please sign the duplicate copy of this letter and return it to me by 31/03/2022.

The work you will do is covered by an existing collective employment agreement between **Management** and **ILIFE TECHNOLOGIES**. A copy of collective agreement is attached. I understand from you that are a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential.

Compensation Details		
Description	**Earnings (Rs.)**	**Deduction (Rs.)**
Basic salary	16,000	NIL
T.A.	NIL	NIL
Insurance	NIL	NIL
NET SALARY	16,000	NIL

Ilife Technologies Trichy-620 002

Employee Signature

Managing Director

www.ilifetech.in 3 rd Floor, Periyasamy Towers, Chatram Busstand, Trichy - 620 002.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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JOB OFFER LETTER

ORDER DATE: 21 March 2022

NAME: Balasubramani R

APPOINTMENT PLACE: TRICHY

ADDRESS: Jamal Mohamed College,

P.Box. No: 808, #7, Race Course Road, Khajanagar, Tiruchirappalli- 620 020.

DEAR R. BALASUBRAMANI,

I am pleased to offer you the position of the **NETWORK ENGINEER** starting on 05/07/2022. If you wish to accept this position, as a token of acceptance please sign the duplicate copy of this letter and return it to me by 31/03/2022.

The work you will do is covered by an existing collective employment agreement between **Management** and **ILIFE TECHNOLOGIES**. A copy of collective agreement is attached. I understand from you that are a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential.

Compensation Details		
Description	**Earnings (Rs.)**	**Deduction (Rs.)**
Basic salary	16,000	NIL
T.A.	NIL	NIL
Insurance	NIL	NIL
NET SALARY	16,000	NIL

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Employee Signature

Managing Director

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[redacted]

JOB OFFER LETTER

ORDER DATE: 21 March 2022

NAME: Dinesh Kumar S

APPOINTMENT PLACE: TRICHY

ADDRESS: Jamal Mohamed College,

P.Box. No: 808, #7, Race Course Road, Khajanagar, Tiruchirappalli- 620 020.

DEAR S. DINESH KUMAR,

I am pleased to offer you the position of the **NETWORK ENGINEER** starting on 05/07/2022. If you wish to accept this position, as a token of acceptance please sign the duplicate copy of this letter and return it to me by 31/03/2022.

The work you will do is covered by an existing collective employment agreement between **Management** and **ILIFE TECHNOLOGIES**. A copy of collective agreement is attached. I understand from you that are a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential.

Compensation Details		
Description	**Earnings (Rs.)**	**Deduction (Rs.)**
Basic salary	16,000	NIL
T.A.	NIL	NIL
Insurance	NIL	NIL
NET SALARY	16,000	NIL

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Employee Signature

Managing Director

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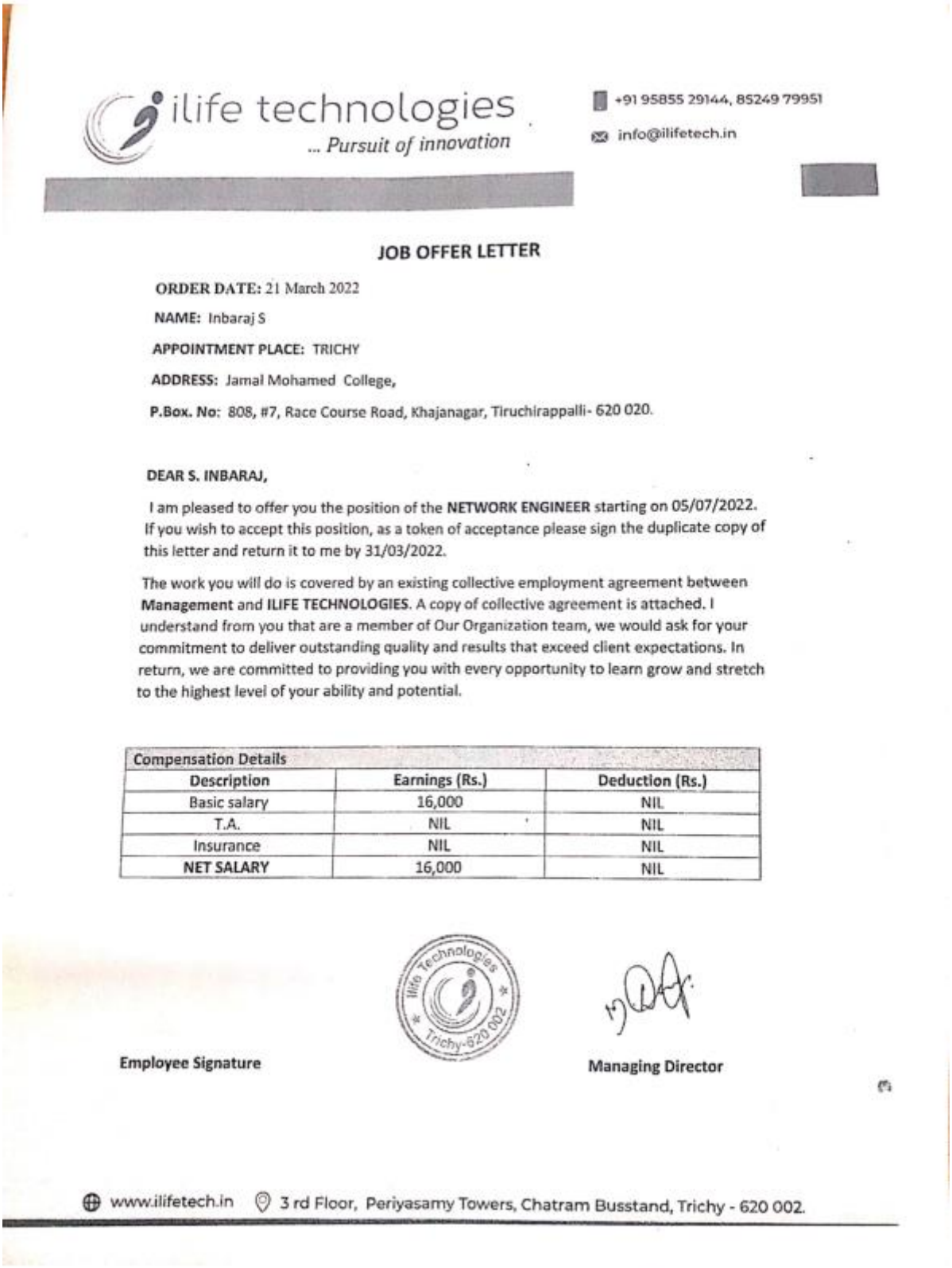
5.2.1. Average percentage of placement of outgoing students during the last five years



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JOB OFFER LETTER

ORDER DATE: 21 March 2022

NAME: Inbaraj S

APPOINTMENT PLACE: TRICHY

ADDRESS: Jamal Mohamed College,

P.Box. No: 808, #7, Race Course Road, Khajanagar, Tiruchirappalli- 620 020.

DEAR S. INBARAJ,

I am pleased to offer you the position of the **NETWORK ENGINEER** starting on 05/07/2022. If you wish to accept this position, as a token of acceptance please sign the duplicate copy of this letter and return it to me by 31/03/2022.

The work you will do is covered by an existing collective employment agreement between **Management** and **ILIFE TECHNOLOGIES**. A copy of collective agreement is attached. I understand from you that are a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential.

Compensation Details		
Description	**Earnings (Rs.)**	**Deduction (Rs.)**
Basic salary	16,000	NIL
T.A.	NIL	NIL
Insurance	NIL	NIL
NET SALARY	16,000	NIL

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Employee Signature

Managing Director

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JOB OFFER LETTER

ORDER DATE: 21 March 2022

NAME: Manikandan P

APPOINTMENT PLACE: TRICHY

ADDRESS: Jamal Mohamed College,

P.Box. No: 808, #7, Race Course Road, Khajanagar, Tiruchirappalli- 620 020.

DEAR P. MANIKANDAN,

I am pleased to offer you the position of the **NETWORK ENGINEER** starting on 05/07/2022. If you wish to accept this position, as a token of acceptance please sign the duplicate copy of this letter and return it to me by 31/03/2022.

The work you will do is covered by an existing collective employment agreement between **Management** and **ILIFE TECHNOLOGIES**. A copy of collective agreement is attached. I understand from you that are a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential.

Compensation Details		
Description	**Earnings (Rs.)**	**Deduction (Rs.)**
Basic salary	16,000	NIL
T.A.	NIL	NIL
Insurance	NIL	NIL
NET SALARY	16,000	NIL

Employee Signature

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Managing Director

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JOB OFFER LETTER

ORDER DATE: 21 March 2022

NAME: Santhiya R

APPOINTMENT PLACE: TRICHY

ADDRESS: Jamal Mohamed College,

P.Box. No: 808, #7, Race Course Road, Khajanagar, Tiruchirappalli- 620 020.

DEAR R. SANTHIYA,

I am pleased to offer you the position of the **NETWORK ENGINEER** starting on 05/07/2022. If you wish to accept this position, as a token of acceptance please sign the duplicate copy of this letter and return it to me by 31/03/2022.

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Compensation Details		
Description	**Earnings (Rs.)**	**Deduction (Rs.)**
Basic salary	16,000	NIL
T.A.	NIL	NIL
Insurance	NIL	NIL
NET SALARY	16,000	NIL

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Employee Signature

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JOB OFFER LETTER

ORDER DATE: 21 March 2022

NAME: Roshani B

APPOINTMENT PLACE: TRICHY

ADDRESS: Jamal Mohamed College,

P.Box. No: 808, #7, Race Course Road, Khajanagar, Tiruchirappalli- 620 020.

DEAR B. ROSHANI,

I am pleased to offer you the position of the **NETWORK ENGINEER** starting on 05/07/2022. If you wish to accept this position, as a token of acceptance please sign the duplicate copy of this letter and return it to me by 31/03/2022.

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Compensation Details		
Description	**Earnings (Rs.)**	**Deduction (Rs.)**
Basic salary	16,000	NIL
T.A.	NIL	NIL
Insurance	NIL	NIL
NET SALARY	16,000	NIL

Employee Signature

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JOB OFFER LETTER

ORDER DATE: 21 March 2022

NAME: Rasul R

APPOINTMENT PLACE: TRICHY

ADDRESS: Jamal Mohamed College,

P.Box. No: 808, #7, Race Course Road, Khajanagar, Tiruchirappalli- 620 020.

DEAR R. RASUL,

I am pleased to offer you the position of the **NETWORK ENGINEER** starting on 05/07/2022. If you wish to accept this position, as a token of acceptance please sign the duplicate copy of this letter and return it to me by 31/03/2022.

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Compensation Details		
Description	**Earnings (Rs.)**	**Deduction (Rs.)**
Basic salary	16,000	NIL
T.A.	NIL	NIL
Insurance	NIL	NIL
NET SALARY	16,000	NIL

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Employee Signature

Managing Director

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JOB OFFER LETTER

ORDER DATE: 21 March 2022

NAME: Surya Prakash V

APPOINTMENT PLACE: TRICHY

ADDRESS: Jamal Mohamed College,

P.Box. No: 808, #7, Race Course Road, Khajanagar, Tiruchirappalli- 620 020.

DEAR V. SURYA PRAKASH,

I am pleased to offer you the position of the **NETWORK ENGINEER** starting on 05/07/2022. If you wish to accept this position, as a token of acceptance please sign the duplicate copy of this letter and return it to me by 31/03/2022.

The work you will do is covered by an existing collective employment agreement between **Management** and **ILIFE TECHNOLOGIES**. A copy of collective agreement is attached. I understand from you that are a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential.

Compensation Details		
Description	**Earnings (Rs.)**	**Deduction (Rs.)**
Basic salary	16,000	NIL
T.A.	NIL	NIL
Insurance	NIL	NIL
NET SALARY	16,000	NIL

Employee Signature

Managing Director

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JOB OFFER LETTER

ORDER DATE: 21 March 2022

NAME: Aamina Rihana M

APPOINTMENT PLACE: TRICHY

ADDRESS: Jamal Mohamed College,

P.Box. No: 808, #7, Race Course Road, Khajanagar, Tiruchirappalli- 620 020.

DEAR M. AAMINA RIHANA,

I am pleased to offer you the position of the **NETWORK ENGINEER** starting on 05/07/2022. If you wish to accept this position, as a token of acceptance please sign the duplicate copy of this letter and return it to me by 31/03/2022.

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Compensation Details		
Description	**Earnings (Rs.)**	**Deduction (Rs.)**
Basic salary	16,000	NIL
T.A.	NIL	NIL
Insurance	NIL	NIL
NET SALARY	16,000	NIL

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Employee Signature

Managing Director

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JOB OFFER LETTER

ORDER DATE: 21 March 2022

NAME: Reshma Banu N

APPOINTMENT PLACE: TRICHY

ADDRESS: Jamal Mohamed College,

P.Box. No: 808, #7, Race Course Road, Khajanagar, Tiruchirappalli- 620 020.

DEAR RESHMA BANU,

I am pleased to offer you the position of the **NETWORK ENGINEER** starting on 05/07/2022. If you wish to accept this position, as a token of acceptance please sign the duplicate copy of this letter and return it to me by 31/03/2022.

The work you will do is covered by an existing collective employment agreement between **Management** and **ILIFE TECHNOLOGIES**. A copy of collective agreement is attached. I understand from you that are a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential.

Compensation Details		
Description	**Earnings (Rs.)**	**Deduction (Rs.)**
Basic salary	16,000	NIL
T.A.	NIL	NIL
Insurance	NIL	NIL
NET SALARY	16,000	NIL

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Employee Signature

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[redacted]

JOB OFFER LETTER

ORDER DATE: 21 March 2022

NAME: Mohamed Jasim N

APPOINTMENT PLACE: TRICHY

ADDRESS: Jamal Mohamed College,

P.Box. No: 808, #7, Race Course Road, Khajanagar, Tiruchirappalli- 620 020.

DEAR N MOHAMED JASIM ,

I am pleased to offer you the position of the **NETWORK ENGINEER** starting on 05/07/2022. If you wish to accept this position, as a token of acceptance please sign the duplicate copy of this letter and return it to me by 31/03/2022.

The work you will do is covered by an existing collective employment agreement between **Management** and **ILIFE TECHNOLOGIES**. A copy of collective agreement is attached. I understand from you that are a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential.

Compensation Details		
Description	Earnings (Rs.)	Deduction (Rs.)
Basic salary	16,000	NIL
T.A.	NIL	NIL
Insurance	NIL	NIL
NET SALARY	16,000	NIL

Employee Signature

Managing Director

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JOB OFFER LETTER

ORDER DATE: 21 March 2022

NAME: Tharun T

APPOINTMENT PLACE: TRICHY

ADDRESS: Jamal Mohamed College,

P.Box. No: 808, #7, Race Course Road, Khajanagar, Tiruchirappalli- 620 020.

DEAR T. THARUN,

I am pleased to offer you the position of the **NETWORK ENGINEER** starting on 05/07/2022. If you wish to accept this position, as a token of acceptance please sign the duplicate copy of this letter and return it to me by 31/03/2022.

The work you will do is covered by an existing collective employment agreement between **Management** and **ILIFE TECHNOLOGIES**. A copy of collective agreement is attached. I understand from you that are a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential.

Compensation Details		
Description	**Earnings (Rs.)**	**Deduction (Rs.)**
Basic salary	16,000	NIL
T.A.	NIL	NIL
Insurance	NIL	NIL
NET SALARY	16,000	NIL

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Employee Signature

Managing Director

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JOB OFFER LETTER

ORDER DATE: 21 March 2022

NAME: Theena Sarah L

APPOINTMENT PLACE: TRICHY

ADDRESS: Jamal Mohamed College,

P.Box. No: 808, #7, Race Course Road, Khajanagar, Tiruchirappalli- 620 020.

DEAR L.THEENA SARAH ,

I am pleased to offer you the position of the **NETWORK ENGINEER** starting on 05/07/2022. If you wish to accept this position, as a token of acceptance please sign the duplicate copy of this letter and return it to me by 31/03/2022.

The work you will do is covered by an existing collective employment agreement between **Management** and **ILIFE TECHNOLOGIES**. A copy of collective agreement is attached. I understand from you that are a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential.

Compensation Details		
Description	**Earnings (Rs.)**	**Deduction (Rs.)**
Basic salary	16,000	NIL
T.A.	NIL	NIL
Insurance	NIL	NIL
NET SALARY	16,000	NIL

Employee Signature

ilife Technologies Trichy-620 002

Managing Director

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mini basket

Letter of Appointment for the position of Marketing Executive

Dear **ASRAR AHAMED S,**

This letter is in context to your interview held on [**March 08, 2022**] which you have successfully cleared. We are pleased to inform you that you have been selected for **Marketing Executive** position in our **MINI BASKET, Trichy**.

We are sending you this Appointment Letter for the **Marketing Executive** role with our prestigious **MINI BASKET**, and we want you to join us on **03/06/2022.**

Your working hours will be from **9:00 a.m. to 6:00 p.m.,** and you will be working on all days except Sunday. Your annual CTC will be [Rs.2,52,000/- p.a.]

Provided below are some terms and conditions concerning your employment:

1. As stated above, you will be provided with a salary [Rs.2,52,000]. The incentives will be added once you satisfactorily complete your working hours.
2. You have to learn new traditions of work and coordinate with other team members.
3. You will be trained for four weeks and be given several instructions during that period which you must follow at all times.
4. There will be specific targets that will be provided to you by the team leader. It may get challenging with your experience ahead. Those targets must be completed within the instructed time.
5. If unable to do so, you will be given another opportunity to complete all the targets and present the required results to your team leader.
6. If you are found to be involved in any activities related to fraud or malfunction, you will have to face severe disciplinary consequences.
7. If you wish to terminate this contract at any time, you must provide the organization with a notice period of at least 30 days.

+91 9629152145
+91 9843452145
info@minibaskett.com
ubada786@gmail.com
No.6 Arasamara Street, Melapudu
Tiruchirappalli - 620 001

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5.2.1. Average percentage of placement of outgoing students during the last five years

mini basket

These terms and conditions are to be followed at all times during your employment with the organization. We hope that you will follow and be willing to put your efforts into the position. You must behave professionally and show decency to all the employees and your team members.

If you agree with the above terms and conditions, you are expected to sign the duplicate copy of the appointment letter and revert to this email id **info@minibaskett.com**. Furthermore, if you have any questions regarding the appointment or duties and responsibilities associated with the position, please feel free to contact our support team at info@minibaskett.com or consult HR in this regard.

You are also requested to provide us with the following documents for official verification:

1. 2 passport photographs [self-attested]
2. Identification Proof
3. Mark sheet of graduation certificate

Again, I would like to congratulate you and welcome you onboard.

With best wishes and regards,

MINI BASKET TRICHY

MOHAMMED UBADA
MINI BASKET

+91 9629152145
+91 9843452145
info@minibaskett.com
ubada786@gmail.com
No.6 Arasamara Street, Melapudu
Tiruchirappalli - 620 001

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

mini basket

Letter of Appointment for the position of Marketing Executive

Dear **GANDHI K,**

This letter is in context to your interview held on [**March 08, 2022**] which you have successfully cleared. We are pleased to inform you that you have been selected for **Marketing Executive** position in our **MINI BASKET, Trichy**.

We are sending you this Appointment Letter for the **Marketing Executive** role with our prestigious **MINI BASKET**, and we want you to join us on **03/06/2022.**

Your working hours will be from **9:00 a.m. to 6:00 p.m.,** and you will be working on all days except Sunday. Your annual CTC will be [Rs.2,52,000/- p.a.]

Provided below are some terms and conditions concerning your employment:

1. As stated above, you will be provided with a salary [Rs.2,52,000]. The incentives will be added once you satisfactorily complete your working hours.
2. You have to learn new traditions of work and coordinate with other team members.
3. You will be trained for four weeks and be given several instructions during that period which you must follow at all times.
4. There will be specific targets that will be provided to you by the team leader. It may get challenging with your experience ahead. Those targets must be completed within the instructed time.
5. If unable to do so, you will be given another opportunity to complete all the targets and present the required results to your team leader.
6. If you are found to be involved in any activities related to fraud or malfunction, you will have to face severe disciplinary consequences.
7. If you wish to terminate this contract at any time, you must provide the organization with a notice period of at least 30 days.

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info@minibaskett.com
ubada786@gmail.com
No.6 Arasamara Street, Melapudu
Tiruchirappalli - 620 001

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These terms and conditions are to be followed at all times during your employment with the organization. We hope that you will follow and be willing to put your efforts into the position. You must behave professionally and show decency to all the employees and your team members.

If you agree with the above terms and conditions, you are expected to sign the duplicate copy of the appointment letter and revert to this email id **info@minibaskett.com**. Furthermore, if you have any questions regarding the appointment or duties and responsibilities associated with the position, please feel free to contact our support team at info@minibaskett.com or consult HR in this regard.

You are also requested to provide us with the following documents for official verification:

1. 2 passport photographs [self-attested]
2. Identification Proof
3. Mark sheet of graduation certificate

Again, I would like to congratulate you and welcome you onboard.

With best wishes and regards,

MOHAMMED UBADA
MINI BASKET

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

Letter of Appointment for the position of Marketing Executive

Dear **GOKUL VINOTH M,**

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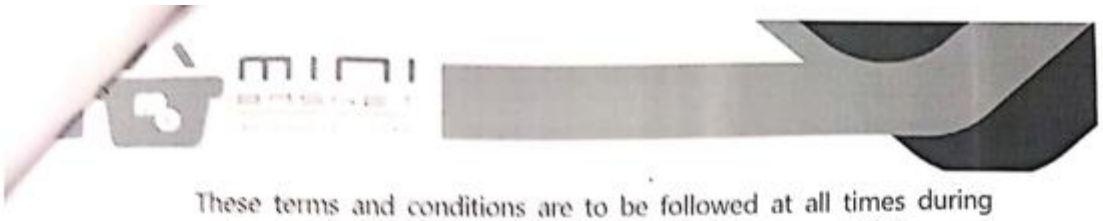
5.2.1. Average percentage of placement of outgoing students during the last five years



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MOHAMMED UBADA
MINI BASKET

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5.2.1. Average percentage of placement of outgoing students during the last five years

mini BASKET

Letter of Appointment for the position of Marketing Executive

Dear **SOHIB AKTAR IBRAHIM T M,**

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5.2.1. Average percentage of placement of outgoing students during the last five years

mini basket

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mini

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Dear **HARSHITHA L,**

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MINI BASKET * TRICHY *

MOHAMMED UBADA
MINI BASKET

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mini basket

Letter of Appointment for the position of Marketing Executive

Dear **KALAI SELVI R,**

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5.2.1. Average percentage of placement of outgoing students during the last five years

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mini basket

Letter of Appointment for the position of Marketing Executive

Dear **NAJBU NISHA S,**

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MINI BASKET

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Letter of Appointment for the position of Marketing Executive

Dear **IRFAN ALI B,**

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mini

Letter of Appointment for the position of Marketing Executive

Dear **MAHESHWARAN C,**

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MINI BASKET

Letter of Appointment for the position of Marketing Executive

Dear **YASAR ABDUL KUTHOOSE S,**

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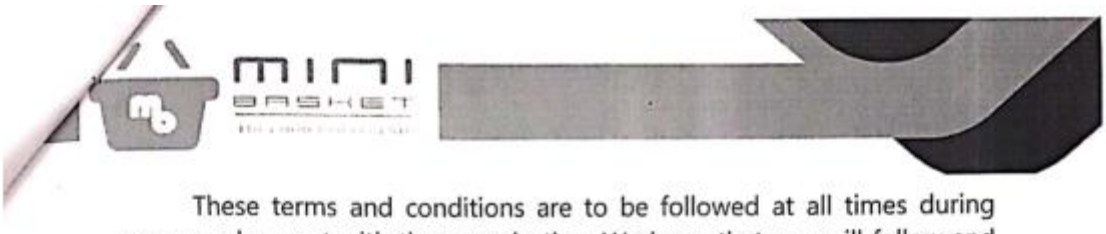

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Letter of Appointment for the position of Marketing Executive

Dear **AMEESH AHAMED H,**

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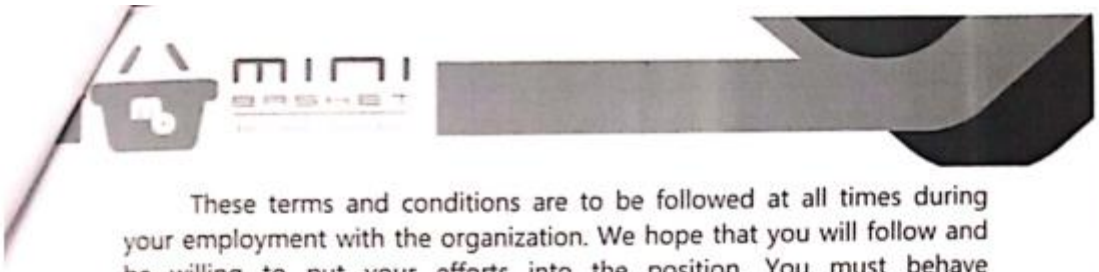

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This letter is in context to your interview held on [**March 08, 2022**] which you have successfully cleared. We are pleased to inform you that you have been selected for **Marketing Executive** position in our **MINI BASKET, Trichy**.

We are sending you this Appointment Letter for the **Marketing Executive** role with our prestigious **MINI BASKET**, and we want you to join us on **03/06/2022.**

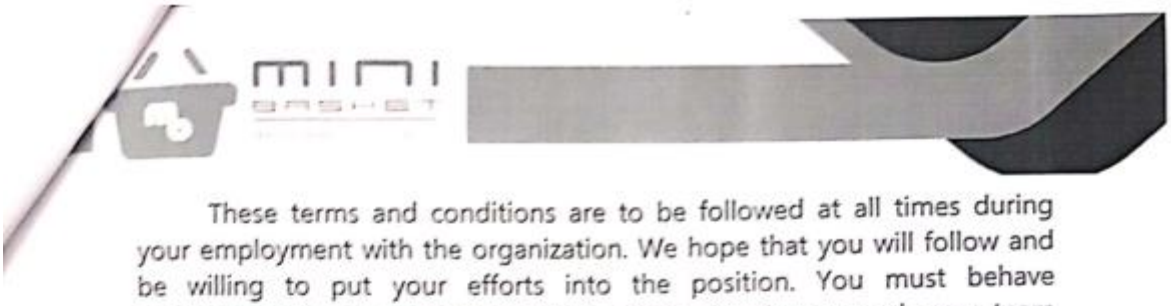
Your working hours will be from **9:00 a.m. to 6:00 p.m.,** and you will be working on all days except Sunday. Your annual CTC will be [Rs.2,52,000/- p.a.]

Provided below are some terms and conditions concerning your employment:

1. As stated above, you will be provided with a salary [Rs.2,52,000]. The incentives will be added once you satisfactorily complete your working hours.
2. You have to learn new traditions of work and coordinate with other team members.
3. You will be trained for four weeks and be given several instructions during that period which you must follow at all times.
4. There will be specific targets that will be provided to you by the team leader. It may get challenging with your experience ahead. Those targets must be completed within the instructed time.
5. If unable to do so, you will be given another opportunity to complete all the targets and present the required results to your team leader.
6. If you are found to be involved in any activities related to fraud or malfunction, you will have to face severe disciplinary consequences.
7. If you wish to terminate this contract at any time, you must provide the organization with a notice period of at least 30 days.

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years



These terms and conditions are to be followed at all times during your employment with the organization. We hope that you will follow and be willing to put your efforts into the position. You must behave professionally and show decency to all the employees and your team members.

If you agree with the above terms and conditions, you are expected to sign the duplicate copy of the appointment letter and revert to this email id **info@minibaskett.com**. Furthermore, if you have any questions regarding the appointment or duties and responsibilities associated with the position, please feel free to contact our support team at info@minibaskett.com or consult HR in this regard.

You are also requested to provide us with the following documents for official verification:

1. 2 passport photographs [self-attested]
2. Identification Proof
3. Mark sheet of graduation certificate

Again, I would like to congratulate you and welcome you onboard.

With best wishes and regards,

MINI BASKET TRICHY

MOHAMMED UBADA
MINI BASKET

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

Letter of Appointment for the position of Marketing Executive

Dear **IMRANA PARVIN A,**

This letter is in context to your interview held on [**March 08, 2022**] which you have successfully cleared. We are pleased to inform you that you have been selected for **Marketing Executive** position in our **MINI BASKET, Trichy**.

We are sending you this Appointment Letter for the **Marketing Executive** role with our prestigious **MINI BASKET**, and we want you to join us on **03/06/2022.**

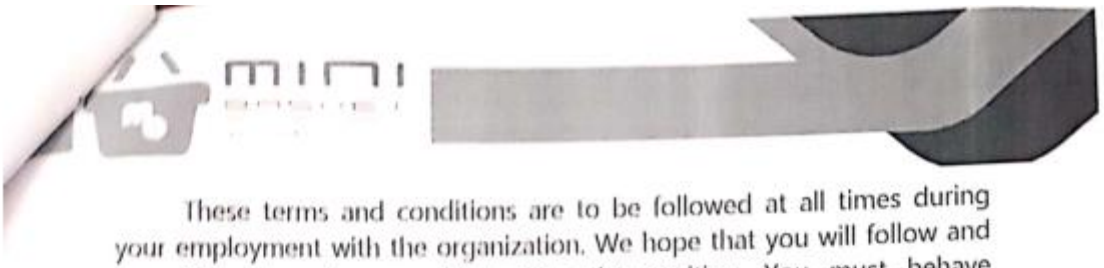
Your working hours will be from **9:00 a.m. to 6:00 p.m.,** and you will be working on all days except Sunday. Your annual CTC will be [Rs.2,52,000/- p.a.]

Provided below are some terms and conditions concerning your employment:

1. As stated above, you will be provided with a salary [Rs.2,52,000]. The incentives will be added once you satisfactorily complete your working hours.
2. You have to learn new traditions of work and coordinate with other team members.
3. You will be trained for four weeks and be given several instructions during that period which you must follow at all times.
4. There will be specific targets that will be provided to you by the team leader. It may get challenging with your experience ahead. Those targets must be completed within the instructed time.
5. If unable to do so, you will be given another opportunity to complete all the targets and present the required results to your team leader.
6. If you are found to be involved in any activities related to fraud or malfunction, you will have to face severe disciplinary consequences.
7. If you wish to terminate this contract at any time, you must provide the organization with a notice period of at least 30 days.

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years



These terms and conditions are to be followed at all times during your employment with the organization. We hope that you will follow and be willing to put your efforts into the position. You must behave professionally and show decency to all the employees and your team members.

If you agree with the above terms and conditions, you are expected to sign the duplicate copy of the appointment letter and revert to this email id **info@minibaskett.com**. Furthermore, if you have any questions regarding the appointment or duties and responsibilities associated with the position, please feel free to contact our support team at info@minibaskett.com or consult HR in this regard.

You are also requested to provide us with the following documents for official verification:

1. 2 passport photographs [self-attested]
2. Identification Proof
3. Mark sheet of graduation certificate

Again, I would like to congratulate you and welcome you onboard.

With best wishes and regards,

MINI BASKET TRICHY

MOHAMMED UBADA
MINI BASKET

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

TRITECH

TRITECH SYSTEMS

E-Waste - Certified by Tamilnadu Pollution Control Board

Date 07 01 2022

Dear **ALHAJ BAZID RAHMAN N,**

Congratulations! We are pleased to confirm that you have been selected to work for **TRITECH SYSTEMS**, Chennai. We are delighted to make you the following job offer.

The position we are offering you is that of **Marketing Executive** with an annual cost to company of **Rs. 1,80,000/-.**

We would like you to start work on **13th June 2022**. Please report to Admin Manager for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents.

Please sign the enclosed copy of this letter and return it to me by **17th January 2022** to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of **TRITECH SYSTEMS**, Chennai and look forward to working with you.

For TRITECH SYSTEMS

Authorized Signatory
TRITECH SYSTEMS, CHENNAI

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

Annexure A

1. Posting and Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

TRITECH SYSTEMS Chennai 600 078. K K NAGAR

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company
- For loss of confidence in you by the company for any of the act committed by you
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

TRITECH SYSTEMS Chennai 600 078.

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

TRITECH

TRITECH SYSTEMS

E-Waste - Certified by Tamilnadu Pollution Control Board

Date: 07.01.2022

Dear **RIYAZ MOHAMED J.**

Congratulations! We are pleased to confirm that you have been selected to work for **TRITECH SYSTEMS**, Chennai. We are delighted to make you the following job offer:

The position we are offering you is that of **Marketing Executive** with an annual cost to company of **Rs. 1,80,000/-.**

We would like you to start work on **13th June 2022**. Please report to Admin Manager for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents.

Please sign the enclosed copy of this letter and return it to me by **17th January 2022** to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of **TRITECH SYSTEMS**, Chennai and look forward to working with you.

For TRITECH SYSTEMS
Proprietor

Authorized Signatory
TRITECH SYSTEMS, CHENNAI

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

Annexure A

1 Posting and Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad whether existing today or which may come up in future In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location

2. Probation

That you will be on probation for a period of six months The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation

TRITECH SYSTEMS Chennai 600 078. K K NAGAR

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

you fail, refuse or neglect to carry out and perform your duties assigned to you by the company
or loss of confidence in you by the company for any of the act committed by you
if you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

IRITECH SYSTEMS Chennai 600 078. K K NAGAR

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

TRITECH

TRITECH SYSTEMS

E-Waste - Certified by Tamilnadu Pollution Control Board

Date: 07.01.2022

Dear **AASHIFRAHMAN A.**

Congratulations! We are pleased to confirm that you have been selected to work for **TRITECH SYSTEMS**, Chennai. We are delighted to make you the following job offer:

The position we are offering you is that of **Software Developer** with an annual cost to company of **Rs. 1,80,000/-.**

We would like you to start work on **13th June 2022**. Please report to Admin Manager for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents.

Please sign the enclosed copy of this letter and return it to me by **17th January 2022** to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of **TRITECH SYSTEMS**, Chennai and look forward to working with you.

For TRITECH SYSTEMS

Propietor

Authorized Signatory
TRITECH SYSTEMS, CHENNAI

55/AP 941, 66th Street, 11th Sector, K.K. Nagar, Chennai - 78. Mobile : 94440 36557, 9444 05910, 90030 77866
E-mail : tri_abdullah@yahoo.com, abdulla@ewastetritech.com, raman@ewastetritech.com visit : www.ewastetritech.com

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

Annexure A

1 Posting and Transfer

Your services are liable to be transferred at the sole discretion of Management to any other capacity at the company may determine to any department / section, location, associate, sister concern or subsidiary at any place in India or abroad whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2 Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3 Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the Company. You will not take up any other work for remuneration part time or otherwise or work in an advisory capacity or be interested directly or indirectly in any other trade or business during your employment with the Company without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4 Confidentiality

You will not, at any time during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or activities, however carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5 Intellectual Property

If you conceive any new or advanced method of engineering designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be and remain the sole right/ property of the Company.

6 Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down or related to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7 Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8 Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month's days' notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, effects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of undue non-observance of stipulations. This will be without payment of any compensation.

TRITECH SYSTEMS Chennai 600 078

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company
- For loss of confidence in you by the company for any of the act committed by you
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

TRITECH SYSTEMS Chennai 600 078. * KKNAGAR *

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

TRITECH

TRITECH SYSTEMS

E-Waste - Certified by Tamilnadu Pollution Control Board

Date 07 01 2022

Dear **NAVINRAJ S**

Congratulations! We are pleased to confirm that you have been selected to work for **TRITECH SYSTEMS** Chennai. We are delighted to make you the following job offer:

The position we are offering you is that of **Software Developer** with an annual cost to company of **Rs. 1,80,000/-.**

We would like you to start work on **13th June 2022**. Please report to Admin Manager for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents.

Please sign the enclosed copy of this letter and return it to me by **17th January 2022** to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of **TRITECH SYSTEMS**, Chennai and look forward to working with you.

For TRITECH SYSTEMS

Proprietor

Authorized Signatory
TRITECH SYSTEMS, CHENNAI

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

Annexure A

1. Posting and Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation

TRIECH SYSTEMS Chennai 600 078. A & NAGAR

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company
- For loss of confidence in you by the company for any of the act committed by you
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken

TRITECH SYSTEMS Chennai 600 076. K.K.NAGAR

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

TRITECH SYSTEMS
E-Waste - Certified by Tamilnadu Pollution Control Board

Date 07 01 2022

Dear **HARI KARTHICK M**

Congratulations! We are pleased to confirm that you have been selected to work for **TRITECH SYSTEMS**, Chennai. We are delighted to make you the following job offer.

The position we are offering you is that of **Network Engineer** with an annual cost to company of **Rs. 2,20,000/-.**

We would like you to start work on **13th June 2022**. Please report to Admin Manager for documentation and onentation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents.

Please sign the enclosed copy of this letter and return it to me by **17th January 2022** to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of **TRITECH SYSTEMS**, Chennai and look forward to working with you.

For TRITECH SYSTEMS
Proprietor

Authorized Signatory
TRITECH SYSTEMS, CHENNAI

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

Annexure A

1. Posting and Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder) in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

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6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items

Upon resignation/termination of employment, you will also return all company property, which may be in your possession

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations This will be without payment of any compensation

TRITECH SYSTEMS Chennai 600 078.

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

IRITECH SYSTEMS Chennai 600 078. K K NAGAR

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

TRITECH

TRITECH SYSTEMS

E-Waste - Certified by Tamilnadu Pollution Control Board

Date: 07.01.2022

Dear **PURUSHOTAMAN K**

Congratulations! We are pleased to confirm that you have been selected to work for **TRITECH SYSTEMS**, Chennai. We are delighted to make you the following job offer:

The position we are offering you is that of **Network Engineer** with an annual cost to company of **Rs. 2,20,000/-.**

We would like you to start work on **13th June 2022**. Please report to Admin Manager for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents.

Please sign the enclosed copy of this letter and return it to me by **17th January 2022** to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of **TRITECH SYSTEMS**, Chennai and look forward to working with you.

For TRITECH SYSTEMS

Proprietor

Authorized Signatory
TRITECH SYSTEMS, CHENNAI

55/AP 941, 66th Street, 11th Sector, K.K. Nagar, Chennai - 78. Mobile : 94440 36557, 9444 05910, 90030 77866
E-mail : tri_abdullah@yahoo.com, abdulla@ewastetritech.com, raman@ewastetritech.com visit : www.ewastetritech.com

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

Annexure A

1. Posting and Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

TRIECH SYSTEMS Chennai 600 078. K.K.NAGAR

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

if you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.

- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

IKIIECH SYSTEMS Chennai 600 078. K K NAGAR

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

TRITECH

TRITECH SYSTEMS

E-Waste - Certified by Tamilnadu Pollution Control Board

Date. 07.01.2022

Dear **BAHADHU BATCHA A,**

Congratulations! We are pleased to confirm that you have been selected to work for **TRITECH SYSTEMS**, Chennai. We are delighted to make you the following job offer:

The position we are offering you is that of **Chip Level - 1 Engineer** with an annual cost to company of **Rs. 2,52,000/-.**

We would like you to start work on **13th June 2022**. Please report to Admin Manager for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents

Please sign the enclosed copy of this letter and return it to me by **17th January 2022** to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of **TRITECH SYSTEMS**, Chennai and look forward to working with you.

For TRITECH SYSTEMS

Authorized Signatory
TRITECH SYSTEMS, CHENNAI

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

Annexure A

1. Posting and Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

TRITECH SYSTEMS Chennai 600 078. A K NAGAR

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

TRITECH SYSTEMS Chennai 600 078. K.K.NAGAR

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

TRITECH SYSTEMS
E-Waste - Certified by Tamilnadu Pollution Control Board

Date: 07 01 2022

Dear **ELAVENDHAN B**,

Congratulations! We are pleased to confirm that you have been selected to work for **TRITECH SYSTEMS**, Chennai. We are delighted to make you the following job offer:

The position we are offering you is that of **Chip Level - 1 Engineer** with an annual cost to company of **Rs. 2,52,000/-**.

We would like you to start work on **13th June 2022**. Please report to Admin Manager for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents.

Please sign the enclosed copy of this letter and return it to me by **17th January 2022** to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of **TRITECH SYSTEMS**, Chennai and look forward to working with you.

For TRITECH SYSTEMS
Proprietor

Authorized Signatory
TRITECH SYSTEMS, CHENNAI

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

Annexure A

1. Posting and Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

TRITECH SYSTEMS Chennai 600 078. K.K.NAGAR

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

TECH SYSTEMS Chennai 600 078. K K NAGAR

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

TRITECH SYSTEMS
E-Waste - Certified by Tamilnadu Pollution Control Board

Date: 07.01.2022

Dear **VIJAYA SANTHI M.**

Congratulations! We are pleased to confirm that you have been selected to work for **TRITECH SYSTEMS**, Chennai. We are delighted to make you the following job offer:

The position we are offering you is that of **Inspection Engineer** with an annual cost to company of **Rs. 2,64,000/-.**

We would like you to start work on **13th June 2022**. Please report to Admin Manager for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents.

Please sign the enclosed copy of this letter and return it to me by **17th January 2022** to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of **TRITECH SYSTEMS,** Chennai and look forward to working with you.

For TRITECH SYSTEMS
Proprietor

Authorized Signatory
TRITECH SYSTEMS, CHENNAI

55/AP 941, 66th Street, 11th Sector, K.K. Nagar, Chennai - 78. Mobile : 94440 36557, 9444 05910, 90030 77866
E-mail : tri_abdullah@yahoo.com, abdulla@ewastetritech.com, raman@ewastetritech.com visit : www.ewastetritech.com

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

Annexure A

1. Posting and Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

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5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

TRITECH SYSTEMS Chennai 600 079.

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

TRITECH SYSTEMS
Chennai
600 078.
K K NAGAR

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

TRITECH

TRITECH SYSTEMS

E-Waste - Certified by Tamilnadu Pollution Control Board

Date 07.01.2022

Dear **FIVEROSE BEGUM M,**

Congratulations! We are pleased to confirm that you have been selected to work for **TRITECH SYSTEMS**, Chennai. We are delighted to make you the following job offer

The position we are offering you is that of **Inspection Engineer** with an annual cost to company of ***Rs. 2,64,000/-.***

We would like you to start work on **13th June 2022**. Please report to Admin Manager for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents

Please sign the enclosed copy of this letter and return it to me by **17th January 2022** to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of **TRITECH SYSTEMS**, Chennai and look forward to working with you.

For TRITECH SYSTEMS

Proprietor

Authorized Signatory
TRITECH SYSTEMS, CHENNAI

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

Annexure A

1. Posting and Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

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5. Intellectual Property

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6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

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Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

TRIECH SYSTEMS Chennai 600 078. K.K.NAGAR

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company
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- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

TRITECH SYS. Chennai 600 078. K.NAGAR

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

Samsaj Info Tech
Mobile : (+91) 9095703543
Email : info@samsaj.com
Web : www.samsaj.com

Dear **Mr. Sivanesan I**

We are pleased to offer you a position in our organization **Samsaj Info Tech** as **Trainee.** This offer takes effect from your date of joining **01st July 2022**

We would request you report at the following address, **No – 6, Arasamara Street, Melapudur, Tiruchirappalli - 01**

Your annual CTC will be Rs.1,80,000/- p.a. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the **probation period applicable to you shall be six months.** You would be posted at the above address. However as and when required, you may be transferred to any of the offices in India or abroad.

As an employee of **Samsaj Info Tech** it is likely that you will work on confidential and or proprietary information related to the operations, products and services of our clients.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

On the date of joining, please bring the following documents for verification / submission:

1. Original and copies of educational certificates and mark sheets.
2. Original & copy of your Pan Card
3. Three passport size photograph

Wish you all the best

SAMSAJ INFO TECH DATE: TRICHY

Yours Sincerely,

For **Samsaj Info Tech**

No : 6, Arasamara Street, Near Joseph Eye Hospital, Melapudur, Trichy - 620001

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

Samsaj Info Tech

Mobile : (+91) 9095703543
Email : info@samsaj.com
Web : www.samsaj.com

Dear **Mr. Nafis Ahamed S**

We are pleased to offer you a position in our organization **Samsaj Info Tech** as **Trainee.** This offer takes effect from your date of joining **01st July 2022**

We would request you report at the following address, **No – 6, Arasamara Street, Melapudur, Tiruchirappalli - 01**

Your annual CTC will be Rs.1,80,000/- p.a. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the **probation period applicable to you shall be six months.** You would be posted at the above address. However as and when required, you may be transferred to any of the offices in India or abroad.

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You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

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We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

On the date of joining, please bring the following documents for verification / submission:

1. Original and copies of educational certificates and mark sheets.
2. Original & copy of your Pan Card
3. Three passport size photograph

Wish you all the best

Yours Sincerely,

SAMSAJ INFO TECH DATE: TRICHY

For **Samsaj Info Tech**

No : 6, Arasamara Street, Near Joseph Eye Hospital, Melapudur, Trichy - 620001

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

Samsaj Info Tech

Mobile : (+91) 9095703543
Email : info@samsaj.com
Web : www.samsaj.com

Dear **Mr. Rishi Kumar S**

We are pleased to offer you a position in our organization **Samsaj Info Tech** as **Trainee.** This offer takes effect from your date of joining **01st July 2022**

We would request you report at the following address, **No – 6, Arasamara Street, Melapudur, Tiruchirappalli - 01**

Your annual CTC will be Rs.1,80,000/- p.a. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

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2. Original & copy of your Pan Card
3. Three passport size photograph

Wish you all the best

Yours Sincerely,

SAMSAJ INFO TECH DATE: TRICHY

For **Samsaj Info Tech**

No 6, Arasamara Street, Near Joseph Eye Hospital, Melapudur, Trichy - 620001

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

Samsaj Info Tech

Dear **Mr. Sivanesan I**

We are pleased to offer you a position in our organization **Samsaj Info Tech** as **Trainee**. This offer takes effect from your date of joining **01st July 2022**

We would request you report at the following address. **No – 6, Arasamara Street, Melapudur, Tiruchirappalli - 01**

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2. Original & copy of your Pan Card
3. Three passport size photograph

Wish you all the best

SAMSAJ INFO TECH DATE: TRICHY

Yours Sincerely,

For **Samsaj Info Tech**

No - 6, Arasamara Street, Near Joseph Eye Hospital, Melapudur, Trichy - 620001

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

Samsaj Info Tech
Mobile : (+91) 9095703543
Email : info@samsaj.com
Web : www.samsaj.com

Dear **Mr. Hassan H**

We are pleased to offer you a position in our organization **Samsaj Info Tech** as **Trainee.** This offer takes effect from your date of joining **01st July 2022**

We would request you report at the following address, **No – 6, Arasamara Street, Melapudur, Tiruchirappalli - 01**

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Wish you all the best

Yours Sincerely,

For **Samsaj Info Tech**

SAMS DAIE TRICHY HP

No : 6, Arasamara Street, Near Joseph Eye Hospital, Melapudur, Trichy - 620001

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

Samsaj Info Tech
Mobile : (+91) 9095703543
Email : info@samsaj.com
Web : www.samsaj.com

Dear **Mr. Iyyappan N**

We are pleased to offer you a position in our organization **Samsaj Info Tech** as **Digital Marking Specialist.** This offer takes effect from your date of joining **01st July 2022**

We would request you report at the following address, **No – 6, Arasamara Street, Melapudur, Tiruchirappalli - 01**

Your annual CTC will be Rs.2,16,000/- p.a. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

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1. Original and copies of educational certificates and mark sheets.
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3. Three passport size photograph

Wish you all the best.

Yours Sincerely,

DATE:

For **Samsaj Info Tech**

No : 6, Arasamara Street, Near Joseph Eye Hospital, Melapudur, Trichy - 620001

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

Samsaj Info Tech
Mobile: (+91) 9095703543
Email : info@samsaj.com
Web : www.samsaj.com

Dear **Mr. Mohamed Askardeen S**

We are pleased to offer you a position in our organization **Samsaj Info Tech** as **Digital Marking Specialist.** This offer takes effect from your date of joining **01st July 2022**

We would request you report at the following address, **No – 6, Arasamara Street, Melapudur, Tiruchirappalli - 01**

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Wish you all the best

Yours Sincerely,

For **Samsaj Info Tech**

SAMSAJ INFO TECH DATE: TRICHY

No : 6, Arasamara Street, Near Joseph Eye Hospital, Melapudur, Trichy - 620001

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

Samsaj Info Tech

Mobile: (+91) 9095703543
Email : info@samsaj.com
Web : www.samsaj.com

Dear **Mr. Mohamed Fawzan J**

We are pleased to offer you a position in our organization **Samsaj Info Tech** as **Digital Marking Specialist.** This offer takes effect from your date of joining **01st July 2022**

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Wish you all the best

Yours Sincerely,

SAMSAJ INFO TECH DATE: TRICHY

For **Samsaj Info Tech**

No : 6, Arasamara Street, Near Joseph Eye Hospital, Melapudur, Trichy - 620001

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5.2.1. Average percentage of placement of outgoing students during the last five years

Samsaj Info Tech

Mobile : (+91) 9095703543
Email : info@samsaj.com
Web : www.samsaj.com

Dear **Mr. Selvaraj S**

We are pleased to offer you a position in our organization **Samsaj Info Tech** as **Digital Marking Specialist.** This offer takes effect from your date of joining **01st July 2022**

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Yours Sincerely,

SAMSAJ INFO TECH DATE: TRICHY

For **Samsaj Info Tech**

No . 6, Arasamara Street, Near Joseph Eye Hospital, Melapudur, Trichy - 620001

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5.2.1. Average percentage of placement of outgoing students during the last five years

Samsaj Info Tech
Mobile: (+91) 9095703543
Email : info@samsaj.com
Web : www.samsaj.com

Dear **Mr. Megala M**

We are pleased to offer you a position in our organization **Samsaj Info Tech** as **Web Designer.** This offer takes effect from your date of joining **01st July 2022**

We would request you report at the following address, **No – 6, Arasamara Street, Melapudur, Tiruchirappalli - 01**

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Wish you all the best

Yours Sincerely

SAMSAJ INFO TECH DATE: TRICHY

For **Samsaj Info Tech**

No : 6, Arasamara Street, Near Joseph Eye Hospital, Melapudur, Trichy - 620001

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5.2.1. Average percentage of placement of outgoing students during the last five years

Samsaj Info Tech

Mobile : (+91) 9095703543
Email : info@samsaj.com
Web : www.samsaj.com

Dear **Mr. Rahamathnisha M**

We are pleased to offer you a position in our organization **Samsaj Info Tech** as **Content Writer.** This offer takes effect from your date of joining **01st July 2022**

We would request you report at the following address, **No – 6, Arasamara Street, Melapudur, Tiruchirappalli - 01**

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Wish you all the best

Yours Sincerely,

SAMSAJ INFO TECH DATE: TRICHY

For **Samsaj Info Tech**

No : 6, Arasamara Street, Near Joseph Eye Hospital, Melapudur, Trichy - 620001

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

Samsaj Info Tech

Mobile : [redacted]
Email : [redacted]
Web : [redacted]

Dear **Mr. Suruthi N**

We are pleased to offer you a position in our organization **Samsaj Info Tech** as **Content Writer.** This offer takes effect from your date of joining **01st July 2022**

We would request you report at the following address, **No – 6, Arasamara Street, Melapudur, Tiruchirappalli - 01**

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Yours Sincerely,

For **Samsaj Info Tech**

SAMSAJ INFO TECH TRICHY

No : 6, Arasamara Street, Near Joseph Eye Hospital, Melapudur, Trichy - 620001

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5.2.1. Average percentage of placement of outgoing students during the last five years

Tech ZAR Info

Recruiter Trainee Offer Letter 17 March 2022

Dear ASLAM Z,

Congratulations! Greetings from the Tech ZAR Info. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

You would undergo eight weeks of Training in Day Shift and two weeks of Budding in US shift, during training period you are not eligible for any Stipend / Remuneration. On Successful Completion of Training, you will be hired as a Trainee Recruiter on rolls of Tech ZAR Info and your Annual CTC will be Rs 1,50,000/- per annum, (One Lakh Fifty Thousand Only).

Training period may extend time to time considering the current pandemic situation.

On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training, and the contractual obligation to be with Tech ZAR Info.

This is the Provisional Trainee Offer letter and the Formal Offer / Appointment Order with terms of your employment will be sent to you on your joining date.

We congratulate you and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Please sign the duplicate copy of the papers as a token of your acceptance and return it to us for the use of employee records.

For TechZarInfo Software and Consulting Services

Mohammed Ziya.M

M.S Tower, Convent Rd, Tiruchirappalli – 620001, PH – 0431 355 2323

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

Tech ZAR Info

Recruiter Trainee Offer Letter 17 March 2021

Dear DEVI PRIYA K R,

Congratulations! Greetings from the Tech ZAR Info. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

You would undergo eight weeks of Training in Day Shift and two weeks of Budding in US shift, during training period you are not eligible for any Stipend / Remuneration. On Successful Completion of Training, you will be hired as a Trainee Recruiter on rolls of Tech ZAR Info and your Annual CTC will be Rs 1,50,000/- per annum, (One Lakh Fifty Thousand Only).

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Mohammed Ziya.M

M.S Tower, Convent Rd, Tiruchirappalli – 620001, PH – 0431 355 2323

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5.2.1. Average percentage of placement of outgoing students during the last five years

Tech ZAR Info

Recruiter Trainee Offer Letter

17 March 2021

Dear RANJANI M,

Congratulations! Greetings from the Tech ZAR Info. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

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Mohammed Ziya.M

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5.2.1. Average percentage of placement of outgoing students during the last five years

Tech ZAR Info

Recruiter Trainee Offer Letter

17 March 2021

Dear SNEGADEVI S,

Congratulations! Greetings from the Tech ZAR Info. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

You would undergo eight weeks of Training in Day Shift and two weeks of Budding in US shift, during training period you are not eligible for any Stipend / Remuneration. On Successful Completion of Training, you will be hired as a Trainee Recruiter on rolls of Tech ZAR Info and your Annual CTC will be Rs 1,50,000/- per annum, (One Lakh Fifty Thousand Only).

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Mohammed Ziya.M

M.S Tower, Convent Rd, Tiruchirappalli – 620001, PH – 0431 355 2323

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5.2.1. Average percentage of placement of outgoing students during the last five years

Tech ZAR Info

Recruiter Trainee Offer Letter 17 March 2021

Dear IRFAN S,

Congratulations! Greetings from the Tech ZAR Info. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

You would undergo eight weeks of Training in Day Shift and two weeks of Budding in US shift, during training period you are not eligible for any Stipend / Remuneration. On Successful Completion of Training, you will be hired as a Trainee Recruiter on rolls of Tech ZAR Info and your Annual CTC will be Rs 1,50,000/- per annum, (One Lakh Fifty Thousand Only).

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5.2.1. Average percentage of placement of outgoing students during the last five years

Tech ZAR Info

Recruiter Trainee Offer Letter

17 March 2022

Dear NAESHRIN BANU J,

Congratulations! Greetings from the Tech ZAR Info. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

You would undergo eight weeks of Training in Day Shift and two weeks of Budding in US shift, during training period you are not eligible for any Stipend / Remuneration. On Successful Completion of Training, you will be hired as a Trainee Recruiter on rolls of Tech ZAR Info and your Annual CTC will be Rs 1,50,000/- per annum, (One Lakh Fifty Thousand Only).

Training period may extend time to time considering the current pandemic situation.

On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training, and the contractual obligation to be with Tech ZAR Info.

This is the Provisional Trainee Offer letter and the Formal Offer / Appointment Order with terms of your employment will be sent to you on your joining date.

We congratulate you and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Please sign the duplicate copy of the papers as a token of your acceptance and return it to us for the use of employee records.

For TechZarInfo Software and Consulting Services

Mohammed Ziya.M

M.S Tower, Convent Rd, Tiruchirappalli – 620001, PH – 0431 355 2323

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5.2.1. Average percentage of placement of outgoing students during the last five years

Reach Higher
PINNACLE SOLUTIONS

Cell : 86675 13082
94894 01965

Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

Dear KEERTHIRAJ R

We welcome you to **Pinnacle Solutions, Tiruchirappalli** and are pleased to confirm your appointment for the position of Testing Specialist under the following terms and conditions:

1. **Date of Joining:**
   - You are being appointed as **Testing Specialist** in **Pinnacle Solutions, Tiruchirappalli** with effect from dated June 1 2022.
2. **Place of Work:**
   - Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
   - You may be required to visit to the client site within and / or outside India.
3. **Remuneration:**
   - Your annual fixed CTC will be **Rs. 2,64,000 p.a. (Rupees Two Lakhs Sixty Four Thousand)** the breakup of this compensation will be shared with you separately by HR.
4. **Probation Period:**
   - You will be on a probationary period of 6 months from date of joining the period of which may be extended at Company's discretion Based on your performance and confirmation review, action on confirmation of your employment will be taken as directed by Company policy and will be communicated to you in writing.
5. **Notice Period:**
   - During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
   - Post confirmation, services may be terminated by either party, giving two months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).

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94894 01965

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web : www.pinnacletiruchi.in

Dear **MOHAMED ASHIK ALI M**

We welcome you to **Pinnacle Solutions, Tiruchirappalli** and are pleased to confirm your appointment for the position of Testing Specialist under the following terms and conditions:

1. **Date of Joining:**
   - You are being appointed as **Networking Engineer** in **Pinnacle Solutions, Tiruchirappalli** with effect from dated June 1 2022.
2. **Place of Work:**
   - Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
   - You may be required to visit to the client site within and / or outside India.
3. **Remuneration:**
   - Your annual fixed CTC will be **Rs. 2,64,000 p.a.** (**Rupees Two Lakhs Sixty Four Thousand**) the breakup of this compensation will be shared with you separately by HR.
4. **Probation Period:**
   - You will be on a probationary period of 6 months from date of joining the period of which may be extended at Company's discretion Based on your performance and confirmation review, action on confirmation of your employment will be taken as directed by Company policy and will be communicated to you in writing.
5. **Notice Period:**
   - During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
   - Post confirmation, services may be terminated by either party, giving two months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).

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PINNACLE SOLUTIONS

Cell : 86675 13082
94894 01965

Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

Dear **NADEEM AZHAR A**

We welcome you to **Pinnacle Solutions, Tiruchirappalli** and are pleased to confirm your appointment for the position of Testing Specialist under the following terms and conditions:

1. **Date of Joining:**
   - You are being appointed as **Networking Engineer** in **Pinnacle Solutions, Tiruchirappalli** with effect from dated June 1 2022.
2. **Place of Work:**
   - Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
   - You may be required to visit to the client site within and / or outside India.
3. **Remuneration:**
   - Your annual fixed CTC will be **Rs. 2,64,000 p.a.** (**Rupees Two Lakhs Sixty Four Thousand**) the breakup of this compensation will be shared with you separately by HR.
4. **Probation Period:**
   - You will be on a probationary period of 6 months from date of joining the period of which may be extended at Company's discretion Based on your performance and confirmation review, action on confirmation of your employment will be taken as directed by Company policy and will be communicated to you in writing.
5. **Notice Period:**
   - During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
   - Post confirmation, services may be terminated by either party, giving two months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).

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Reach Higher
PINNACLE SOLUTIONS
Email : pinnacletiruchi@gmail.com
Cell : 86675 13082
94894 01965
web : www.pinnacletiruchi.in

Dear **NAYAZ AHMED V**

We welcome you to **Pinnacle Solutions, Tiruchirappalli** and are pleased to confirm your appointment for the position of Testing Specialist under the following terms and conditions:

1. **Date of Joining:**
   - You are being appointed as **Python Trainer** in **Pinnacle Solutions, Tiruchirappalli** with effect from dated June 1 2022.
2. **Place of Work:**
   - Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
   - You may be required to visit to the client site within and / or outside India.
3. **Remuneration:**
   - Your annual fixed CTC will be **Rs. 2,40,000 p.a. (Rupees Two Lakhs Forty Eight Thousand)** the breakup of this compensation will be shared with you separately by HR.
4. **Probation Period:**
   - You will be on a probationary period of 6 months from date of joining the period of which may be extended at Company's discretion Based on your performance and confirmation review, action on confirmation of your employment will be taken as directed by Company policy and will be communicated to you in writing.
5. **Notice Period:**
   - During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
   - Post confirmation, services may be terminated by either party, giving two months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).

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web : www.pinnacletiruchi.in

Dear **NISHARUDEEN M**

We welcome you to **Pinnacle Solutions, Tiruchirappalli** and are pleased to confirm your appointment for the position of Testing Specialist under the following terms and conditions:

1. **Date of Joining:**
   - You are being appointed as **Python Trainer** in **Pinnacle Solutions, Tiruchirappalli** with effect from dated June 1 2022.
2. **Place of Work:**
   - Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
   - You may be required to visit to the client site within and / or outside India.
3. **Remuneration:**
   - Your annual fixed CTC will be **Rs. 2,40,000 p.a. (Rupees Two Lakhs Forty Eight Thousand)** the breakup of this compensation will be shared with you separately by HR.
4. **Probation Period:**
   - You will be on a probationary period of 6 months from date of joining the period of which may be extended at Company's discretion Based on your performance and confirmation review, action on confirmation of your employment will be taken as directed by Company policy and will be communicated to you in writing.
5. **Notice Period:**
   - During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
   - Post confirmation, services may be terminated by either party, giving two months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).

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94894 01965

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web : www.pinnacletiruchi.in

Dear **RAGHINI BENCY A P**

We welcome you to **Pinnacle Solutions, Tiruchirappalli** and are pleased to confirm your appointment for the position of Testing Specialist under the following terms and conditions:

1. **Date of Joining:**
   - You are being appointed as **Testing Engineer** in **Pinnacle Solutions, Tiruchirappalli** with effect from dated June 1 2022.
2. **Place of Work:**
   - Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
   - You may be required to visit to the client site within and / or outside India.
3. **Remuneration:**
   - Your annual fixed CTC will be **Rs. 2,64,000 p.a.** (**Rupees Two Lakhs Sixty Four Thousand**) the breakup of this compensation will be shared with you separately by HR.
4. **Probation Period:**
   - You will be on a probationary period of 6 months from date of joining the period of which may be extended at Company's discretion Based on your performance and confirmation review, action on confirmation of your employment will be taken as directed by Company policy and will be communicated to you in writing.
5. **Notice Period:**
   - During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
   - Post confirmation, services may be terminated by either party, giving two months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).

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5.2.1. Average percentage of placement of outgoing students during the last five years

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PINNACLE SOLUTIONS

Cell : 86675 13082
94894 01965

Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

Dear **RAMANATHAN B**

We welcome you to **Pinnacle Solutions, Tiruchirappalli** and are pleased to confirm your appointment for the position of Testing Specialist under the following terms and conditions:

1. Date of Joining:

- You are being appointed as **System Engineer** in **Pinnacle Solutions, Tiruchirappalli** with effect from dated June 1 2022.

2. Place of Work:

- Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
- You may be required to visit to the client site within and / or outside India.

3. Remuneration:

- Your annual fixed CTC will be **Rs. 2,64,000 p.a.** **(Rupees Two Lakhs Sixty Four Thousand)** the breakup of this compensation will be shared with you separately by HR.

4. Probation Period:

- You will be on a probationary period of 6 months from date of joining the period of which may be extended at Company's discretion Based on your performance and confirmation review, action on confirmation of your employment will be taken as directed by Company policy and will be communicated to you in writing.

5. Notice Period:

- During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
- Post confirmation, services may be terminated by either party, giving two months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).

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5.2.1. Average percentage of placement of outgoing students during the last five years

Reach Higher
PINNACLE SOLUTIONS
Email : pinnacletiruchi@gmail.com
Cell : 86675 13082
94894 01965
web : www.pinnacletiruchi.in

Dear **SAMINATHAN M**

We welcome you to **Pinnacle Solutions, Tiruchirappalli** and are pleased to confirm your appointment for the position of Testing Specialist under the following terms and conditions:

1. **Date of Joining:**
   - You are being appointed as **Networking Engineer** in **Pinnacle Solutions, Tiruchirappalli** with effect from dated June 1 2022.
2. **Place of Work:**
   - Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
   - You may be required to visit to the client site within and / or outside India.
3. **Remuneration:**
   - Your annual fixed CTC will be **Rs. 2,64,000 p.a.** (**Rupees Two Lakhs Sixty Four Thousand**) the breakup of this compensation will be shared with you separately by HR.
4. **Probation Period:**
   - You will be on a probationary period of 6 months from date of joining the period of which may be extended at Company's discretion Based on your performance and confirmation review, action on confirmation of your employment will be taken as directed by Company policy and will be communicated to you in writing.
5. **Notice Period:**
   - During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
   - Post confirmation, services may be terminated by either party, giving two months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).

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PINNACLE SOLUTIONS
Cell : 86675 13082
94894 01965
Email : pinnacletiruchi@gmail.com
web : www.pinnacletiruchi.in

Dear **SUDHAKAR D**

We welcome you to **Pinnacle Solutions, Tiruchirappalli** and are pleased to confirm your appointment for the position of Testing Specialist under the following terms and conditions:

1. Date of Joining:

- You are being appointed as **Python Trainer** in **Pinnacle Solutions, Tiruchirappalli** with effect from dated June 1 2022.

2. Place of Work:

- Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
- You may be required to visit to the client site within and / or outside India.

3. Remuneration:

- Your annual fixed CTC will be **Rs. 2,40,000 p.a.** (**Rupees Two Lakhs Forty Eight Thousand**) the breakup of this compensation will be shared with you separately by HR.

4. Probation Period:

- You will be on a probationary period of 6 months from date of joining the period of which may be extended at Company's discretion Based on your performance and confirmation review, action on confirmation of your employment will be taken as directed by Company policy and will be communicated to you in writing.

5. Notice Period:

- During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
- Post confirmation, services may be terminated by either party, giving two months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).

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Reach Higher
PINNACLE SOLUTIONS
Email : pinnacletiruchi@gmail.com
Cell : 86675 13082
94894 01965
web : www.pinnacletiruchi.in

Dear **THAHIRA BI A**

We welcome you to **Pinnacle Solutions, Tiruchirappalli** and are pleased to confirm your appointment for the position of Testing Specialist under the following terms and conditions:

1. Date of Joining:

- You are being appointed as **Testing Engineer** in **Pinnacle Solutions, Tiruchirappalli** with effect from dated June 1 2022.

2. Place of Work:

- Your initial posting will be at our Trichy office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
- You may be required to visit to the client site within and / or outside India.

3. Remuneration:

- Your annual fixed CTC will be **Rs. 2,64,000 p.a.** (**Rupees Two Lakhs Sixty Four Thousand**) the breakup of this compensation will be shared with you separately by HR.

4. Probation Period:

- You will be on a probationary period of 6 months from date of joining the period of which may be extended at Company's discretion Based on your performance and confirmation review, action on confirmation of your employment will be taken as directed by Company policy and will be communicated to you in writing.

5. Notice Period:

- During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
- Post confirmation, services may be terminated by either party, giving two months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).

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5.2.1. Average percentage of placement of outgoing students during the last five years

Rahman Computer Spares
Computer Peripherals & Accessories

B-8, Jenne Plaza, No.5, Bharathiyar Salai, Tiruchirappalli - 620 001. Ph : 2413666, 2411568 E-mail : rcstrichy@yahoo.co.in TIN : 33453520750

10th March, 2022

Mr. AAMIR SULTHAN AHAMED J
Jamal Mohamed College

Subject: Letter of Appointment

Dear Mr. AAMIR SULTHAN AHAMED J

This has reference to your application and subsequent interviews you have had with **RAHMAN COMPUTER SPARES, Tiruchirappalli**. We are pleased to appoint you as **Accountant** at **Tiruchirappalli**. Your employment will be governed by the following terms and conditions:

1. ***Monthly Gross Salary***

You will be paid a Monthly Gross Salary of **Rs. 20,000/- (Rupees Twenty Thousand Only)** per month.

2. ***Working Hours***

Your working hours will be 10 am to 7:30 pm as per the current company policy. The company observes a 6 day work a week.

3. ***Date of Appointment***

Your date of appointment as per company records is **3rd June 2022**

4. ***Salary Increase***

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

5. ***Probation Period***

You will be on probation for a period of **Two months** from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service.

If not confirmed after two months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

6. ***Leave***

You will be governed by the current Leave Policy of the company for permanent employees

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5.2.1. Average percentage of placement of outgoing students during the last five years

Rahman Computer Spares
Computer Peripherals & Accessories
8-B, Jenna Plaza, No.5, Bharathiyar Salai, Tiruchirappalli - 620 001. Ph : 2413666, 2411568 E-mail : rcstrichy@yahoo.co.in TIN : 33453520750

Travel

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

8. ***Notice Period***

While on probation, this appointment may be terminated by either side by giving **seven days notice**, or **seven days salary in lieu of notice period**.

On confirmation, this appointment may be terminated by either side by giving **one months'** notice or **one** months' salary in lieu of notice period.

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and pay you three months' salary in lieu of notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period.

9. ***Transfer***

You will be liable to be transferred to any other department or establishment or branch or subsidiary of the Company in India or abroad. In such a case, you will be governed by the terms and conditions of service as applicable to the new assignment.

10. ***Conflict of Interest***

You will not seek full time or part time job or be involved in any way with competitor's business activities either directly or indirectly during your employment with the Company, and for a period of 12 months in the event of cessation of your employment with the Company.

11. ***Confidential Information***

You will not, at any time, without the consent of the Company disclose or divulge or make public except under legal obligation, any information regarding Company's affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.

12. ***General***

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.
Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

We welcome you to the **RAHMAN COMPUTER SPARES** family and trust we will have a long and mutually rewarding association.

RAHMAN COMPUTER SPARES Ph: 2413056 Trichy-1

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Rahman Computer Spares
Computer Peripherals & Accessories
B-8, Jenne Plaza, No.5, Bharathiyar Salai, Tiruchirappalli - 620 001. Ph : 2413666, 2411568 E-mail : rcstrichy@yahoo.co.in TIN : 33453520750

10th March, 2022

Mr. ALLTRIN PRABHU DAVID D
Jamal Mohamed College

Subject: Letter of Appointment

Dear Mr. ALLTRIN PRABHU DAVID D

This has reference to your application and subsequent interviews you have had with **RAHMAN COMPUTER SPARES, Tiruchirappalli.** We are pleased to appoint you as **Marketing Executive** at **Tiruchirappalli.** Your employment will be governed by the following terms and conditions:

1. ***Monthly Gross Salary***

You will be paid a Monthly Gross Salary of **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

2. ***Working Hours***

Your working hours will be 10 am to 7:30 pm as per the current company policy. The company observes a 6 day work a week.

3. ***Date of Appointment***

Your date of appointment as per company records is **3rd June 2022**

4. ***Salary Increase***

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

5. ***Probation Period***

You will be on probation for a period of **Two months** from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service.

If not confirmed after two months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

6. ***Leave***

You will be governed by the current Leave Policy of the company for permanent employees

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5.2.1. Average percentage of placement of outgoing students during the last five years

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7. **Travel**

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

8. ***Notice Period***

While on probation, this appointment may be terminated by either side by giving **seven days notice**, or **seven days salary in lieu of notice period**.

On confirmation, this appointment may be terminated by either side by giving **one months'** notice or **one** months' salary in lieu of notice period.

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and pay you three months' salary in lieu of notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period.

9. ***Transfer***

You will be liable to be transferred to any other department or establishment or branch or subsidiary of the Company in India or abroad. In such a case, you will be governed by the terms and conditions of service as applicable to the new assignment.

10. ***Conflict of Interest***

You will not seek full time or part time job or be involved in any way with competitor's business activities either directly or indirectly during your employment with the Company, and for a period of 12 months in the event of cessation of your employment with the Company.

11. ***Confidential Information***

You will not, at any time, without the consent of the Company disclose or divulge or make public except under legal obligation, any information regarding Company's affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.

12. ***General***

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.
Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

We welcome you to the **RAHMAN COMPUTER SPARES** family and trust we will have a long and mutually rewarding association.

RAHMAN COMPUTER SPARES Ph: 2413856 Trichy-1

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10th March, 2022

Mr. ALAMEEN K
Jamal Mohamed College

Subject: Letter of Appointment

Dear Mr. ALAMEEN K

This has reference to your application and subsequent interviews you have had with **RAHMAN COMPUTER SPARES, Tiruchirappalli**. We are pleased to appoint you as **Marketing Executive** at **Tiruchirappalli**. Your employment will be governed by the following terms and conditions:

1. ***Monthly Gross Salary***

You will be paid a Monthly Gross Salary of **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

2. ***Working Hours***

Your working hours will be 10 am to 7:30 pm as per the current company policy. The company observes a 6 day work a week.

3. ***Date of Appointment***

Your date of appointment as per company records is **3rd June 2022**

4. ***Salary Increase***

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

5. ***Probation Period***

You will be on probation for a period of **Two months** from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service.

If not confirmed after two months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

6. ***Leave***

You will be governed by the current Leave Policy of the company for permanent employees

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8-8, Annai Plaza, No.5, Bharathiyar Salai, Tiruchirappalli - 620 001. Ph: 2413660, 2411568. E-mail: rcstrichy@yahoo.co.in TIN : 33453520750

7. *Travel*

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

8. *Notice Period*

While on probation, this appointment may be terminated by either side by giving **seven days notice**, or **seven days salary in lieu of notice period**.

On confirmation, this appointment may be terminated by either side by giving **one months'** notice or **one** months' salary in lieu of notice period.

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and pay you three months' salary in lieu of notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period.

9. *Transfer*

You will be liable to be transferred to any other department or establishment or branch or subsidiary of the Company in India or abroad. In such a case, you will be governed by the terms and conditions of service as applicable to the new assignment.

10. *Conflict of Interest*

You will not seek full time or part time job or be involved in any way with competitor's business activities either directly or indirectly during your employment with the Company, and for a period of 12 months in the event of cessation of your employment with the Company.

11. *Confidential Information*

You will not, at any time, without the consent of the Company disclose or divulge or make public except under legal obligation, any information regarding Company's affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.

12. *General*

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.
Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

We welcome you to the **RAHMAN COMPUTER SPARES** family and trust we will have a long and mutually rewarding association.

RAHMAN COMPUTER SPARES Ph: 2413856 Trichy-1

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5.2.1. Average percentage of placement of outgoing students during the last five years

Rahman Computer Spares
Computer Peripherals & Accessories
B-8, Jenne Plaza, No.5, Bharathiyar Salai, Tiruchirappalli - 620 001. Ph : 2413666, 2411568 E-mail : rcstrichy@yahoo.co.in TIN : 33453520750

10th March, 2022

Mr. FAIZUL AMEEN S
Jamal Mohamed College

Subject: Letter of Appointment

Dear Mr. FAIZUL AMEEN S

This has reference to your application and subsequent interviews you have had with **RAHMAN COMPUTER SPARES, Tiruchirappalli**. We are pleased to appoint you as **Service Engineer** at **Tiruchirappalli**. Your employment will be governed by the following terms and conditions:

1. ***Monthly Gross Salary***

You will be paid a Monthly Gross Salary of **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

2. ***Working Hours***

Your working hours will be 10 am to 7:30 pm as per the current company policy. The company observes a 6 day work a week.

3. ***Date of Appointment***

Your date of appointment as per company records is **3rd June 2022**

4. ***Salary Increase***

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

5. ***Probation Period***

You will be on probation for a period of **Two months** from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service.

If not confirmed after two months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

6. ***Leave***

You will be governed by the current Leave Policy of the company for permanent employees

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7. **Travel**

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

8. ***Notice Period***

While on probation, this appointment may be terminated by either side by giving **seven days notice**, or **seven days salary in lieu of notice period**.

On confirmation, this appointment may be terminated by either side by giving **one months'** notice or **one** months' salary in lieu of notice period.

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and pay you three months' salary in lieu of notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period.

9. ***Transfer***

You will be liable to be transferred to any other department or establishment or branch or subsidiary of the Company in India or abroad. In such a case, you will be governed by the terms and conditions of service as applicable to the new assignment.

10. ***Conflict of Interest***

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10th March, 2022

Mr. RAKESH S
Jamal Mohamed College

Subject: Letter of Appointment

Dear Mr. RAKESH S

This has reference to your application and subsequent interviews you have had with **RAHMAN COMPUTER SPARES, Tiruchirappalli**. We are pleased to appoint you as **Service Engineer** at **Tiruchirappalli**. Your employment will be governed by the following terms and conditions:

1. ***Monthly Gross Salary***

You will be paid a Monthly Gross Salary of **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

2. ***Working Hours***

Your working hours will be 10 am to 7:30 pm as per the current company policy. The company observes a 6 day work a week.

3. ***Date of Appointment***

Your date of appointment as per company records is **3rd June 2022**

4. ***Salary Increase***

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

5. ***Probation Period***

You will be on probation for a period of **Two months** from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service.

If not confirmed after two months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

6. ***Leave***

You will be governed by the current Leave Policy of the company for permanent employees

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7. **Travel**

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8. ***Notice Period***

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On confirmation, this appointment may be terminated by either side by giving **one months'** notice or **one** months' salary in lieu of notice period.

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and pay you three months' salary in lieu of notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period.

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12. ***General***

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Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

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10th March, 2022

Mr. GOWTHUL ASFAR ALI S M K
Jamal Mohamed College

Subject: Letter of Appointment

Dear Mr. GOWTHUL ASFAR ALI S M K

This has reference to your application and subsequent interviews you have had with **RAHMAN COMPUTER SPARES, Tiruchirappalli**. We are pleased to appoint you as **Service Engineer** at **Tiruchirappalli**. Your employment will be governed by the following terms and conditions:

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2. ***Working Hours***

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3. ***Date of Appointment***

Your date of appointment as per company records is **3rd June 2022**

4. ***Salary Increase***

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If not confirmed after two months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

6. ***Leave***

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7. Travel

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

8. ***Notice Period***

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Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and pay you three months' salary in lieu of notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period.

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10th March, 2022

Mr. MOHAMMEDYUSUF T
Jamal Mohamed College

Subject: Letter of Appointment

Dear Mr. MOHAMMED YUSUF T

This has reference to your application and subsequent interviews you have had with **RAHMAN COMPUTER SPARES, Tiruchirappalli.** We are pleased to appoint you as **Service Engineer** at **Tiruchirappalli.** Your employment will be governed by the following terms and conditions:

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RAHMAN COMPUTER SPARES Ph: 2413856 Trichy-1

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5.2.1. Average percentage of placement of outgoing students during the last five years

Dhiksha Tech Solutions Pvt. Ltd

Date: 28.07.2022

APPOINTMENT LETTER

To

Mr. Mohamed Adam S. O. A. K
No:111/35A, Nainar Street,
Kayalpatnam - 628204

Dear **Mr. Mohamed Adam S. O. A. K,**

Welcome to **Dhiksha Tech Solutions Pvt Ltd,**

Further to your application and the subsequent interview held on **24th July 2022** at our Chennai office, we are pleased to extend you an offer as a **"Web Developer"** at our development center. Your monthly payment will be **Rs. 8,000 /-.** You are required to join on **1st August 2022** and the offer stands withdrawn thereafter unless we extend the date or communicated to you in writing.

We expect you to be part of this company, contributing your abilities and skills for the growth and success of the company. We look forward to a long and mutually beneficial relationship.

Please sign the duplicate of this offer in all sheets and return it to us on the same day as a token of your acceptance.

Yours sincerely,

Accepted

Mohamed Adam S. O. A. K

+91 44 3500 1035/1034
info@dhikshatech.com
www.dhikshatech.com

INDIA
No.91A, 2nd floor,
Bazzar Main Road, Sadasiva Nagar,
Madipakkam, Chennai-91.
Company No: U72900TN2020PTC136107

SRILANKA
No. 739, 7th Floor, Jana Jaya City Mall
Welikada, Rajagiriya,
Colombo - 03, Srilanka.
Company No: PV00238397

5.2.1. Average percentage of placement of outgoing students during the last five years

Dhiksha Tech Solutions Pvt. Ltd

I. Position

Job title

Your title will be Web Developer, and you will report to the Company's Team Leader.

Working schedule

This is a Full-Time position requiring approximately 48 hours per week. Your regular weekly schedule will be Monday to Saturday 09:30-18:30.

Employment Relationship

Employment with the Company is for no specific period of time. Your employment with the Company will be "at will," meaning that either you or the Company may terminate your employment at any time and for any reason, with or without cause. Any contrary representations that may have been made to you are superseded by this letter agreement. This is the full and complete agreement between you and the Company on this term. Although your job duties, title, compensation, and benefits, as well as the Company's personnel policies and procedures, may change from time to time, the "at will" nature of your employment may only be changed in an express written agreement signed by you and a duly authorized officer of the Company (other than you.)

II. Cash Compensation

Salary

The Company will pay you a starting salary at the rate of INR 96,000 per year, payable in accordance with the Company's standard payroll schedule, beginning 1stAugust 2022 and you will receive your first paycheck on 31stAugust 2022. This salary will be subject to adjustment pursuant to the Company's employee compensation policies.

+91 44 3500 1035/1034
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5.2.1. Average percentage of placement of outgoing students during the last five years

Dhiksha Tech Solutions Pvt. Ltd

III. Bonus (or commission) potential

In addition, you will be eligible to be considered for an incentive bonus for each fiscal year of the Company. The bonus (if any) will be awarded based on objective or subjective criteria established by the Company's Chief Executive Officer and approved by the Company's Board of Directors. Your target bonus will be equal to 20% of your annual base salary. The determinations of the Company's Board of Directors with respect to your bonus will be final and binding.

IV. Employee benefits

As a regular employee of the Company, you will be eligible to participate in a number of Company-sponsored benefits.
The Company offers a comprehensive employee benefits program, including:

Vacation policy

You will be eligible for 20 days of paid vacation leave per year. Paid time off is additional to sick days, bank holidays, and days that the company does not operate.

V. Privacy and Confidentiality Agreements

Privacy Agreement

You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to, and dissemination of employee personal information will be in accordance with privacy legislation.

Conflict of Interest policy

While you are employed at this Company, you will not engage in any other employment, consulting or other business activity full-time that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

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Company No: PV00238397

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Dhiksha Tech Solutions Pvt. Ltd

VI. Termination Conditions

The Company reserves the right to terminate the employment of any employee for just cause at any time without notice and without payment in lieu of notice. The Company will be entitled to terminate your employment for any reason other than for just cause, upon providing to you such minimum notice as required by law.

Accepted

Mohamed Adam S. O. A. K

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Air2Cloud

Offer Letter

30, November, 2022

SHEIK MOHAMED SHIHAM.M
2A, 6th Street, Eruvadi,
Tirunelveli 627103

Dear Mr. Sheik Mohamed Shiham,

Congratulations! We are pleased to confirm that you have been selected to work for Air2Cloud Technologies Pvt. Ltd. We are delighted to make you the following job offer.

The position we are offering you is that of Software Developer Trainee at a monthly salary of Rs.10, 000/- with an annual cost to company Rs.1, 20,000/-.

Please sign the enclosed copy of this letter and return it to me, we are confident you will be able to make a significant contribution to the success of our Air2Cloud Technologies Pvt. Ltd. and look forward to working with you.

Thanks and Regards

Yours Faithfully

For Air2Cloud Technologies Pvt. Ltd.

Riyas.M
Director

Air2Cloud Technologies Pvt. Ltd.

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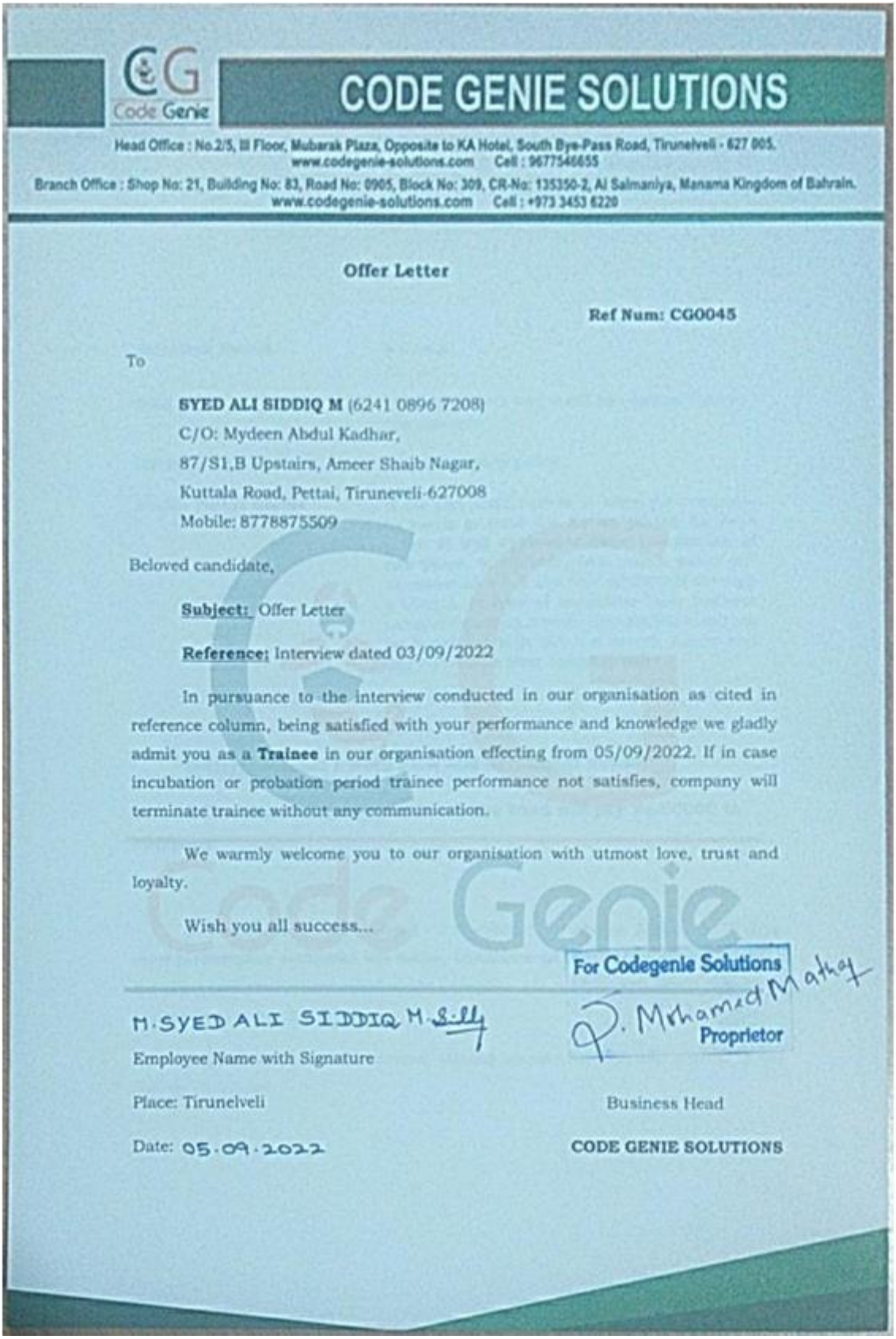

CODE GENIE SOLUTIONS

Head Office : No.2/5, III Floor, Mubarak Plaza, Opposite to KA Hotel, South Bye-Pass Road, Tirunelveli - 627 005.
www.codegenie-solutions.com Cell : 9677546655
Branch Office : Shop No: 21, Building No: 83, Road No: 0905, Block No: 309, CR-No: 135350-2, Al Salmaniya, Manama Kingdom of Bahrain.
www.codegenie-solutions.com Cell : +973 3453 6220

Offer Letter

Ref Num: CG0045

To

SYED ALI SIDDIQ M (6241 0896 7208)
C/O: Mydeen Abdul Kadhar,
87/S1,B Upstairs, Ameer Shaib Nagar,
Kuttala Road, Pettai, Tirunelveli-627008
Mobile: 8778875509

Beloved candidate,

Subject: Offer Letter

Reference: Interview dated 03/09/2022

In pursuance to the interview conducted in our organisation as cited in reference column, being satisfied with your performance and knowledge we gladly admit you as a **Trainee** in our organisation effecting from 05/09/2022. If in case incubation or probation period trainee performance not satisfies, company will terminate trainee without any communication.

We warmly welcome you to our organisation with utmost love, trust and loyalty.

Wish you all success...

For Codegenie Solutions
P. Mohamed Mathar
Proprietor

M.SYED ALI SIDDIQ M.

Employee Name with Signature

Place: Tirunelveli

Date: 05.09.2022

Business Head

CODE GENIE SOLUTIONS

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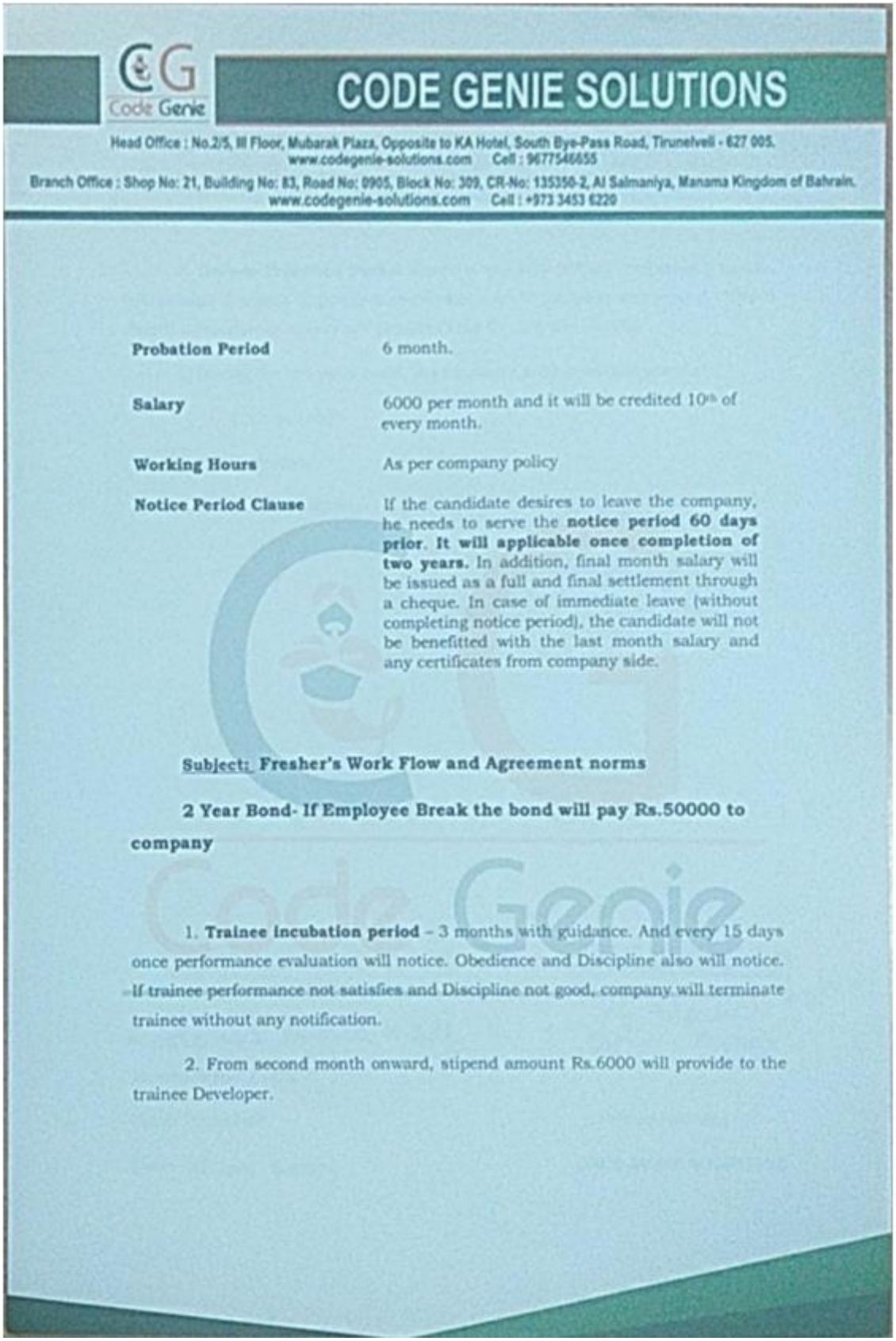

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Branch Office : Shop No: 21, Building No: 83, Road No: 0905, Block No: 309, CR-No: 135350-2, Al Salmaniya, Manama Kingdom of Bahrain.
www.codegenie-solutions.com Cell : +973 3453 6220

Probation Period	6 month.
Salary	6000 per month and it will be credited 10th of every month.
Working Hours	As per company policy
Notice Period Clause	If the candidate desires to leave the company, he needs to serve the **notice period 60 days prior. It will applicable once completion of two years.** In addition, final month salary will be issued as a full and final settlement through a cheque. In case of immediate leave (without completing notice period), the candidate will not be benefitted with the last month salary and any certificates from company side.

Subject: **Fresher's Work Flow and Agreement norms**

2 Year Bond- If Employee Break the bond will pay Rs.50000 to company

1. **Trainee incubation period** – 3 months with guidance. And every 15 days once performance evaluation will notice. Obedience and Discipline also will notice. If trainee performance not satisfies and Discipline not good, company will terminate trainee without any notification.

2. From second month onward, stipend amount Rs.6000 will provide to the trainee Developer.

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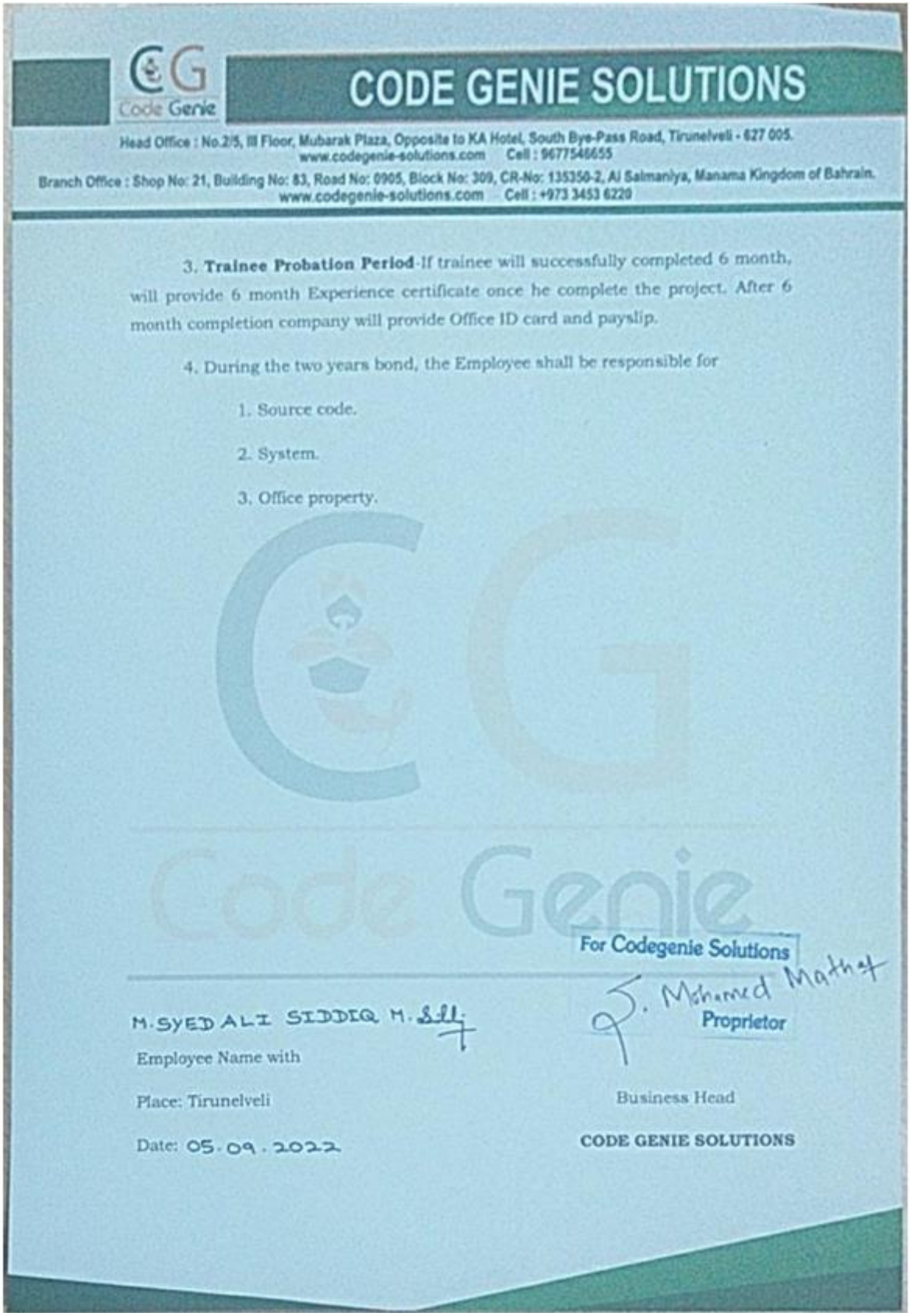

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CODE GENIE SOLUTIONS

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3. **Trainee Probation Period**-If trainee will successfully completed 6 month, will provide 6 month Experience certificate once he complete the project. After 6 month completion company will provide Office ID card and payslip.

4. During the two years bond, the Employee shall be responsible for

1. Source code.
2. System.
3. Office property.

For Codegenie Solutions

J. Mohamed Mathar
Proprietor

M.SYED ALI SIDDIQ M.

Employee Name with

Place: Tirunelveli

Business Head

Date: 05.09.2022

CODE GENIE SOLUTIONS

5.2.1. Average percentage of placement of outgoing students during the last five years

RR Donnelley India Outsource Pvt. Ltd.
Reg Off: 43 A 1st Main Road, R A Puram,
Chennai - 600 028. India
Telephone: + 91 44 42241000
Corporate Identity No. : U30006TN1995PTC053395

July 04, 2022

Ref Code: 15405_SEN
CAF_ID: CAD033784

Nayaz Ahmed V
36/258 5th Cross Street
Basheerabad, Muslimpur, Vaniyambadi
Tamil Nadu
635751

Dear **Nayaz**,

Congratulations and welcome to RR Donnelley India Outsource Pvt. Ltd!

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Associate Software Engineer** at Job Level **L1**.

RR Donnelley is a multibillion dollar global provider of integrated communications. Founded more than 150 years ago, we work with more than 60,000 customers across four continents and are constantly expanding and growing across the various geographies we operate in. To fuel our business growth, we are relentlessly looking for and nurturing our most prized resource – our people! In the days to come, you will discover that we are passionate about attracting, developing and retaining our talent.

This offer comes to you as a culmination of a rigorous selection process and we are certain that you will find our work environment conducive to your personal and professional growth.

We request you to join us full-time on **August 01, 2022** in our Chennai office.

Details of your Total Pay and Benefits are listed in Annexure A.

The general terms and conditions of employment are outlined in the subsequent pages in Annexure B. Please endorse your acceptance of this offer by signing the duplicate copy of this letter and returning it to us.

Once again, welcome to the RR Donnelley family!

We wish you the very best as you begin your career with us.

Sincerely,

Gautam Nathany
Senior Manager - HR

5.2.1. Average percentage of placement of outgoing students during the last five years

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GENERAL TERMS AND CONDITIONS

The following terms and conditions will govern your employment with us. Additional terms and conditions of employment are described in Annexure "B" and include such further duties and responsibilities as RR Donnelley India Outsource Pvt. Ltd (henceforth termed as 'the Company') may delegate to you. Please read and retain them for your records.

1. SALARY

1.1. The details of your compensation are set out in Annexure "A" to this letter ("Compensation Package"). The Compensation Package will be subject to the usual deductions for tax and social security contribution to be withheld by an employer in India as per the applicable law.

2. PROBATION

2.1. You will initially be on probation for a period of six months from the actual date of your joining the Company and will continue to be so unless and until you are expressly confirmed in the regular service of the Company.

2.2. Notwithstanding anything stated herein, during the Probation Period your services are liable to be terminated with at any time, without any notice or commission or assigning of any reasons thereof and at the sole discretion of the Company.

2.3. During the Probation Period, your performance and other antecedents will be thoroughly assessed and evaluated by your superiors and only on satisfactory completion of your initial or extended probationary period, you will be confirmed in the regular service of the Company.

3. HOLIDAYS

3.1. You will be governed by the applicable law and the Leave rules of the Company.

3.2. The System & Procedures to be followed in availing of such leave are specified in the Leave Rules framed and notified by the Company from time to time.

Please Note:

This offer letter is valid for a period of **Five (5) days following the date of receipt of this letter**. If we do not receive the signed offer letter from you confirming your acceptance of this offer within Five (5) days from the date of receipt of this letter, this offer letter will automatically stand cancelled and should not thereafter be considered as binding on the Company.

5.2.1. Average percentage of placement of outgoing students during the last five years

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ANNEXURE "A" TO THE OFFER LETTER
EMPLOYEE COMPENSATION PACKAGE

Name	: **Nayaz Ahmed V**
Job Title	: **Associate Software Engineer**
Band	: **Individual Contributor**
Job level	: **L1**

1. **Salary:** Your salary will be **INR 29,167/-** per month, or **INR 350,004/-** per annum. (Your salary structure/details is attached to this document).
2. **Provident Fund:** 12% of Wages as per provisions of the Employee's Provident Fund &Miscellaneous Provisions Act, 1952 and Schemes framed thereunder as applicable.
3. **Medical Insurance:** The coverage for hospitalisation expenses would be as per the current Company Policy in force.
4. **Personal Accident Insurance:** The coverage would be as per the current Company Policy in force.
5. **Gratuity:** You shall be eligible for payment of Gratuity as per the provisions of 'Payment of Gratuity Act'.
6. **Performance Incentive:** The Company may at its discretion pay you an additional sum by way of performance incentive, which shall be based on your performance. The Company reserves the right, in its absolute discretion, to terminate or amend this or any other performance incentive scheme without notice at any time. This clause shall not establish a contractual right to receive any such payment in the future.

Sincerely,

Gautam Nathany
Senior Manager - HR

ACCEPTANCE OF THE EMPLOYEE

I **Nayaz Ahmed V,** have read and understood the terms and conditions and the above compensation package relating to my services and employment with the Company and the same are accepted by me and binding on me.

Place:
Name of the Employee: Nayaz Ahmed V
Signature of the Employee:
Date:

5.2.1. Average percentage of placement of outgoing students during the last five years

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ANNEXURE "B"
ADDITIONAL TERMS AND CONDITIONS OF EMPLOYMENT

Nayaz Ahmed V
36/258 5th Cross Street
Basheerabad, Muslimpur, Vaniyambadi
Tamil Nadu - 635751

1 JOB TITLE

Your Title is **Associate Software Engineer** at Job Level **L1**.

2 CONTINUOUS SERVICE DATE

The offer letter also states when your period of continuous employment with the Company commences. Your period of continuous employment does not include any period of service with a previous employer.

3 SALARY

Company will be entitled, at any time during your employment, or in any event on cessation of your employment, howsoever arising, to deduct from your remuneration any monies due from you to the Company, including but not limited to, salary, loans or advances, and any excess holiday pay.

4 HOURS OF WORK

4.1 You will be required to work a minimum of 48 hours a week, equally distributed among the Six (6) days of the week, and if necessary, for additional hours as might be required for performing your duties competently and meeting the Company's requirements, as per the policy in force.

4.2 You may also be required to attend duties on public holidays/weekly offs as per the exigencies of work.

5 INCAPACITY DUE TO SICKNESS OR INJURY

You will be entitled to sick leave as per the applicable law and the Leave Policy of the Company, which may be amended from time to time.

5.1 If you are ill, it is vital to ensure that your assigned Supervisor or Manager or his/her designate is notified as soon as possible on the first day of absence;

5.2 The Company reserves the right to require you to undergo a medical examination by a doctor nominated by the Company at any time during your employment where your health or absence from work due to illness is a cause for concern for yourself or for your co-employees. In this regard, you will abide by whatever decision taken by the Company in the interest of your health and safety of your co-employees.

6 DUTIES, DUAL EMPLOYMENT AND OTHER ACTIVITIES

6.1 You will in all respect carry out and use your best endeavours in carrying out the objects of the Company and protect its interest in all things to the best of your ability and judgement and devote the whole of your time at work and attention to the business of the Company during the business hours.

6.2 You are not allowed to undertake other activities, including any other employment (full time or part time), except with the prior written consent of the Company, and whether or not you receive financial compensation for such activities.

5.2.1. Average percentage of placement of outgoing students during the last five years

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7 PLACE OF WORK

7.1 You will at present report to the designated office (Location), of the Company and agree to work at any of the alternate locations of the Company. The Company may, after giving you reasonable notice, transfer or assign your services to any place of business of the Company, which may subsequently be acquired or established, in any part of India or overseas.

7.2 The Company may also depute you to any work or assign your services to any affiliate, associate company, group company, branch, office, joint venture, subsidiary or other companies, concerns, organizations, or firms with whom the Company may make any such arrangement or agreement. You may also be required on a temporary basis to work at any client premises based in India or overseas.

8 EMPLOYEE BONDING

8.1 You acknowledge that it may be necessary for you to travel overseas during the course of your employment with the Company for training or other purposes and that the Company will suffer harm in the event that it pays for you to travel overseas for training purposes (any such trip, a "Training Event") and you fail to remain an employee of the Company for a reasonable time (such time being a minimum period of one year) following any Training Event. In the event that the Company requires you to travel overseas for training purposes or undergo training for any other purpose, where no travel overseas is involved, you hereby agree that, upon request by the Company, you will enter into a bond pursuant to which you will post a surety bond in an amount that the Company estimates to be its costs and expenses to be incurred in connection with such Training Event plus interest at 8% per annum, which amount shall be paid to the Company in the event that your employment with the Company terminates for any reason, prior to the one year anniversary following your return from any such Training Event.

Your refusal to enter into any such bond upon the Company's request shall give the Company the right to terminate your employment pursuant to paragraph 16.2 of this Annexure B.

9 RULES AND REGULATIONS

9.1 The Company shall be entitled to modify the terms of your employment on providing you with prior written notice and in accordance with applicable law. You will, in addition to the terms and conditions of employment specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time.

9.2 You will also be governed by statutory laws enacted by Central or State Government or local authorities as may be applicable to you from time to time.

9.3 You will also be governed by the global rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted from time to time, by "RR Donnelley", in so far as applicable to India and / or in respect of your designation

10 INVENTIONS AND PUBLICATIONS

10.1 Any inventions, designs, or improvements, reports, manuals, papers or any other form of publication containing information relating to the products or services of the Company you may produce or formulate or with which you are concerned during your employment shall be freely communicated to the Company and shall be and remain the property of the Company.

10.2 You hereby irrevocably assign to the company all work that

10.2.1 is developed using equipment supplies facilities or trade secrets of the company;

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10.2.2 result from activities performed by you for the company; and

10.2.3 is related to the company's business or current or anticipated research and development and you acknowledge that all such work and related records shall be the sole and exclusive property of the company.

10.3 You hereby irrevocably transfer and assign to the Company all intellectual property rights in respect of any made or created or discovered as part of your duties of employment with the Company and also hereby acknowledge that all copyrightable work prepared by you within the scope of your employment are 'works for hire' under the law relating to the copyrights and you do not have any ownership rights or claim in respect of the said work and all such rights are owned only by the Company. Intellectual property rights for the purpose of this agreement means all intellectual and proprietary rights in any jurisdiction in and to:

10.3.1 trade secrets and other confidential or non-public business information or know-how, techniques, operations and procedures;

10.3.2 trademarks, service marks, brand names, certification marks, trade dress, trade names and other indications of origin;

10.3.3 patents, including design patents and utility patents, reissues, divisions, continuations-in-part and extensions thereof;

10.3.4 works of authorship, whether copyrightable or not, copyrights, copyright registrations, and moral rights related thereto; and

10.3.5 computer systems, including all computer and peripheral hardware, firmware and software (in both object and source code formats in any programming language), development tools and files, databases, content, data, algorithms, APIs GUIs, functional specifications, operational procedures and all documentation therefore, in each case including all copyrights therefore and all computer languages; in each case, including all applications for, all applications for registrations of, and all renewals, modifications and extensions of, each of the foregoing).

10.4 You must give to the Company full details of any intellectual property, invention or improvement, which you may from time to time make or discover as part of your duties of employment with the Company, and you must further the interests of the Company with regard thereto. The Company shall be entitled, free of charge, to the sole ownership of any such intellectual property, invention or improvement and to the exclusive use thereof.

10.5 You will be required, on the request of the Company, to take such steps as are necessary to obtain protection for any invention, copyright or design or other matters mentioned in this section and in order to vest them in the Company who will meet the costs attendant thereto.

10.6 You represent that your performance of all the terms of this Agreement and your duties as an employee of the Company will not breach any inventions, assignment, proprietary information or similar agreement with any former employer or other party.

11 CONFIDENTIALITY

11.1 You must always maintain the highest degree of secrecy and keep as confidential the strategy, names of fellow employees, business lines, equipment, products, intellectual property, records, documents and such other information relating to the business of the Company which may be known to you or confided in you by any means and you will use such strategy, names of fellow employees, business lines, equipment, products, intellectual property, records, documents and information only in a duly authorized manner in the interest of the Company. You shall act in due diligence not to divulge any client information or professional secrets of the Company. Infringement of this condition will render you liable to summary dismissal and/or prosecution.

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11.2 You must not at any time after leaving the employment of the Company, for any reason, disclose or permit to be disclosed to any person, firm, company or other entity any confidential information or trade secrets relating to or belonging to the Company or to other companies and/or affiliates of the Company and/or the "RR Donnelley" Group in India and or overseas.

11.3 On the cessation of your employment, for whatever reason, you will be required to return to the Company all property, documents and papers in your possession or under your control relating to your employment or to clients' business affairs.

11.4 You must not anywhere, at any time after cessation of your services or employment with the Company, howsoever arising, either personally or through agents, friends or relatives, directly or indirectly, represent yourself as being connected to or interested in any way in the business of the Company.

11.5 In the event of breach of any of the conditions mentioned above in paragraph 12, the Company shall be entitled to injunctive relief and/or specific performance to enforce the conditions of paragraph 12.

12 COMPANY PROPERTY

You will always maintain in good condition Company property which may be given to you for official use during the course of your employment and shall return all such Company property to the Company immediately on relinquishment of your services, failing which the cost of the same will be recovered from you by the Company.

12.1 As an employee of the Company, you understand that it is your responsibility to read and be aware of any special licensing agreement that may pertain to any vendor software package assigned to you for use.

12.2 You understand that special licensing agreements for some software are likely to contain electronic serial numbers and that attempts to copy software so protected may result in its damage or destruction.

12.3 You also recognize that it is your professional responsibility neither to participate in nor to encourage any violation of copyright provisions of vendor software.

12.4 Before you authorize anyone else to use the microcomputer and software for which you are responsible, you will ensure that they understand and agree to abide by the conditions of this agreement.

13 BORROWING/ACCEPTING/GIVING GIFTS

You will not borrow or accept or give any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings. You will also not under any circumstances engage in any act that involves or even gives the impression of involving bribery or any illegal activity whatsoever.

14 BACKGROUND INVESTIGATION AND SUBMISSION OF PERMANENT ACCOUNT NUMBER (PAN)

14.1 You represent that you have never been convicted of, been charged with or are on trial for any crime or other transgression whatsoever in India or overseas.

14.2 You will be subject to checkings ("Checkings") that may be conducted either before or after the date at which full-time employment commences.

Checkings may include:

(i) background checks (including checking all facts submitted to the Company, including, but not limited to your curriculum vitae or application.)

(ii) reference checks;

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(iii) drug testing, finger printing and medical examination(s) if applicable and as determined to be relevant by the Company

Either (i) refusal to be subject to Checkings or (ii) results that are derived from Checkings which are in conflict with material given by you to the Company will be considered grounds for withdrawal of the offer extended to you or termination of your employment with the Company pursuant to paragraph 16.2 of this annexure and may be acted on at any time before or after your commencement date with the Company.

14.3 You are obligated to submit and validate your 'Permanent Account Number' (PAN) at the time of joining the Company, irrespective of whether your remuneration is subject to tax or not. If you do not have a 'Permanent Account Number' (PAN) at the time of joining the Company, then, irrespective of whether your remuneration is subject to tax or not, it is obligatory on your part, to apply, obtain and submit, your validated PAN within 60 days of joining the Company, failing which the Company will have the right to cease your employment at any time after your commencement of employment with the Company.

15 TERMINATION OF EMPLOYMENT

15.1 During the Probation Period, your services with the Company are liable to be terminated at any time, by giving 1 month's notice or by payment on Total Fixed Pay in lieu of such notice except under conditions mentioned in paragraph 16.2. After the end of the Probation Period, your appointment with the Company is liable to be terminated by the Company by giving you not less than two month's written notice or by payment on Total Fixed Pay in lieu of such notice except as provided below.

15.2 Notwithstanding any other provision hereof, your employment may be terminated by the Company without notice or payment in lieu of notice if it has reasonable grounds to believe that you have consistently failed to perform as per reasonable performance metrics for your function or that you are guilty of misconduct or negligence, or have committed any breach of this agreement or violated any policy of the Company. Termination of your employment under this sub-paragraph would be without prejudice to:

15.2.1 The Company's right to claim the actual damages it has suffered through this breach; and

15.2.2 Any other relief to which the Company may be entitled under contract, law or equity.

15.3 Misconduct will include without limitation:

15.3.1 Absence from service without prior notice in writing or without sufficient cause for seven days or more;

15.3.2 Going on or abetting a strike in contravention of any law;

15.3.3 Causing damage to the property of the Company;

15.3.4 Continued discharge of work functions, which do not meet the standards reasonably expected by the Company from you or results in conflict of interest situations, professional or otherwise;

15.3.5 Breach of confidentiality provisions set out in paragraph 12 above;

16.3.6 Commission or attempt to commit any cyber crime.

15.4 In the event of dissatisfaction in the results of the background investigation mentioned in paragraph 15, your employment may be terminated without notice.

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15.5 VOLUNTARY TERMINATION BY EMPLOYEE

15.5.1 The employee may voluntarily terminate employment with the Company during the Probation Period subject to the employee giving not less than 1 month's written notice to the designated officer of the Company.

15.5.2 On or after the completion of the Probation Period, any voluntary termination of employment by the employee requires not less than 2 months written notice to the designated officer of the Company.

15.5.3 It is further clarified that employees voluntarily terminating their employment as above shall be required to continue working for the Company for the full applicable notice period and shall not be entitled to avail of (or adjust / set off) any accrued vacation leave during / against such notice period. If required by the management of the Company, the employee will also be required to train his/her replacement during such notice period.

15.5.4 Employees shall not be entitled to pay the Company compensation in lieu of serving such notice period. However, the management reserves the right and sole discretion to relieve an employee from the services of the Company during the said notice period by accepting payment from such employee of compensation in lieu of the notice period equal to a prorated amount of the Cost to the Company to the extent of deficient notice period.

15.5.5 If an employee has executed a Travel Bond or any other Bond, then he has to mandatorily serve the bond period as stated and agreed in the said Bond and then serve the 1 month notice or 2 month notice as the case may be, for any voluntary termination of employment.

15.6 In the event of termination of your employment, your employment with the Company will cease and the provisions of the Offer Letter (other than the provisions of paragraphs 11, 12, 18 and 19 of this Annexure B) shall not have any further effect. In respect of paragraphs 11, 12, 18, and 19 of this Annexure B, the termination of your employment with the Company shall not have any affect on such paragraphs. On termination, the Company shall not have any further liability to you other than for remuneration, allowances and perquisites that have accrued prior to the effective date of termination of employment.

15.7 The Company's decision as to the termination of your services or employment shall be final and legally binding on you.

15.8 Upon any cessation of your employment with the Company, howsoever arising, you hereby agree to accurately complete, sign and deliver to the Company the separation certification.

16 CYBER CRIMES

16.1 You hereby expressly agree that you shall not either directly or indirectly commit or cause to commit any cyber crime. For the purposes of this Offer Letter, "cyber crime" means any isolated or concerted act done anywhere by which the originator of such act or associates.

16.1.1 gain unauthorized access to the computer system or computer network; or

16.1.2 downloads, copies or extracts any information or data from such system; or

16.1.3 introduces any harmful code; or

16.1.4 causes any damage to the system or network; or

16.1.5 causes the non-functioning or malfunctioning of any system or network; or

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16.1.6 causes denial of access to any authorized person to the system or network; or

16.1.7 contravenes any provision of the Information Technology Act, 2000 and the rules and regulation made their under; or

16.1.8 tampers or manipulates any system or network with the object of operating the account of another person; or

16.1.9 alters or deletes any information residing in a computer resource or diminishes the value or utility of the function of the computer system or network through any means; or

16.1.10 does any thing which has the effect of adversely affecting the performance of a computer network or services.

17 RESTRICTIONS

17.1 You will not during the term of your employment with the Company and for a period of 1 (One) year following the date of cessation of your employment with the Company, howsoever arising, do or permit any of the following without prior written consent of the Company:

17.1.1 Be concerned with, engaged or interested in, or advise or own any business directly or indirectly, which is in competition with any business carried on by the Company in India, including without limitation companies engaged in similar activities as those of the Company as were performed or developed at any time during your tenure;

17.1.1 Be concerned with, engaged or interested in, or advise or own any business directly or indirectly, which is in competition with any business carried on by the Company in India, including without limitation companies engaged in similar activities as those of the Company as were performed or developed at any time during your tenure;

17.1.2 Solicit customers of any person who is or has been a customer of the Company for the purpose of offering to that person goods or services similar to or competing with those of the Company;

17.1.3 Cause or permit any person directly or indirectly under your control to do any of the acts of things specified above; and

17.1.4 Solicit any employees of the Company, which includes the persons employed by the Company after cessation of your employment with the Company, howsoever arising, for the purpose of offering to that person an employment of any interest in any other company, institution, organization or any business whether owned by you or not.

17.2 Actual or suspected breach of any of the above conditions shall entitle the Company to injunctive relief to enforce the restrictions given in paragraph 18.

17.3 Notwithstanding the above, your undertakings contained in paragraph 18 shall cease to have any effect in case the Company terminates your employment pursuant to paragraph 16.1 hereof.

17.4 Each undertaking in paragraph 18 shall be treated as independent of the other undertakings so that, if one or more is held to be invalid as an unreasonable restraint of trade or for any other reason, the remaining undertakings shall be valid to the extent that they are not affected.

17.5 In view of the nature of your duties with the Company, and the compensations and benefits granted by the Company to you, each of the Company and you consider the undertakings in paragraph 18 to be reasonable in all circumstances. However, if one or more undertakings in paragraph 18 are held invalid as unenforceable or invalid for any reason by a competent Court, adjudicator or arbitrator, the undertakings shall apply with such modifications as to the period, territory or scope of their operation as may be necessary to make them enforceable and valid.

5.2.1. Average percentage of placement of outgoing students during the last five years

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18 INDEMNITY

You will fully and effectively indemnify the Company against all losses, damages and expenses incurred due to any breach or alleged breach of the terms of this Offer Letter, or any fraud, misconduct or negligence on your part in the course of your employment with the Company.

19 NATIONALITY DECLARATION &OBLIGATIONS OF FOREIGN NATIONALS, NON RESIDENT INDIANS OR PERSONS OF INDIAN ORIGIN OR OVERSEAS CITIZEN OF INDIA

All employees irrespective of their nationality or citizenship shall furnish the 'Nationality Undertaking' to the Company and have an obligation to communicate any change in their nationality status. If you are a 'Foreign National' or 'Non Resident Indian' or Person of Indian Origin or 'Overseas Citizen of India', the obligations for registrations and extensions of your visa and stay in India and / or any intimations to the requisite Governmental authorities / agencies and the Company, of the same, shall be a continuing obligation cast on you as an employee of the Company.

20 CORRECTNESS OF THE INFORMATION GIVEN IN THE APPLICATION FOR EMPLOYMENT AND BIO DATA

Your appointment is being made on the basis of the information and details given by you. If, at any time, any information or detail given by you is found to be incorrect or inaccurate or false, the Company may terminate your services without any notice, salary in lieu of notice or compensation.

21 APPLICABLE LAW &ARBITRATION

You shall be governed by the applicable laws of the country in relation to your employment with the Company. Any dispute, controversy or claim arising out of or relating to this Employment Agreement or breach, cessation or termination of your employment or invalidity thereof or otherwise arising in connection with the terms of your employment, shall, at the sole option of the Company, be settled by arbitration in accordance with The Arbitration and Conciliation Act, 1996 as at present in force and amendments thereto, if any, by a sole arbitrator appointed by the Company. The arbitration shall be held in Chennai, Tamil Nadu, India, and shall be conducted in the English language. The arbitration award shall be final and binding on the parties. The Parties shall bear their own attorneys', experts' and other fees and expenses in connection with any arbitration unless otherwise determined by the arbitrator.

Sincerely,

Gautam Nathany
Senior Manager - HR

ACCEPTANCE OF THE EMPLOYEE

I, **Nayaz Ahmed V,** have read and understood the above terms and conditions governing my services and employment with 'RR Donnelley India Outsource Pvt. Ltd., and the same are accepted and binding on me.

Place:
Name of the Employee: Nayaz Ahmed V
Signature of the Employee:
Date:

5.2.1. Average percentage of placement of outgoing students during the last five years

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ANNEXURE "A"
COMPENSATION PACKAGE

Name : Nayaz Ahmed V
Job Title : Associate Software Engineer
Job Level : L1

Components	Monthly (INR)	Annual (INR)
Basic	10,700	128,400
House Rent Allowance	6,420	77,040
Conveyance Allowance	1,600	19,200
Special Allowance	6,505	78,060
Medical Allowance	1,250	15,000
Leave Travel Allowance (Annual)	892	10,704
Employer's Contribution to Provident Fund [1]	1,800	21,600
Total Fixed Pay	**29,167**	**350,004**
Gratuity [2]		6,168
Statutory Bonus [3]		23,868
Total Pay		**380,040**

Other Benefits	
Shift Allowance (Average monthly payout based on shift timings) [4]	3,000
Medical Insurance (Coverage Amount) [5]	100,000
Personal Accident Insurance (Coverage Amount) [5]	635,400
Term Life Insurance (Coverage Amount) [5]	1,050,012

[1] As per the provisions of the PF Act
[2] The amount mentioned here is the Gratuity cost accrued by the Company and shall be payable to the employees as per the provisions of the Payment of Gratuity Act
[3] Please refer to the note below as applicable
[4] As per the Shift Allowance Policy in force
[5] Subject to Revision per the company policy

NOTE:

Statutory Bonus – If you are eligible for 'Statutory Bonus', as per applicable provisions of Payment of Bonus Act 1965, then the 'Statutory bonus' amount mentioned herein, is the maximum amount that can be payable for eligible employees as per provisions of the Payment of Bonus Act 1965. However, the actual Statutory bonus payable to eligible employees will be as per the applicable provisions of Payment of Bonus Act 1965. Taxes as applicable shall be deducted as per income tax rules &statutory requirements. If in the future, you become ineligible for 'Statutory Bonus' as per applicable provisions of Payment of Bonus Act 1965, then 'Statutory Bonus' as mentioned herein will not be paid to you.

Performance Bonus – Declaration of the quantum of Performance bonus is subject to Company's discretion and is based on actual performance of the Company and your own ongoing individual performance. The payment of Performance bonus is subject to you continuing on the payroll of the Company, not having resigned / terminated or serving notice period, on or before the date of payment of Performance bonus. Taxes as applicable shall be deducted as per income tax rules &statutory requirements. The Company reserves the right, in its absolute discretion, to terminate or amend this Performance bonus scheme without any notice at any time. This clause shall not establish a contractual right to receive any such payment in the future.

ACCEPTANCE OF THE EMPLOYEE

I, **Nayaz Ahmed V,** have read and understood the terms and conditions and the above compensation package relating to my services and employment with the Company and the same are accepted by me and binding on me.

Place: **Name of the Employee:** Nayaz Ahmed V

Date: **Signature of the Employee:**

5.2.1. Average percentage of placement of outgoing students during the last five years

VAGUS TECHNOLOGIES

Offer Date 13-December-2022

Ms. Abirami M
D/O Mohan C
35/17 new street,
Periya milagu parai,
Trichy - 620001

Dear **Abirami,**

Further to the interview we had with you, we take the pleasure of extending an offer to you in our Company as "**Direct Client IT Recruiter**" with a **CTC of Rs.3,00,000/-** per annum (Rupees Three Lakh Only) Based on your performance you will be subjected to an appraisal on a yearly basis.

All other terms and conditions will be part of your Appointment Letter.

We look forward to your joining duly with us on **21-December-2022 (Wednesday)** at our Trichy Office. Your reporting time will be **10:00 AM** (IST).

Please note that this offer will automatically stand withdrawn if you fail to report on or before **26-December-2022 (Monday)** or if you fail to provide the documents mentioned below.

When you are reporting, you are advised to bring all originals along with one photocopy of the following documents for verification.

1. School leaving certificate for proof of date of birth.
2. Degree certificates / course completion certificates.
3. Address proof (AADHAAR is mandatory).
4. Relieving order/Experience certificate
5. 6 Color photos
6. Pan Card

In the event of your not joining duty as contemplated as above said, the Company will not be in a position to appoint anyone else for the post. So the post will be lying vacant. The Company will be put to loss and the said loss will be recovered from you on the said condition you are being appointed.

Best wishes,

For Vagus Technologies Pvt. Ltd.,

Shanmuga Priya
Sr. Manager - HR

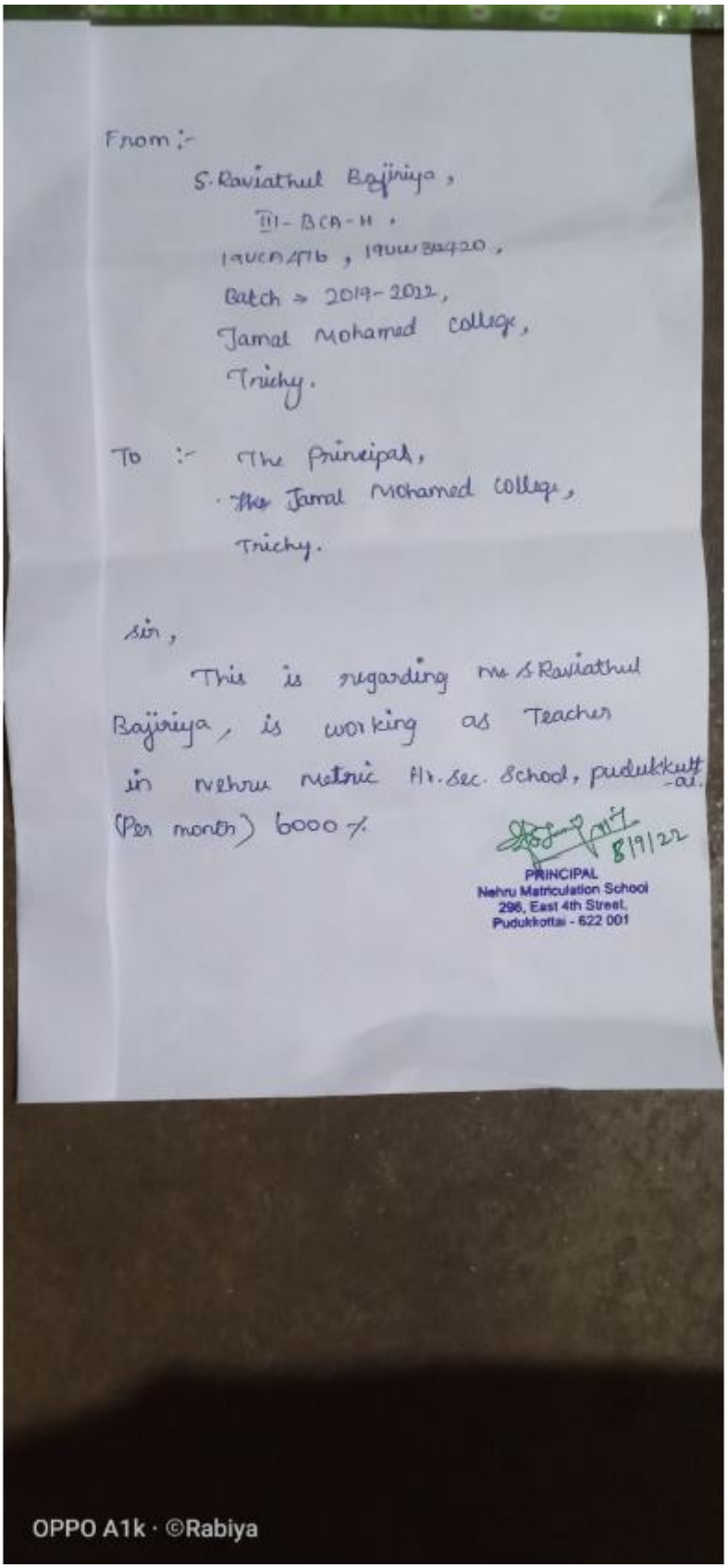
Abirami M

Please acknowledge this email as your acceptance with Vagus Technologies Pvt. Ltd. as "Direct Client IT Recruiter"

5.2.1. Average percentage of placement of outgoing students during the last five years

5.2.1. Average percentage of placement of outgoing students during the last five years

5.2.1. Average percentage of placement of outgoing students during the last five years



From :-
S. Raviathul Bajiriya,
III - BCA - H,
19UCA176, 19UU32420,
Batch → 2019-2022,
Jamal Mohamed college,
Trichy.

To :- The Principal,
The Jamal Mohamed College,
Trichy.

Sir,

This is regarding Ms S Raviathul Bajiriya, is working as Teacher in Nehru metric Hr. Sec. School, pudukkottai. (Per month) 6000 /-

8/9/22
PRINCIPAL
Nehru Matriculation School
296, East 4th Street,
Pudukkottai - 622 001

OPPO A1k · ©Rabiya

5.2.1. Average percentage of placement of outgoing students during the last five years

EDI

29.11.2022

ROSHANI BASHEER AHAMED
No 1250, Plot No: 700,
7th Cross Extn, Vasan Nagar, Vayalur Road,
Trichy-620102,
Tamil Nadu, India.

Mobile: +91 9025179597

E-mail: broshanibca@gmail.com

Dear Ms Roshani Basheer Ahamed,

Following your recent discussions with me, I am pleased to offer you the position of **Research Analyst** commencing on **01st December 2022.**

Your employment is subject to:

1. A three-month probation period, during which time the employment may be terminated by either party. The mechanism for doing so is the party wishing to terminate must serve a one week notice to the other party. All such notices must be in writing.
2. The receipt of satisfactory references

Your commencing salary will be **Rs.1,92,000/- (Rupees One Lakh Ninety Two Thousand** per annum which will be revised after the three month probation period. Salaries are paid monthly via Bank transfer.

Your working location will be our Trichy office.

Your normal working hours will be 10.00 am to 6.30 pm, Monday to Saturday. You are allowed a 1 hour for lunch and tea break. We may also allow you one Saturday during the month as a holiday depending on work load.

All other holidays are governed by law or by the Company's Leave Policy.

All other details are provided in the attached employee handbook.

To formally accept this offer, please sign enclosed Intellectual Property Agreement along with this offer letter and return it to me as soon as possible.

5.2.1. Average percentage of placement of outgoing students during the last five years

EDI

I would be grateful if you would complete and return the following forms to me, along with the signed Terms and Conditions.

1. A Salary Payments Form.
2. Next of Kin Details Form.

Would you also provide me with the following as soon as possible.

1. Copy of your Aadhar & PAN.
2. Passport size Photo
3. Your existing ESI/PF details from your previous employer.

Should you have any questions concerning the enclosed, please do not hesitate to contact me.

Finally, I would like to welcome you to Exchange Data International India Private Limited

Yours sincerely,

T N Shankar Vigranand

General Manager

30.11.2022

Service Office: Exchange Data International India Private Limited | No.C-48, Ujesh Jeevi Building, 3rd Floor, 11th B Cross, Thillainagar, Trichy - 620018, Tamil Nadu, India.| Telephone: +91 (0) 431-3500062

Registered Office: 5B1, 5th Floor, J.P. Tower, 7/2, Nungambakkam High Road, Chennai – 600034, Tamil Nadu, India.

Head Office: 5 Highgate Road, London, NW5 1JY.| Web: www.exchange-data.com

5.2.1. Average percentage of placement of outgoing students during the last five years

5.2.1. Average percentage of placement of outgoing students during the last five years

TeamLease™
Putting India to Work

Date: 28 Sep 2022

Ms YATHINI PERUMAL
26MGR

Nagar 620001

Employee No: 2594259
Dear Ms YATHINI PERUMAL

Appointment Letter

We are pleased to appoint you in our organization as Officer Sales subject to the following terms and conditions:

1. Your contract will commence from 28 Sep 2022 and expire on 28 Sep 2023 during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 28 Sep 2022 and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.

2. You hereby agree to be liable for the following terms and conditions:

   i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
   ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
   iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
   iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
   v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of TeamLease.
   vi. Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
   vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
   viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
   ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.

3. Should you be selected to perform the Work Assignment, the nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.

4. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 15 days notice in writing or payment thereof.

5. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and TeamLease shall promptly settle all your dues after making the applicable deductions.

6. You agree to defend, indemnify and hold TeamLease or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.

7. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.

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TeamLease Services Limited., CIN No. L74140KA2000PLC118395
Ascent Building , # 77,Kosenangala Industrial Layout, Jyothi Nivas College Road, Kosenangala , Bangalore-560095.
Ph : (91-80) 33002345, Fax : (91-80) 33243001 www.teamlease.com

5.2.1. Average percentage of placement of outgoing students during the last five years

TeamLease™
Putting India to Work

8. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize TeamLease to make all salary payments required to be made to you by TeamLease including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.

9. The salary payout will be made latest by 9th of the following month.

10. You will be entitled to an employer's contribution of Provident fund to the extent of 12% of your basic salary and applicable ESI contribution. You will also be covered under Medical and Accident Insurance and will be entitled to all other statutory benefits whichever is applicable during the contract period. It is hereby clarified that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislations, TeamLease shall not incur any liability with regards to any Claims under the said applicable labour legislations.

11. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.

12. During your employment with TeamLease, if we find any irregularity or insufficiency in the documents submitted by you, this Appointment Letter would stand cancelled/revoked.

13. The Company reserves the right to conduct background verification through an external agency for which company may share your personal and employment details with the external agencies. In the event it is found that the details furnished by you is incorrect or you have concealed any material information or your BGV report is negative, your services are liable to be terminated.

14. Employee contribution towards insurance premium would be deducted from monthly salary, if opted for floater policy under the Group Medical Coverage.

15. The nature of your relationship with TeamLease will be that of contract of service from 28 Sep 2022 and expire on 28 Sep 2023 . Upon expiry or termination of the work Assignment, your employment with TeamLease shall stand terminated forthwith.

We at TeamLease would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood and accepted the terms and conditions of appointment. Please send across the signed acknowledged copy to ROPS Team, Bangalore TeamLease Address which is mentioned below. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment at TeamLease with the acceptance of your first salary from TeamLease will be conclusive proof of your acceptance in accordance of terms and conditions.

TeamLease neither accepts any consideration in the form of any cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of TeamLease kindly bring the same to the immediate notice of your superiors or report the same to Teamlease through email or through the toll free number which is provide to you.

ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

For TEAMLEASE SERVICES LIMITED

Accepted and Agreed

Signature and date:

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(Authorized Signatory) Name: VATHIMI PERUMAL

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TeamLease Services Limited., CIN No. L74140KA2000PLC118395
Ascent Building , # 77,Kosemangala Industrial Layout, Jyothi Nivas College Road, Kosemangala , Bangalore-560095.
Ph : (91-80) 33002345, Fax : (91-80) 33243001 www.teamlease.com

5.2.1. Average percentage of placement of outgoing students during the last five years

TeamLease™
Putting India to Work

(Authorized Signatory) Name: [illegible]

Salary Annexure

Employee No: 2594259

Particulars	Amount
Basic	8104
House Rent Allowance	4051
Employer PF Contribution	972
ESIC - Employer	423
Statutory Bonus	845
TotalAmount	14395
Amount In Words(Rs)	Fourteen Thousand Three Hundred Ninety Five Rupees

Net Pay Annexure

EARNINGS	Amount
Basic	8104
House Rent Allowance	4051
Statutory Bonus	845
Gross Earnings	**13000**
DEDUCTIONS *	**Amount**
Employee ESI	98
Employee PF	972
Professional Tax	209
Total Deduction	**1279**
Net Salary	**11721**

* Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961
** Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

Note : This statement is only for the purpose of information and is illustrative in nature

Mandatory Training Programme - Prevention of Sexual Harassment at Work Place - The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (Act)

In accordance with the provisions of the above Act and the Policy of the Company to create awareness on prevention of sexual harassment at workplace, we urge you to undergo an online training programme, on the subject matter.

Please note that undergoing online training is mandatory for this engagement.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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The **link** to undergo the programme and complete the evaluation is given below.

Link : https:tlconnect.teamlease.com/Learning

The training programme shall be conducted on a regular basis every year. Please complete the training programme within 15 days of receipt of this letter, after which it shall be treated as a deemed confirmation that you have understood your responsibilities in ensuring a safe workplace.

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Ascent Building , # 77,Kosemangala Industrial Layout, Jyothi Nivas College Road, Kosemangala , Bangalore-560095.
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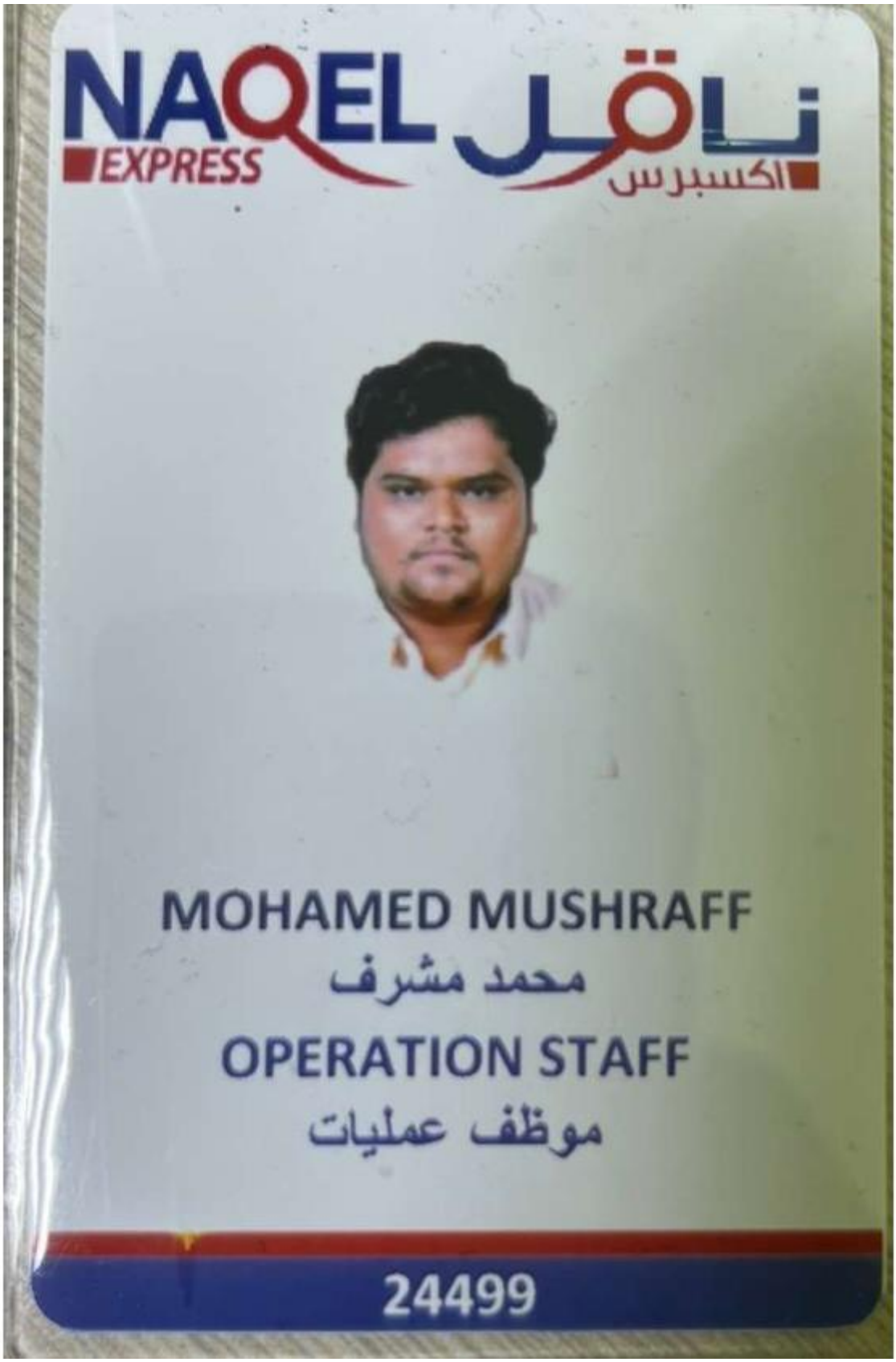
5.2.1. Average percentage of placement of outgoing students during the last five years



5.2.1. Average percentage of placement of outgoing students during the last five years

5.2.1. Average percentage of placement of outgoing students during the last five years

FOCUSR
Right Focus

Private & Confidential **07 Nov 2022**

Mohamed Shajan J,
Mayiladuthurai,

Dear **Mohamed Shajan J,**

Sub: Appointment as Trainee

It is a pleasure to welcome you to the FocusR family and we are pleased to appoint you as **Trainee** in our organization.

The Company expects your performance of the highest order and would be pleased to accord you due recognition based on merits not only in specific performance expected from you, but also in cultivating excellent relation with your colleagues, sub-ordinates, superiors and the public and enhancing the corporate image.

You shall be joining us on the following terms and conditions:

1. Commencement Date:

The commencement date shall be 07 Nov 2022

2. Probation Period:

Probation period shall be for six months from the date of joining. Probation period may be extended / shortened depending on your performance at Management's own discretion.

After successful completion of the Probation you will be confirmed in your employment with the Company. During the probation period both the parties may terminate by giving 3 months' notice to the other based on the project requirement at that duration.

3. Confirmation:

Your employment is confirmed on completion of probationary period.

FocusR Consultancy and Technologies (P) Ltd.
#Y83, 1st Floor, 4th Street, Y Block, Anna Nagar, Chennai, Tamil Nadu - 600040, INDIA.
Contact: +91 44 45500999 E-mail: enquiry@focusrtech.com Web: www.focusrtech.com

5.2.1. Average percentage of placement of outgoing students during the last five years

JK AIR TRAVELS (P) LTD

TRAVEL EXPERT

Date: 05/01/2023

CERTIFICATION

This is to certify that Mr. M. Jameer Khan is an employee of JK Travels (P) LTD since October 2022 to until now as Marketing Agent.

This certificate is being issued upon the request of Mr. M. Jameer Khan for whatever purpose it may serve him.

For JK AIR TRAVELS (P) LTD.,

DIRECTOR

For JK Travels (P) LTD

M. Jameer Khan

Yours Obediently

27, Ground Floor, Jenne Plaza,
Bharathiyar salai, Contonment,
Trichy -1.

Phone: +91431 4250429
+91 9865964002
Email:jktravelstrichy@gmail.com

5.2.1. Average percentage of placement of outgoing students during the last five years

CSB Bank

10-Oct-2022
S.mohammed siddiq hussain
No.7 ganesan street, gokulam colony Karanaipuducheri, Chennai , Tamil Nadu , India

Mobile No: +91-8428210541
E-mail ID: siddiqhussain861@gmail.com
Dear S.mohammed siddiq hussain,

Offer letter: **Branch Sales Executive (Location : Kancheepuram)**

1. With reference to your application for appointment and subsequent interview, we are pleased to offer you the position of **Branch Sales Executive (Location : Kancheepuram)** on the terms and conditions given in the succeeding paras.

Posting

2. **Place of Posting:** You will be posted initially at **City - Kancheepuram** office **Kancheepuram.** However, you will also be subjected to transfers to any of the branches/ offices of the Bank solely at its discretion.

3. **Date of Joining:** As discussed, you are required to join for duty latest by **17-Nov-2022.** The date on which you join the above office / branch will be reckoned as your date of joining in the service of the Bank.

4. **Reporting:** The position will report to the **Ganesh A.** However, your title, responsibilities and reporting lines can be changed at any point of time based on organizational necessity and as decided by the Board and / or Management acting in the best interest of the Bank.

Compensation

5. You will be eligible for a consolidated pay on Cost to the Company (CTC), basis of Rs **2,50,000.00(Two Lakhs Fifty Thousand**) **perannum.** The detailed salary structure is attached at **Appendix A.**

6. Your salary is confidential and should not be discussed with anyone other than your reporting authority and HR Department.

Probation and Confirmation

7. You will be on probation for a period of 1Year. Your performance will be evaluated regularly, and the Bank at its discretion, may confirm your service, on successful completion of probation period.

8. The Bank is at liberty to extend your probation period for any further period or terminate your services without notice or without assigning any reason whatsoever.

Performance

9. Attainment/achievement of key deliverables are the primary consideration for your recruitment and employment. You are, therefore, required to continuously improve your performance and excel in your profession in the service of the Bank. You will be subject to a performance review, as per policy of the Bank. You will be given increment and opportunity for promotion, subject to availability of vacancy and policy of the Bank, at the sole discretion of the Bank.

10. The Bank reserves the right to terminate your services in the event of under-performance of your duties, responsibilities and key deliverables.

5.2.1. Average percentage of placement of outgoing students during the last five years

CSB Bank

Testimonials

11. You are required to submit the documents during onboarding process. You will also be required to produce the original certificates for verification on the first day of joining.

Leave

12. In addition to the statutory and Bank/public holidays in India and any other holidays declared by the Bank, you will be eligible of leave as per Leave and Working Hours Policy for CTC staff. This includes 12 days of Casual Leave, 10 days Sick Leave on pro-rata basis.

13. You will also be eligible for Earned Leave of 24 days on completion of 12 months of service; Maternity Leave of 182 days / 7 days of Paternity Leave as per eligibility specified, as per Leave and Working Hours Policy for CTC staff.

14. Your employment is liable to be terminated if you absent yourself from the services of the Bank, without prior written permission or overstay of sanctioned leave, except in cases of medical exigencies duly supported by medical certificate.

Reference Check and Background Verification

15. This offer of appointment is subject to obtaining satisfactory responses to reference checks.

16. Your employment in the Bank is also subject to satisfactory verification of the certificates, testimonials and personal particulars/credentials submitted by you. The Bank reserves the right to carry out a background check (including criminal history record search, medical history search, education & previous employment and personal details verification) through nominated third party/ agencies.

17. In the event that such verification or background search reveals any discrepancy in the statement(s) made in your application for employment or bio data/curriculum vitae submitted to the Bank, your appointment shall be deemed to be invalid and you shall be liable to be discharged from your services by the Bank forthwith.

Resignation / Termination of Service

18. You shall provide 30 Days notice, should you wish to resign from the services of the Bank. Date of relieving will be at the sole discretion of the Bank.

19. You will not be permitted to adjust any accumulated leave in your credit including accruals against the notice period.

20. In addition to what has already been mention in the foregoing, your service with Bank are liable to be terminated:

(a) By giving 30 days' notice or notice pay in lieu thereof.

(b) Any breach of the conditions mentioned in this letter on your part.

(c) Any breach of the instruction/guidelines/circulars issued by the Bank, the RBI and regulators as applicable or made applicable to you from time to time.

5.2.1. Average percentage of placement of outgoing students during the last five years

CSB Bank

Code of Conduct

21. Confidentiality: In the course of employment with the Bank, you may receive or be made privy to confidential and proprietary information including information relating to the Bank, its customers, licensors that is not publicly available, trade secrets, salary details of the employees and property protected by intellectual property rights. You shall not, directly or indirectly, during the tenure of your employment with the Bank or thereafter, reveal, disclose or make known to the public or any person, entity, or use for your own benefit or the benefit of any third person any confidential information acquired during the course of employment. Any information that you obtain from time to time regarding the Bank's processes, methods or business practices and client information etc., should be treated as being of the utmost confidential character and you shall not divulge any such information to anyone, unless authorized by a Competent Authority.You will return all documents, papers etc., relating to the affairs of the Bank or any other material that you may have in your possession on termination / resignation / absconding of service from either side. Any confidential information regarding the Bank or its customers acquired during the course of your duties should not be used by you in any context, while in service and /or after the termination / resignation / absconding of service. The Bank is entitled to take legal action on any breach of the above obligation by you.

22. Exclusivity: During the period of your employment with the Bank, you shall exclusively serve the Bank and will not engage or become interested, directly or indirectly, with or without remuneration, in any trade, business, occupation, employment, service or calling whatsoever nor will undertake any activities which are or will be contrary to or conflict with interests of the Bank and/or your duties and obligations to the Bank.

23. IT Security Practice & Procedures: During the service with the bank, you will adhere to the IT Security Practices & Procedures as prescribed by Bank. Any instances of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

24. Membership in Other Organisations: During the period of your employment with the Bank, you will not seek membership of any local or public body or political organization without obtaining prior permission in writing from the Board or its delegated authorities.

25. During the course of your services with Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of termination by the Bank.

26. During the period of your service with Bank you will not take part in nor organise any demonstration/agitation against Bank and its official(s) either on your behalf or on behalf of other persons either inside the Bank or otherwise, any external bodies/political outfits- either as a member or as sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of Bank would amount to breach of employment contract leading to initiation of appropriate action.

27. Non-Competition: As by virtue of your position in the Bank, you will be privy to business sensitive, strategic and confidential information of the Bank, you will need to agree that during the term of your service with the Bank, you shall not be entitled to directly or indirectly, run, operate, control, be employed by or provide any services to any competitor of the Bank in India or elsewhere. During the term of your service with the Bank, you shall under no circumstances be employed in or work for or operate or participate, either directly orindirectly, in a business which is directly or indirectly in the same line of business with any Bank / Financial Institution.

28. In the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of 6 months from the date of such cessation, directly or indirectly ,either your own accord or in conjunction with any other person(s) or organization refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associates to leave their current employment with the Bank to join the services of your new employer/organization or any other competitor of Bank. Any such act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by Bank.

29. Please note that while joining the services of the Bank and during the term of employment with Bank, you would be required to notify the Bank immediately with the details of civil or criminal cases instituted against you in any court of law or any complaint / show cause notice/prosecution with/by any police station or by any statutory authority, as also you will notify any outcome of such complaint like filing of chargesheet/arrest/conviction/acquittal/discharge. Any act in breach of this term would entail inititation of

5.2.1. Average percentage of placement of outgoing students during the last five years

CSB Bank

appropriate action as deemed fit by Bank.

30. The Bank expects resolution of issues relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. Please note that any attempt to bring any outside influence – directly or indirectly – upon any authority to further your interest(s) in respect of matters pertaining to your services with Bank would breach of employment contract leading to initiation of appropriate action.

31. During the Bank's employment term, you will not indulge in acts of commission/omission which maybe prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

32. You will abide by the policies, rules and regulations and internal guidelines of the Bank, which are in force, and any additions and / or alterations that may be made thereto from time to time, by the Management.

33. At the sole discretion of the Bank, your services are liable to be terminated without any notice or salary in lieu thereof in the event of your involvement in any serious misconduct, misdemeanor, or any offence which may or may not be directly connected with the business of the Bank.

34. Dress Code: You shall always maintain a business like formal dress code and appearance, in tune with the policy / norms of the Bank.

35. You will be bound by the instruction / guidelines/ circulars issued by the Bank, RBI and regulators from time to time.
You will keep Bank informed of any change in your residential address/contact details.

Acceptance of the Offer Letter

36. If you are agreeable to the terms and conditions of this Offer letter, please accept the same through your account on career portal.

37. We look forward to your joining Team CSB.

Thanking you,
Yours Sincerely,

(Vastav Pandya)
Human Resources
For CSB Bank

5.2.1. Average percentage of placement of outgoing students during the last five years

CSB Bank

5.2.1. Average percentage of placement of outgoing students during the last five years

CSB Bank

APPENDIX – A

Compensation and Benefits

Name: **S.mohammed siddiq hussain**
Designation: **Branch Sales Executive (Location : Kancheepuram)**

Pay Component	Monthly Amount	Annual Amount
CTC		
Gross Salary	**19792**	**237500**
Basic & DA	10416	125000
HRA	5209	62500
Conveyance	250	3000
Education Allowance	200	2400
Bonus	1500	18000
Medical Allowance	250	3000
Canteen Allowance	250	3000
Special Allowance	1404	16850
CCA	313	3750
Retirals	**1041**	**12500**
NPS (10% of Basic Pay)	1041	12500
Total (Retiring Benefits)	1042	12500
Total CTC	**20833**	**250000**
Total CTC	**20833**	**250000**

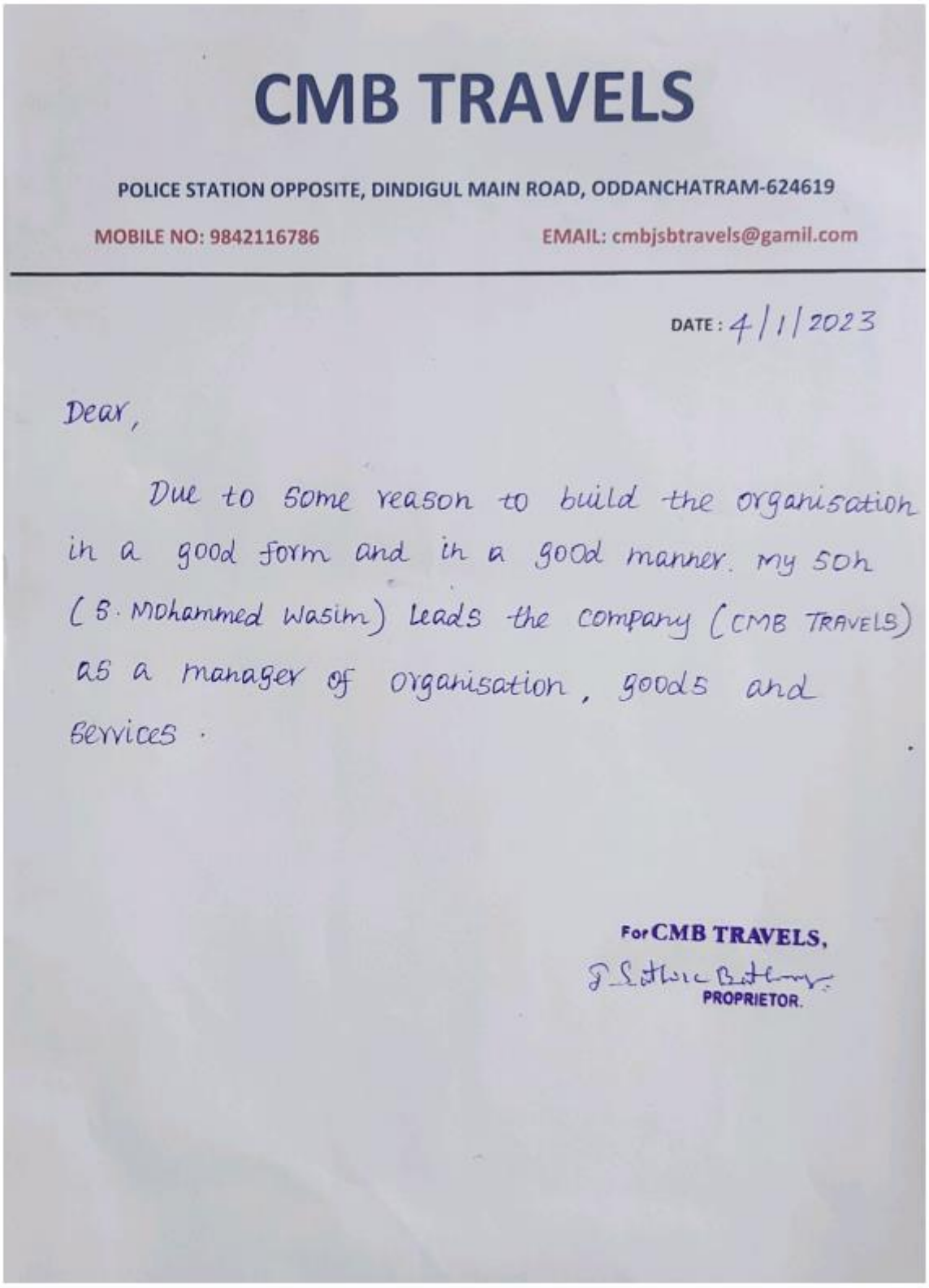
Notes:
(a) *Bonus includes statutory bonus, if any, as applicable as per policy
(b) The Incentive/ Performance bonus will be entitled, as applicable for the post, as per the policy of the Bank
(c) CCA will be based on the place of posting
(d) Gratuity will be paid as per Gratuity Act 1972
(e) Professional Tax, Income Tax, and other deductions will be made as per statute.
(f) You will be covered under medical insurance as per Bank policy

(Vastav Pandya)
Human Resources
For CSB Bank

5.2.1. Average percentage of placement of outgoing students during the last five years

CSB Bank

5.2.1. Average percentage of placement of outgoing students during the last five years



CMB TRAVELS

POLICE STATION OPPOSITE, DINDIGUL MAIN ROAD, ODDANCHATRAM-624619

MOBILE NO: 9842116786 EMAIL: cmbjsbtravels@gamil.com

DATE : 4/1/2023

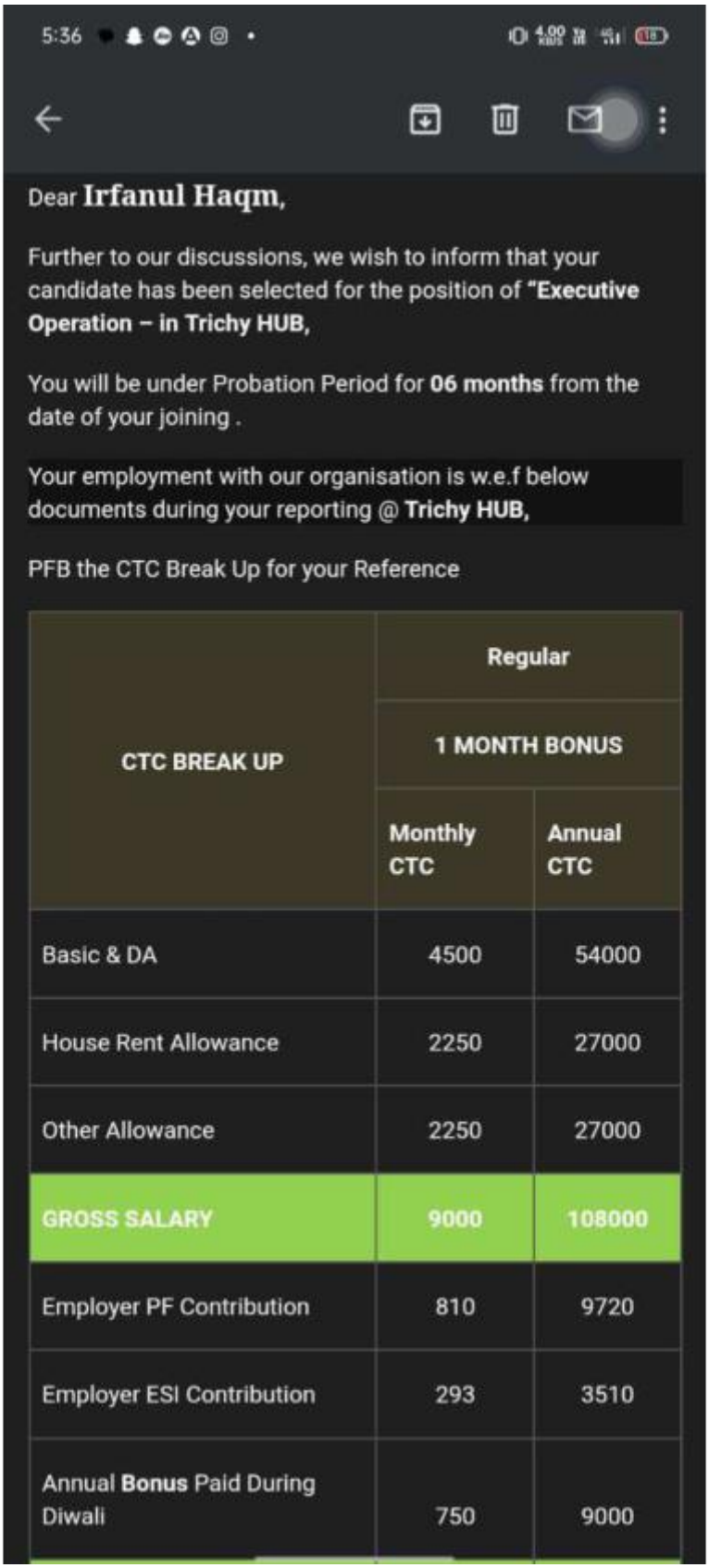
Dear,

Due to some reason to build the organisation in a good form and in a good manner. My son (S. Mohammed Wasim) leads the company (CMB TRAVELS) as a manager of organisation, goods and services.

For CMB TRAVELS,

PROPRIETOR.

5.2.1. Average percentage of placement of outgoing students during the last five years



5:36

Dear **Irfanul Haqm,**

Further to our discussions, we wish to inform that your candidate has been selected for the position of **"Executive Operation – in Trichy HUB,**

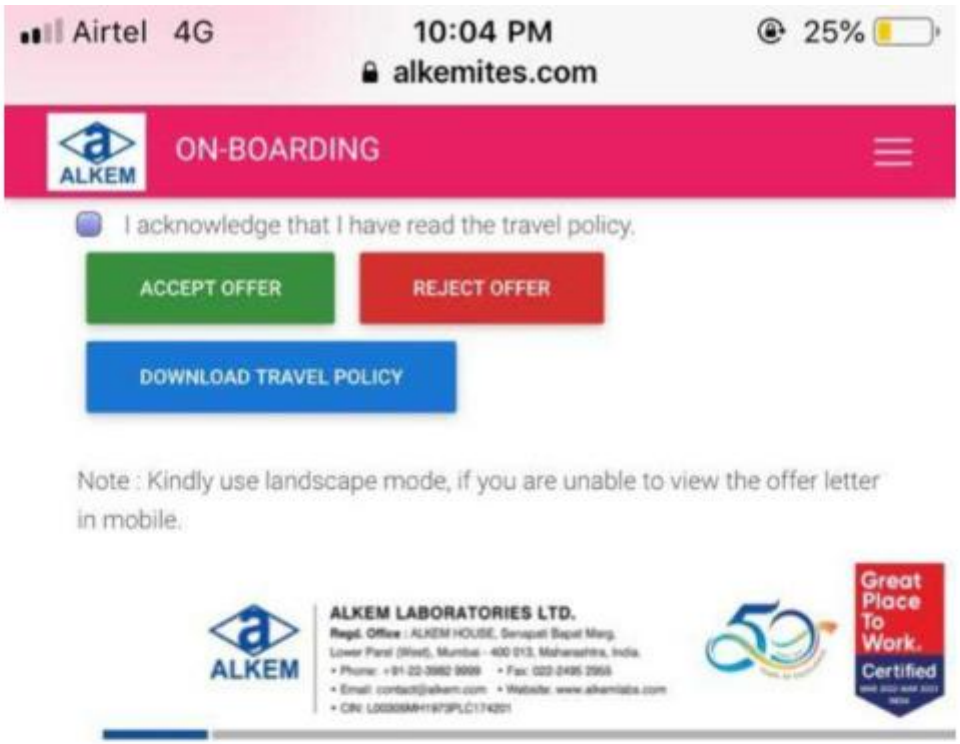
You will be under Probation Period for **06 months** from the date of your joining .

Your employment with our organisation is w.e.f below documents during your reporting @ **Trichy HUB,**

PFB the CTC Break Up for your Reference

CTC BREAK UP	Regular	
	1 MONTH BONUS	
	Monthly CTC	Annual CTC
Basic & DA	4500	54000
House Rent Allowance	2250	27000
Other Allowance	2250	27000
GROSS SALARY	9000	108000
Employer PF Contribution	810	9720
Employer ESI Contribution	293	3510
Annual **Bonus** Paid During Diwali	750	9000

5.2.1. Average percentage of placement of outgoing students during the last five years



Date : 30-Dec-2022

MR. MATHESH K
60, DHANALAKSHMI ILLAM
KEELAPUDUR ROAD PALAKARAI
TIRUCHIRAPPALLI / TIRUCHIRAPPALLI 620001
TAMIL NADU
M:9894154186

Dear MR. MATHESH K,

Subject: Offer cum Appointment letter for the post of MARKETING EXECUTIVE

On behalf of the Management, I take great pleasure in offering you appointment as **MARKETING EXECUTIVE** in grade **ME** in our **BERGEN CRISTA** Division.

The terms and conditions of the employment are as per ANNEXURE – I.

Your posting will be presently at **TRICHY.**

Your Basic Salary will be **Rs. 3,10,000/- per annum (Rupees Three Lakh Ten Thousand Only).** In addition to this you will be entitled to benefits as indicated in. **ANNEXURE II.**

Your appointment is subject to you being found medically fit and on the understanding that all the details mentioned by yourself in the job application form are correct and complete in all respect.

Your tentative date of joining will be **02-Jan-2023.** In case you do not join on or before this date, the offer cum appointment letter shall stand cancelled. Should there be any change in date of joining, please keep us informed in advance.

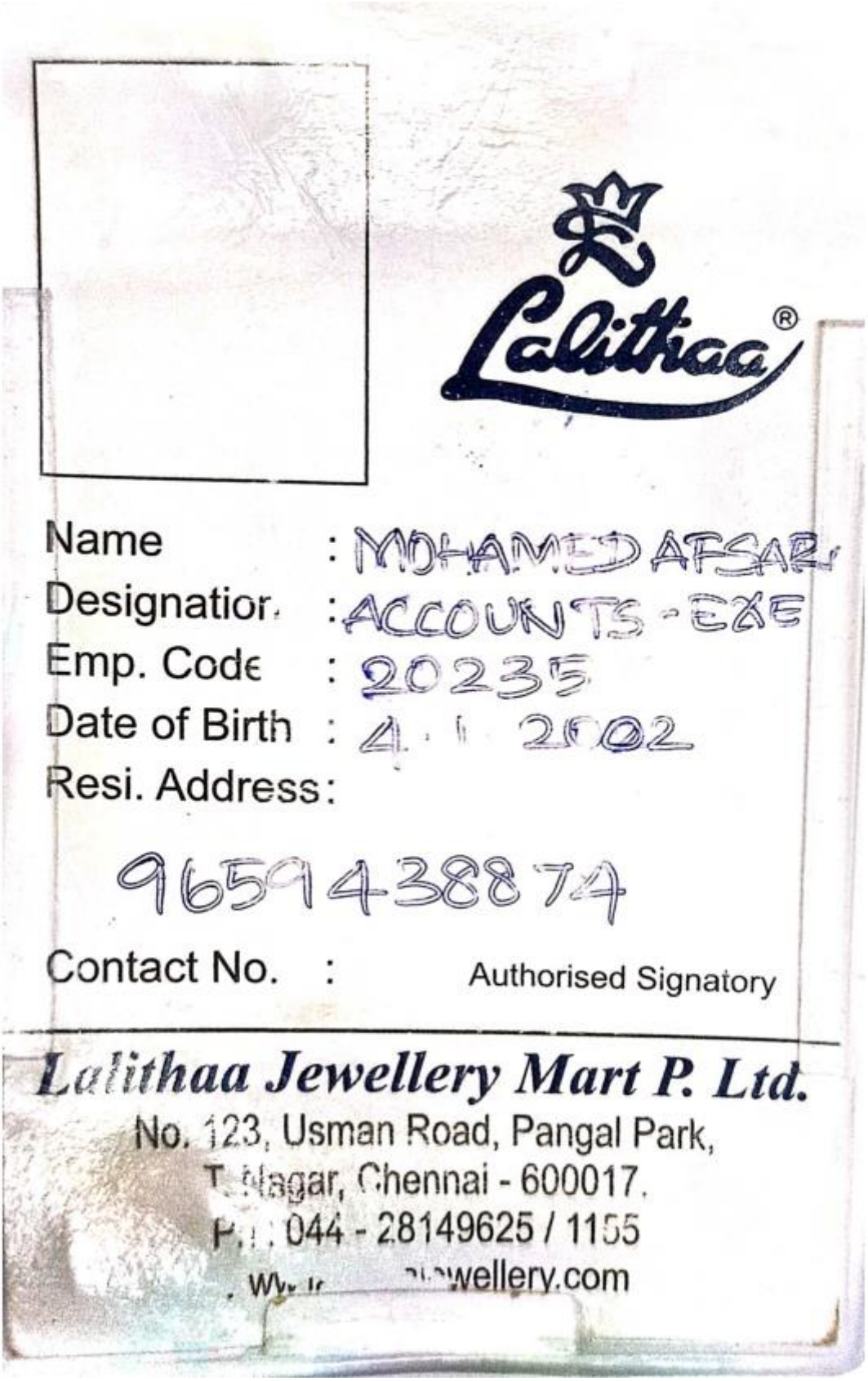
We welcome you to the Alkem family and look forward to your significant personal and professional growth during your association with us.

With Best Wishes,

For Alkem Laboratories Limited

HIMANSHU RATHI
SENIOR MANAGER

5.2.1. Average percentage of placement of outgoing students during the last five years



Lalithaa®

Name : MOHAMED AFSAR
Designation : ACCOUNTS - EXE
Emp. Code : 20235
Date of Birth : 4.1.2002
Resi. Address :

9659438874

Contact No. :

Authorised Signatory

Lalithaa Jewellery Mart P. Ltd.
No. 123, Usman Road, Pangal Park,
T. Nagar, Chennai - 600017.
Ph.: 044 - 28149625 / 1155
www.lalithaajewellery.com

5.2.1. Average percentage of placement of outgoing students during the last five years

DIGI PLUS

9894705190
www.digiplusagency.com
info@digiplusagency.com
Digiplus,No:47, 2nd Floor,
Vedathri Nagar,Kattur,
Trichy 620019.

Ref No: DP/HR/1022/026 Date: 27/10/2022

To
K.Arabina
No:2/165, Ganesh Nagar 5th Street,
Kattur, Trichy – 620019.

Dear Ms.K.Arabina,

With reference to your application and subsequent interview with us, we are pleased to offer you a fulltime position as "**Content Executive**" at **Digiplus Agency** (hereinafter referred to as "The Company"). Your fixed compensation per annum will be Rs. 96,000/- (refer Annexure -1 for break up)

Kindly send your acceptance of this offer, by signing and return this copy within 10 days of issuance of this letter.

Based on your acceptance, we will be issuing a detailed appointment letter with all our terms and conditions. The details shared in this offer letter is strictly confidential and not to be disclosed to anyone. Please feel free reach **Mr. Bharath** at 9894705190 for further information.

Yours Sincerely,

Bharath. M
MD - Digiplus Agency

5.2.1. Average percentage of placement of outgoing students during the last five years

98947 05190
www.digiplusagency.com
info@digiplusagency.com
Digiplus,No:47, 2nd Floor,
Vedathri Nagar,Kattur,
Trichy 620019.

Annexure - I

Name:K.Arabina Designation: Content Executive

Salary Components	Amount (In Rs.)
Basic	4800
HRA	1920
Conveyance	1280
Gross Salary Per Month	8000
Total CTC per month	**8000**
Total CTC per Annum	96000
Net Take Home	**8000**

Bharath.M
MD - Digiplus Agency

Signature of the Candidate

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

Date: July 11, 2022

Dear **Arshiya Zarin Fathima**

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **AR ASSOCIATE** full time and your place of posting will be **Tiruchirappalli-III** with an Annual CTC Compensation of **Rs. 261,048.00** (**Rupees Two Lakh Sixty One Thousand Fourty Eight Only**). Your date of joining will be on or before **13 July 2022**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

By accepting this offer, you agree to abide by this clause that this offer of employment entails **Working from Office (WFO) effective 15th April 2022**.
With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
- Photocopy of your Birth Certificate/ DOB Proof
- Copy of PAN Card /Acknowledgement copy of PAN Application
- Copy of AADHAR Card / Acknowledgement copy of AADHAR

5.2.1. Average percentage of placement of outgoing students during the last five years

- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks
- Last 3 months pay slips or latest copy of Form 16(applicable to experienced candidates)
- Residence Proof - 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
- Passport size photographs - 6 Nos.
- Post card Size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days.

Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Ebenazer Paul

Talent Acquisition

Encl. ANNEXURE

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

Annexure A

Terms and Conditions of Employment

You shall be governed by the following terms and conditions of service during your employment with **Omega Healthcare Management Services Private Limited** (hereafter referred to as the "company"), and those that may be amended from time to time.

Statement of Facts

a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

Duties

a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

Place of Work

You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

Hours of Work

a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
b. Omega Healthcare observes national and festival holidays as per policy which will be notified during induction. The festival holidays may vary every year and across region/Service line.

Leave and Vacation

a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
b. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

Conduct

a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

Confidentiality

a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
f. You may have to sign
   - The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
   - The Code of Business Conduct and Ethics
   - Prohibition or Disclosure or Use of Inside Information (as applicable)

Separation from the company

a. The retirement age of the company is **58** years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	60	60	60	60	90	90
After confirmation	60	60	60	60	60	90	90

b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.
c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

I accept the terms and conditions of the Company mentioned above.

Signature **Name** **Date**

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

Annexure - B

SALARY STRUCTURE

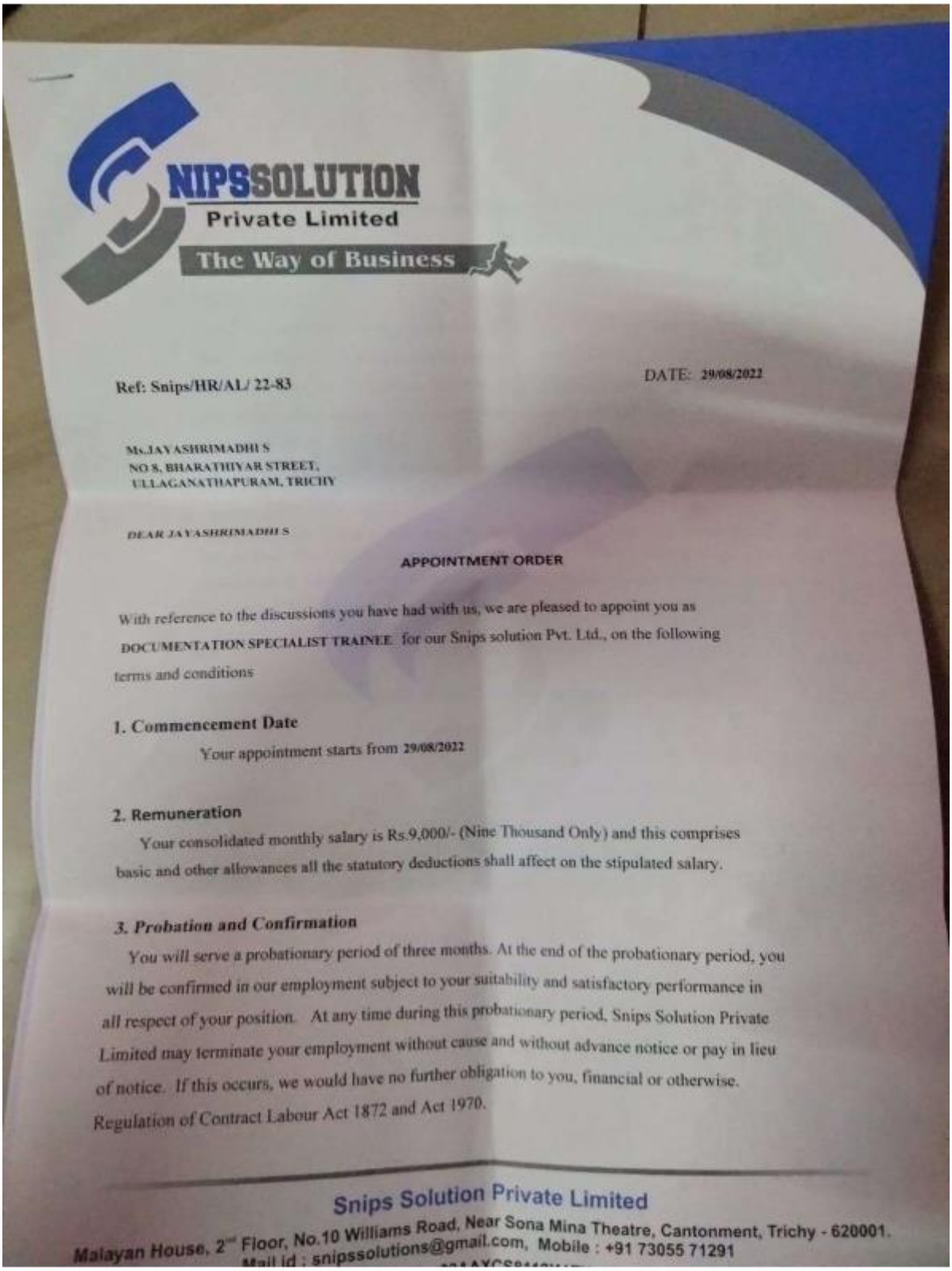
Salary Components	Amount - Monthly	Amount - Yearly
Basic	10,210.00	122,520.00
House Rent Allowance	5,105.00	61,260.00
Advance Statutory Bonus	1,021.00	12,252.00
Special Allowance	2,664.00	31,968.00
Fixed Cash (Gross)	19,000.00	228,000.00
PF	1,545.00	18,540.00
ESI	618.00	7,416.00
Medical Insurance	0.00	0.00
Gratuity	491.00	5,892.00
Group Term Life Insurance	100.00	1,200.00
Total Benifits	2,754.00	33,048.00
Total Cost PA (CTC)		261,048.00

Authorized by

Ebenazer Paul

Talent Acquisition

5.2.1. Average percentage of placement of outgoing students during the last five years



NIPSSOLUTION
Private Limited
The Way of Business

Ref: Snips/HR/AL/ 22-83

DATE: 29/08/2022

Ms.JAYASHRIMADHI S
NO 8, BHARATHIYAR STREET,
ULLAGANATHAPURAM, TRICHY

DEAR JAYASHRIMADHI S

APPOINTMENT ORDER

With reference to the discussions you have had with us, we are pleased to appoint you as DOCUMENTATION SPECIALIST TRAINEE for our Snips solution Pvt. Ltd., on the following terms and conditions

1. Commencement Date

Your appointment starts from 29/08/2022

2. Remuneration

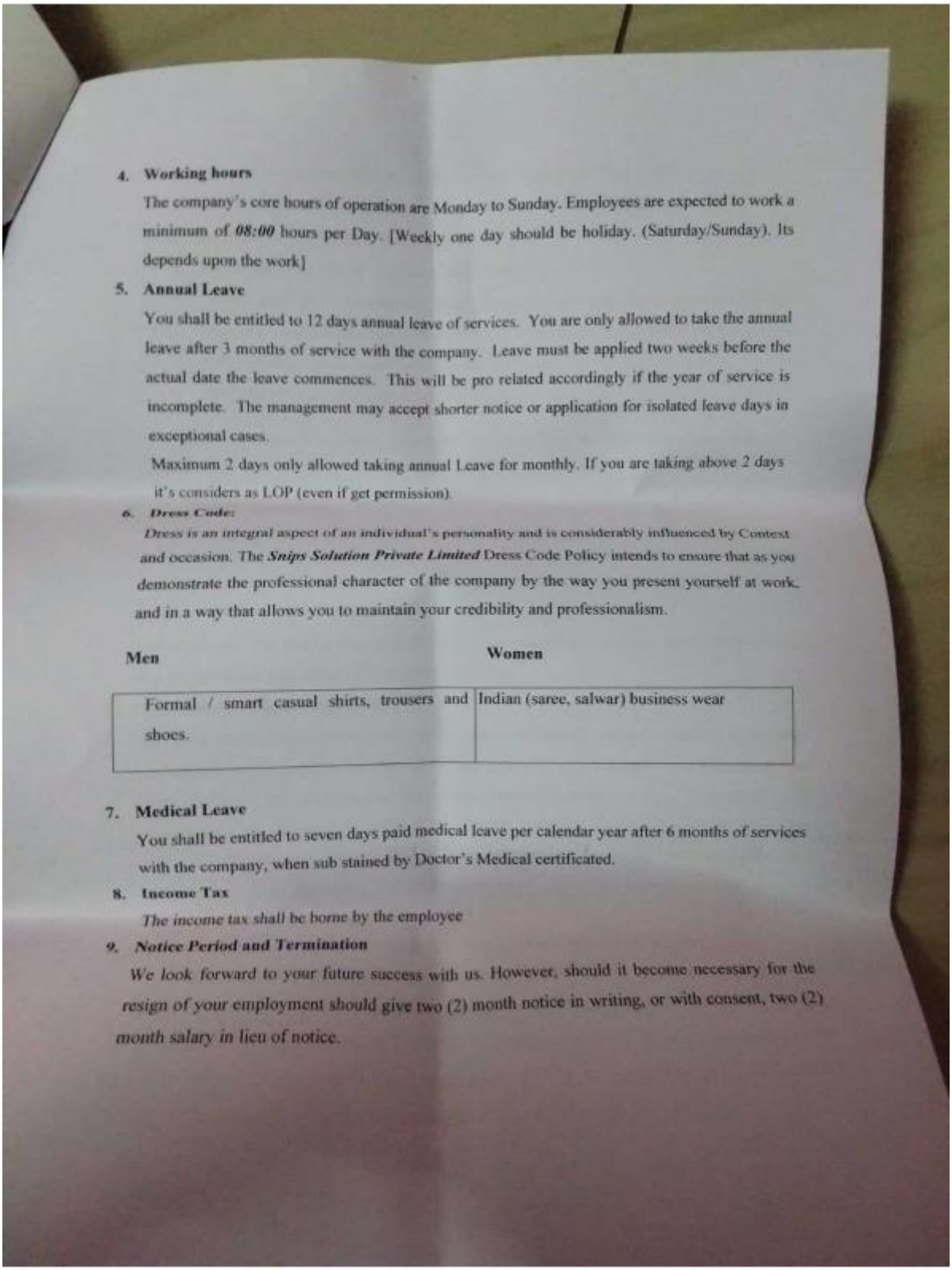
Your consolidated monthly salary is Rs.9,000/- (Nine Thousand Only) and this comprises basic and other allowances all the statutory deductions shall affect on the stipulated salary.

3. Probation and Confirmation

You will serve a probationary period of three months. At the end of the probationary period, you will be confirmed in our employment subject to your suitability and satisfactory performance in all respect of your position. At any time during this probationary period, Snips Solution Private Limited may terminate your employment without cause and without advance notice or pay in lieu of notice. If this occurs, we would have no further obligation to you, financial or otherwise. Regulation of Contract Labour Act 1872 and Act 1970.

Snips Solution Private Limited
Malayan House, 2nd Floor, No.10 Williams Road, Near Sona Mina Theatre, Cantonment, Trichy - 620001.
Mail id : snipssolutions@gmail.com, Mobile : +91 73055 71291

5.2.1. Average percentage of placement of outgoing students during the last five years



4. **Working hours**

The company's core hours of operation are Monday to Sunday. Employees are expected to work a minimum of ***08:00*** hours per Day. [Weekly one day should be holiday. (Saturday/Sunday). Its depends upon the work]

5. **Annual Leave**

You shall be entitled to 12 days annual leave of services. You are only allowed to take the annual leave after 3 months of service with the company. Leave must be applied two weeks before the actual date the leave commences. This will be pro related accordingly if the year of service is incomplete. The management may accept shorter notice or application for isolated leave days in exceptional cases.

Maximum 2 days only allowed taking annual Leave for monthly. If you are taking above 2 days it's considers as LOP (even if get permission).

6. ***Dress Code:***

*Dress is an integral aspect of an individual's personality and is considerably influenced by Context and occasion. The **Snips Solution Private Limited** Dress Code Policy intends to ensure that as you demonstrate the professional character of the company by the way you present yourself at work, and in a way that allows you to maintain your credibility and professionalism.*

Men	Women
Formal / smart casual shirts, trousers and shoes.	Indian (saree, salwar) business wear

7. **Medical Leave**

You shall be entitled to seven days paid medical leave per calendar year after 6 months of services with the company, when sub stained by Doctor's Medical certificated.

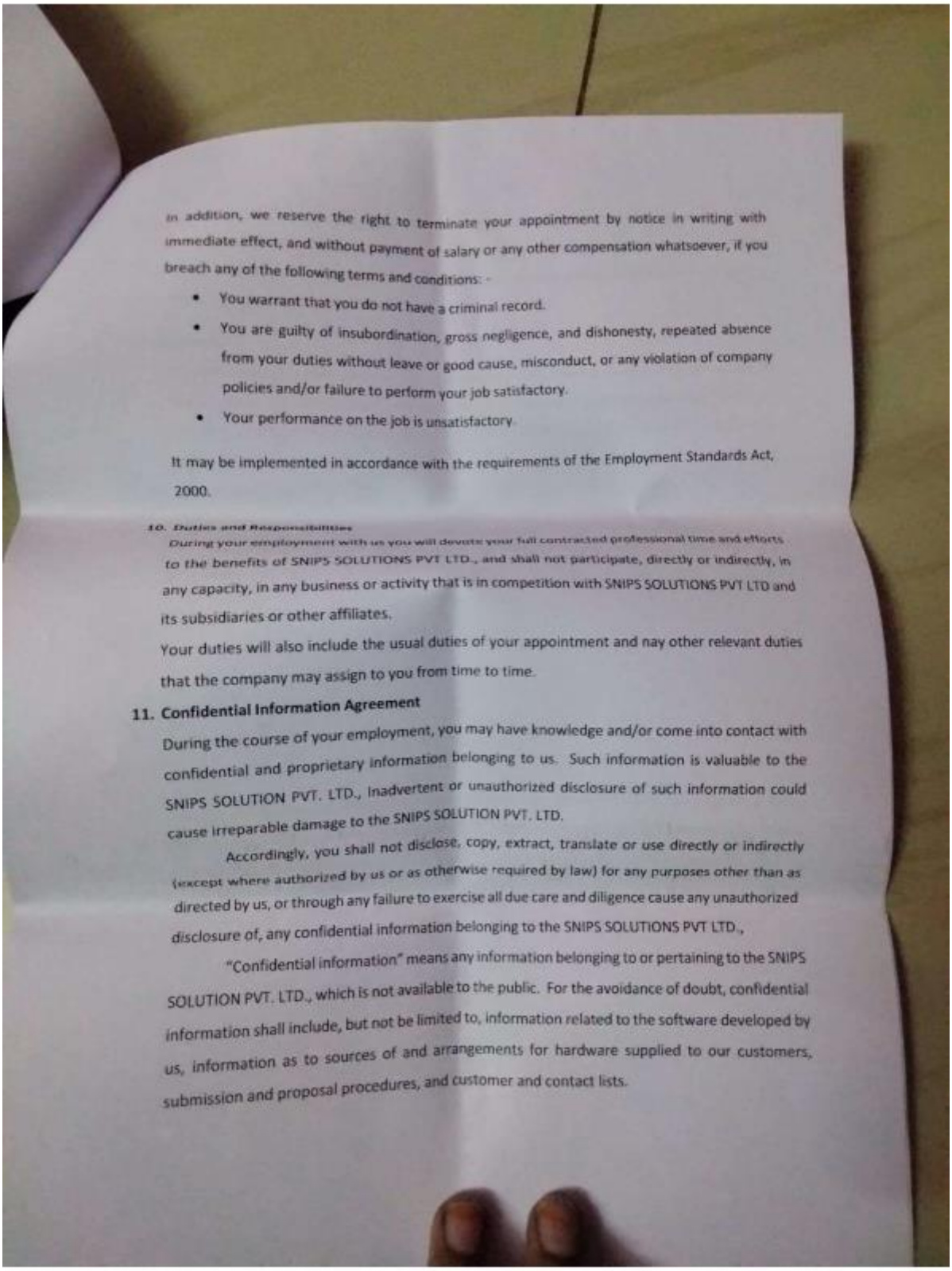
8. **Income Tax**

The income tax shall be borne by the employee

9. ***Notice Period and Termination***

We look forward to your future success with us. However, should it become necessary for the resign of your employment should give two (2) month notice in writing, or with consent, two (2) month salary in lieu of notice.

5.2.1. Average percentage of placement of outgoing students during the last five years



In addition, we reserve the right to terminate your appointment by notice in writing with immediate effect, and without payment of salary or any other compensation whatsoever, if you breach any of the following terms and conditions: -

- You warrant that you do not have a criminal record.
- You are guilty of insubordination, gross negligence, and dishonesty, repeated absence from your duties without leave or good cause, misconduct, or any violation of company policies and/or failure to perform your job satisfactory.
- Your performance on the job is unsatisfactory

It may be implemented in accordance with the requirements of the Employment Standards Act, 2000.

10. Duties and Responsibilities

During your employment with us you will devote your full contracted professional time and efforts to the benefits of SNIPS SOLUTIONS PVT LTD., and shall not participate, directly or indirectly, in any capacity, in any business or activity that is in competition with SNIPS SOLUTIONS PVT LTD and its subsidiaries or other affiliates.

Your duties will also include the usual duties of your appointment and nay other relevant duties that the company may assign to you from time to time.

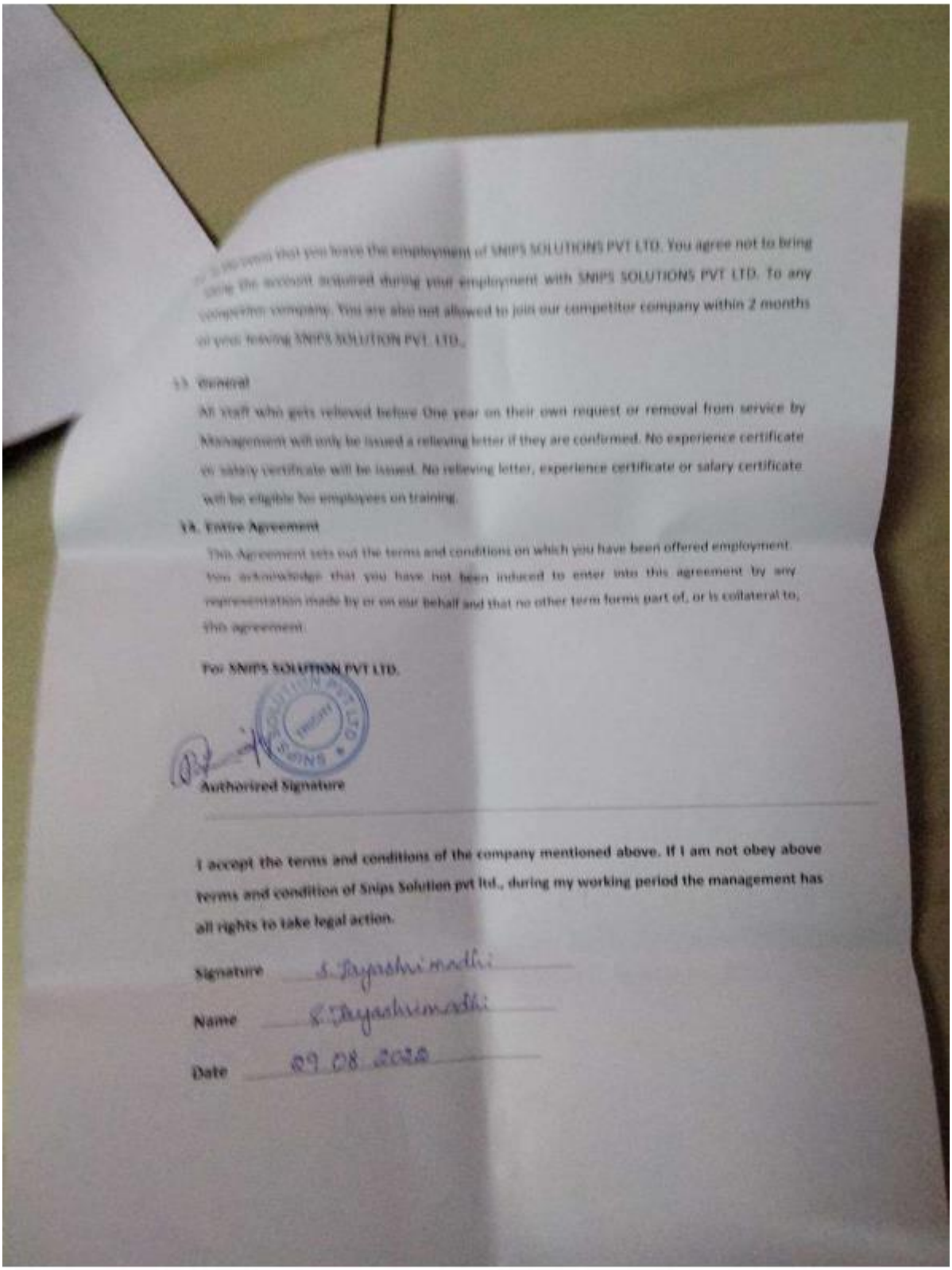
11. Confidential Information Agreement

During the course of your employment, you may have knowledge and/or come into contact with confidential and proprietary information belonging to us. Such information is valuable to the SNIPS SOLUTION PVT. LTD., Inadvertent or unauthorized disclosure of such information could cause irreparable damage to the SNIPS SOLUTION PVT. LTD.

Accordingly, you shall not disclose, copy, extract, translate or use directly or indirectly (except where authorized by us or as otherwise required by law) for any purposes other than as directed by us, or through any failure to exercise all due care and diligence cause any unauthorized disclosure of, any confidential information belonging to the SNIPS SOLUTIONS PVT LTD.,

"Confidential information" means any information belonging to or pertaining to the SNIPS SOLUTION PVT. LTD., which is not available to the public. For the avoidance of doubt, confidential information shall include, but not be limited to, information related to the software developed by us, information as to sources of and arrangements for hardware supplied to our customers, submission and proposal procedures, and customer and contact lists.

5.2.1. Average percentage of placement of outgoing students during the last five years



...you have the employment of SNIPS SOLUTIONS PVT LTD. You agree not to bring ... the account acquired during your employment with SNIPS SOLUTIONS PVT LTD. To any ... company. You are also not allowed to join our competitor company within 2 months ... leaving SNIPS SOLUTION PVT. LTD.,

13. General

All staff who gets relieved before One year on their own request or removal from service by Management will only be issued a relieving letter if they are conformed. No experience certificate or salary certificate will be issued. No relieving letter, experience certificate or salary certificate will be eligible for employees on training.

14. Entire Agreement

This Agreement sets out the terms and conditions on which you have been offered employment. You acknowledge that you have not been induced to enter into this agreement by any representation made by or on our behalf and that no other term forms part of, or is collateral to, this agreement.

For SNIPS SOLUTION PVT LTD.

Authorized Signature

I accept the terms and conditions of the company mentioned above. If I am not obey above terms and condition of Snips Solution pvt ltd., during my working period the management has all rights to take legal action.

Signature S. Jayashrinathi

Name S. Jayashrinathi

Date 09.08.2020

5.2.1. Average percentage of placement of outgoing students during the last five years

EMPLOYMENT OFFER LETTER

Capgemini Ref: 6532325/1399824,

11/04/2022,
Jenina Rosy J.

2/149, Kamaraj Nagar, Thogur (Po), Kallanai, Boothalur (Tk), Thanjavur Dt – 613102.
Thanjavur, Tamil Nadu
India.

Confidential

Dear Jenina Rosy J,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited** (**'Capgemini'** or **'Company'**) starting from **11/18/2022** (or such other date as may be communicated to you by the Company), as per details given below

A) Your current designation will be **Associate/A2**.

B) You will be required to work at the Company's offices in **Trichy IN**.

C) You have to report by 9:00 am at **Trichy IN** office, for joining formalities and contact security at the main gate for your entry pass at:

Address
VRN Center No 37, VRN Centre,
Bishop Road,Puthur, Trichy – 620017

Please note that your name mentioned in the offer letter will be used to create your employee records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please contact your recruiter before your DOJ. Please note that post joining, no changes can be made. The name provided by you should match with the documents submitted to the Company at time of joining, such as Education certificate, Experience letters, Relieving letters, PAN card, Passport, etc.

D) Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 178,070.00 (Rupees One Lakh Seventy Eight Thousand and Seventy only)**. which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any - skill allowance payout as applicable to you. The Company shall deduct tax at source at the time of making payment.

The breakup of Your all-inclusive annual target compensation is as follows:

5.2.1. Average percentage of placement of outgoing students during the last five years

Associate

Total Cost to Company (CTC). **Rs.178,070.00**

Monthly Components	Per Month	Annualized
Basic	Rs.9,882.00	Rs.118,584.00
Advance Statutory Bonus	Rs.1,976.00	Rs.23,717.00
Gross monthly salary	Rs.11,858.00	Rs.142,301.00
Statutory payments ++		
Company's contribution to PF *	Rs.1,186.00	Rs.14,230.00
Gratuity (accrual only)		Rs.5,704.00
Total Fixed Compensation		Rs.162,235.00
Total Cash Compensation		Rs.162,235.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs.11,210.00
Company's contribution to ESI		Rs.4,625.00
Total Cost to Company		Rs. 178,070.00

5.2.1. Average percentage of placement of outgoing students during the last five years

Note:

1. The payroll processing will be as per Company policy notified from time to time.
2. For claiming tax benefit in case of admissible allowances and reimbursements (e.g. Leave Travel Assistance, Vehicle and Driver Reimbursement etc), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
3. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
4. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.

++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.

* Employee's contribution towards PF and ESI will be made from the monthly salary as defined by Law.

The Benefits (Accidental & Medical as applicable) amount has been arrived at by considering the maximum eligibility under each of the components.

5.2.1. Average percentage of placement of outgoing students during the last five years

E.) The following elements are included in the compensation package stated above:

1. Provident Fund- You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
2. Gratuity- Gratuity shall be paid as per the Payment of Gratuity Act, 1972.
3. ESIC- In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

   NOTE:

   a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment and consequent changes to the statutory deductions from your salary, if any.

F.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.
3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.
4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

5.2.1. Average percentage of placement of outgoing students during the last five years

- **Retention bonus:** On successful completion of **two years** from the date of joining you would be entitled to receive a retention bonus of **INR. 25,000/- (Rupees Twenty Five Thousand Only)** and will be fully taxable. This amount is fully recoverable if you leave the organization within 12 months from date of payout.

H.) Probationary Period:

1. You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.
2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

I.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

J.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:

   a. You will submit relevant documents as mandated by the Company.

   b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company.

   c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless, you must submit a clear discharge and/or relieving letter within forty-five (45) days of joining the Company.

   d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.

   e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.

   f. You provide two satisfactory references, one being from your most recent employer(s) (prior to joining Capgemini).

   g. Your background verification check (including residential address(es), academics & professional Degree/Diploma & Certifications, previous employment(s), criminal background etc. as applicable) conducted by the Company is cleared; and

   h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.

5.2.1. Average percentage of placement of outgoing students during the last five years

2.Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise failed to disclose any information about your past employment, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

K.) Your employment with the Company will also be governed by the terms and conditions of employment contained in **Exhibit 1** attached hereto.

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited

Salil Mathew

Head - Talent Acquisition

Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

_____

Name: **Jenina Rosy J**

Date: **11/04/2022**

5.2.1. Average percentage of placement of outgoing students during the last five years

EXHIBIT 1

Terms & Conditions of Employment with Capgemini Technology Services India Limited

1. CURRENT WORK LOCATION:

1.1 Capgemini Technology Services India Limited (**"Capgemini"** or **"Company"**) may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

a) one location to another; or

b) one team/department/account/function/Business Unit to another; or

c) one project/job to another; or

d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

2. DUTIES AND RESPONSIBILITIES:

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

3. COMPENSATION:

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

4. TRAINING:

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely toincur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

5. COVENANTS AND REPRESENTATIONS:

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

a) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company.

b) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates.

c) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and

d) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi-judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi-judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi-judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended.

5.2.1. Average percentage of placement of outgoing students during the last five years

5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.4 Capgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at any time during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Capgemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini and communicated to you in writing.

5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti-bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

5.2.1. Average percentage of placement of outgoing students during the last five years

5.15 You hereby represent to the Company that:

a) you are legally permitted to reside and be employed in India.

b) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same.

c) you have accepted these terms and conditions only after having had the opportunity to seek clarifications.

d) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you.

e) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and

f) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

6. CONFIDENTIALITY:

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

6.4 You agree and confirm that, you will, at all times:

a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you.

b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent.

c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care.

d) prevent the unauthorized use, dissemination or publication of such Confidential Information.

e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you.

f) not share such Confidential Information with any third party (specifically those persons who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company).

g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company.

h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and

i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

a) was in your possession before receiving the same from the Company pursuant to this Letter.

b) is or becomes a matter of public knowledge through no fault of yours; or

c) is rightfully received by you from a third party without a duty of confidentiality.

6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

7. INTELLECTUAL PROPERTY:

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights), including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third-party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively **'Developments'**) that:

a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith.

b) results from tasks assigned to you by the Company; or

c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

5.2.1. Average percentage of placement of outgoing students during the last five years

7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as "moral rights" (collectively **"Moral Rights"**). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and market the Development, without identifying you or seeking your consent.

7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Capgemini's policy with respect to Intellectual Property.

8. CONFLICT OF INTEREST:

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop,laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

9. RETIREMENT/TERMINATION:

a.) Retirement

(i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves it right to change the retirement age.

b.) Notice Period/Termination

(i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

(ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).

(iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labor laws and/or in the Company policies.

(iv) In the event of wilful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.

(v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

(i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.

(ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.

(iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

10. LIMITATION OF LIABILITY AND INDEMNITY:

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactments (including but not limited anti-bribery laws and data protection laws).

11. MISCELLANEOUS:

11.1 Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 Publicity: You shall not use the name and/or trademark/logo of Capgemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 Non-Disparagement: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

5.2.1. Average percentage of placement of outgoing students during the last five years

11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter along with its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 Dispute Resolution/Governing Law: The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the Arbitrator shall be final and binding on Parties. This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.

5.2.1. Average percentage of placement of outgoing students during the last five years

CONSENT LETTER

For use of Personal Information & Sensitive Personal Data or Information

I,_____ _____residing at _____ _____ _____, do hereby provide my express consent to my employer, Capgemini Technology Services India Limited having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:
   a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
   b) payroll processing agencies for processing my payroll (including reimbursement claims),
   c) law enforcement agencies,
   d) to comply with a judicial/quasi-judicial order,
   e) auditor (including internal auditors, statutory auditors or Capgemini clients or their auditor) for the purpose of audit,
   f) insurance companies for the purpose of group insurance, personal accident insurance etc.
   g) service providers providing services for biometric access to office premises for monitoring attendance,
   h) foreign consulates, embassies etc. and service providers (including travel agents) for the purpose of processing of visa, work permits etc.
2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:
   a.) affiliates of the Company for administrative purposes and/or audit;
   b.) clients/prospects in relation to any staff augmentation assignments.
3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.
4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.
5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.
6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.
7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name: **Jenina Rosy J**

Signature:

Date:

5.2.1. Average percentage of placement of outgoing students during the last five years

ANNEXURE I (A)

Joining Documents

Please carry two set of photocopies along with the original documents for verification as mentioned below:

I. **Academic qualification (Highest qualification as applicable):**
- Highest Academic Qualification – all semester marksheet and certificates
- Provisional Certificate OR Convocation OR Degree certificate
- If Applicable- Diploma/ Completion Certification(s) for specialized courses

II. **Employment experience related documents(As applicable):**

a. Current Employer
(Document mandatorily containing: Emp ID, Designation, Start Date of Employment, End Date of Employment)
- Resignation acceptance letter OR Email confirmation from the HR (official domain) OR Relieving Letter AND Experience Certificate
- Pay slips for last 3 months

b. Previous Employer(s)
- Experience Certificate AND / OR Relieving certificate of all employments (ensure the above document specifies start date and end date of your employment (s)

III. **Mandatory Documents**
- UAN card copy with KYC as "YES" (not required for freshers)
- E-Aadhar card copy
- Passport size photograph – 4 copies (white background)

IV. **Proof of Identity (Any two):**
- PAN Card (Mandatory)
- Valid Passport – All pages
- Driving License
- Voter's Id

5.2.1. Average percentage of placement of outgoing students during the last five years

ANNEXURE I (B)

Background Verification

Reference terms:

Capgemini adheres to a strong background verification process. As a part of this process all the personal and professional information provided by you is verified, therefore we request you to provide all the necessary relevant documents as per the information provided. This will help us verify your

- Education Credentials (Bachelor's Degree/Post Graduate Degree etc.whichever is higher)
- Professional Experience & Employment(s) Credentials.
- Database
- Court Record (as applicable)

Note: Based on certain business requirement and statutory rules, Capgemini may initiate additional checks during your tenure in the organization. By accepting this offer you agree to undergo such additional checks as required. Capgemini will not take any individual approval for the same.

Please ensure that the following steps are followed to initiate the process and submit the necessary documents whenever the insufficiency is intimated to avoid delay in onboarding and completion of BGV.

****** You are required to submit all the documents at the earliest from receiving this Offer and the NES failing to which offer will be revoked ******

Fill the standard application form by clicking the New Employee Wizard (NES) link (received from SuccessFactors Onboarding <auto.noreply@capgemini.com>. (You will receive the link to New Employee Wizard portal shortly). In case you have not received this link within the next 3 days, please get in touch with your recruiter immediately.

Download the Address check Form, Database check form, Court record form - from the New Employee Wizard link; update the details in the form with your manual signature and mention the current date on which you have signed this form. You will have to upload the scanned copies of these documents on to the New Employee Wizard link.

- Highest Educational Degree Certificate and Final year Mark sheet.
- Submission of all semester/term mark sheets of your highest qualification.
- Any qualification obtained from the Institute which is not recognized by UGC/AICTE **is not considered.**
- Experience letters and relieving letters for last 5 years of employment as applicable

Please note, should you provide any other additional document than the aforesaid, the Company shall not be held responsible for the same.

- On the date of joining you are required to carry the experience letter/Relieving letter from all your past employers for last 5 years of employment as applicable
- These letters should clearly mention your date of joining & last working day with your previous employers.

Some organization issue relieving/experience letter along with the full and final settlement in such cases you should submit the resignation acceptance mail authorized by your last employers HR department and you should ensure that the last working day is clearly mentioned on this acceptance letter. Please note that in such cases you will have to upload the original experience/relieving letter in the Background verification Application (Link available on E-mail) not later than 45 days of your joining***

- Campus Hire: For current year pass outs, mandate documents (Final year marksheet/consolidated marksheet and Provisional certificate) to be shared within 60 days of joining Capgemini".

Court Verification Forms

- Court Record form

Note:

All of these forms (Address check Form, Database check form, Court record form) are available on the New Employee Wizard link. Please download these forms from the New Employee Wizard link and fill the information in BLUE ink only.

All of the above forms will be shared with our empaneled BGV vendors. As part of the verification process, you may be requested to support with verification which could include police and court checks. The forms are further submitted to the respective authorities (Police/Courts etc) and as a part of the verification process the representatives of these authorities may visit your residence for verification; alternatively, they may also call you or ask you to visit the nearby Police Station.

You are required to submit all the documents with 7 days from receiving this Offer, failing which offer will be revoked*

Important points to note:

- In an event you fail to upload the required pending documents in the BGV tool within 7 Calendar days / within 3 reminders. Capgemini reserves the right to hold back your salary and to take disciplinary actions which inter alia include termination from service without notice.

You are requested to fill your details diligently in the link provided. If there is a discrepancy in the data provided or the copies of documents / certificates given by you as a proof in support of the above, Capgemini may take disciplinary action which inter alia includes termination from service without notice..

***In case your last employer does not provide experience letter, the relieving letter is accepted as an alternate document. Please ensure that the relieving letter has last working day clearly mentioned.

Please note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

In the absence of the above listed documents your onboarding may be delayed or deferred.

Best Regards,
Team HR

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5.2.1. Average percentage of placement of outgoing students during the last five years

TRAINING AGREEMENT

This Training Agreement ("Agreement") is made and executed on_____ at by and between: Mr./Ms._____ S/D/oMr./Mrs._____, having employee id no_____, permanent resident of_____ and presently residing at _____ (hereinafter referred to as the **"Employee"**);

And

Capgemini Technology Services India Limited, a company incorporated under the Companies Act, 1956 with its registered office at Block Godrej IT park, Godrej & Boyce Compound, LBS Marg, Vikhroli West, Mumbai – 400079, India (hereinafter referred to as the **"Company"**, which expression shall unless excluded by or repugnant to the context, be deemed to mean and include its successors and assigns);

The Employee and the Company are also referred to as the **"Party"** in the singular and as the **"Parties"** in the collective.

WHEREAS:

A. The Company is an entity engaged in the business of providing Information Technology, Software development and Outsourcing Services for the purpose of attaining its objects, the Company requires Employee to be employed to further the business of the Company.

B. The Employee has been offered employment with the Company vide an Employment Offer Letter and Exhibit 1 dated _____ (the **"Offer Letter"**) issued by the Company to the Employee. The Employee has agreed to be bound by the terms and conditions in the Offer Letter.

C. Pursuant to the terms of the Offer Letter, to meet the requirements of employment, the Employee is, as a condition of employment with the Company, required to undergo necessary and specialized training and/or on-the-job skill enhancement (under expert guidance) in Outsourcing Operations as necessary and/ or relevant to Employee's duties and responsibilities at the Company. Further, the Employee understands and has agreed that he/she is required to clear the mandatory "Final Assessment" and/or any other certification test as will be prescribed by the Company. The said training and on-the-job skill enhancement is hereinafter collectively referred to as **Training**.

D. The Company has a reasonable expectation that the Employee will apply on the job knowledge and skills learnt by him as a result of the Training, as well as share this knowledge with other employees, whenever possible, to maximize the positive impact of the skills learnt as part of the Training in their work environment.

E. Considering the significant investment that Training represents, the Company seeks an assurance in the form of this Agreement, to ensure that the Employee will not resign or cause to terminate his / her employment with the Company before the cost of the Training is amortized. Accordingly, the Employee as such has agreed to continue employment with the Company for a minimum period as set out in this Agreement.

NOW THEREFORE, in consideration of the foregoing and the respective representations, warranties, covenants and agreements set forth herein, and other good and valuable consideration, the receipt, adequacy and legal sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. The Employee confirms that the employment and Training are beneficial to the Employee and that the provisions of this Agreement are fairly and reasonably required for protection and preservation of the interest of the Company, and is not penal in nature.

5.2.1. Average percentage of placement of outgoing students during the last five years

2. The Employee agrees that the Agreement is necessitated on account of the fact that the Employee has to undergo Training at the Company's cost, expense and time to acquire necessary technical and professional skills required for discharging duties and responsibilities as an employee, and the Employee hereby agrees to undergo andaccept the Training as arranged by the Company as per terms and conditions of the Offer Letter and this Agreement. The Employee acknowledges that the Training shall immensely benefit and assist the Employee not only in his/her job duties and responsibilities at the Company but shall also significantly enhance his/her career prospects, both at the Company and outside of it.

3. The Employee hereby acknowledges and agrees that the Training will entail significant expenditure to the Company, including but not limited to, computer time, instructor time, supervisory time, software costs, travel and accommodation, the setting up and maintenance of general and special facilities for Training as well as for on-the-job skill enhancements, apart from the Employee's recruitment costs and salary & benefits during period of Training. For the purposes of this Agreement, the Training costs and related expenses are estimated by the Company to be **INR 75000 (Rupees Seventy Five Thousand Only) ("Training Costs and Expenses")**, which is hereby accepted and confirmed by the Employee.

4. The Employee agrees that as part of the Training, the Employee will study with all due care and diligence to the best of the Employee's ability and abide by and confirm to all the rules and regulations, policies, Terms and conditions of the Company in regard to Training hours, holidays, discipline and other conditions of the employment and/or Training or any directions given to Employee by the authorized representatives of the Company.

5. The Employee further agrees that during the period of Training, the Employee will abide by the instructions of the authorized representatives of the Company under whom the Employee may from time to time be placed. The Company reserves to itself the right to modify or vary, the content and/or period of the Training, without assigning any reason whatsoever.

6. In consideration of the expenses incurred by the Company for the Employee's Training, enhancement of skillsets and other good and valuable consideration, the receipt of which is hereby acknowledged by the Employee, the Employee agrees to serve in employment of the Company for a minimum period of Twenty Four (24) months (the "Commitment Term") from the date of the Employee joining the Company as an employee ("Joining Date"). Even if the Employee commits an act or omission with the intent to deliberately cause the Company to terminate his/her employment ("Employment Cessation"), the Employee shall be deemed to be in breach of the above obligation and the Commitment Term

7. The Parties agree that Commitment Term represents the minimum period by which the Training Costs & Expenses would be amortized by the Company.

8. The Employee is aware that the Company has employed the Employee in view of the Employee's commitment to remain in the Company's employment during the entire Commitment Term and signing of this Agreement. The Employee recognizes and accepts that the Company would be put to substantial disadvantage, inconvenience, loss, etc., in the event of the Employee not serving the entire Commitment Term.

9. Accordingly and notwithstanding anything to the contrary:

(i) in the event Employment Cessation occurs at any time but before completion of 12 months from the Joining Date, the Employee hereby agrees and undertakes to immediately reimburse to the Company the entire Training Costs and Expenses

(ii) in the event Employment Cessation occurs at any time after completion of 12 months but before completion of 18 months from the Joining Date, the Employee hereby agrees and undertakes to immediately reimburse to the Company 50% of the Training Costs and Expenses.

(iii) in the event Employment Cessation occurs at any time after completion of 18 months but before completion of 24 months from the Joining Date, the Employee hereby agrees and undertakes to immediately reimburse to the Company 25% of the Training Costs and Expenses.

10. The Employee's liability to reimburse the Training Costs and Expenses as per Clause 9 above is without prejudice to the Company's other rights that it shall be entitled to receive under law or equity. Additionally, the Employee's liability to reimburse the Training Costs and Expenses as per Clause 9 above shall constitute a debt owed by the Employee to the Company and shall be recoverable by the Company from the Employee with interest thereon calculated at 12% per annum till realization.

11. The Employee agrees that the Company shall at all times have lien over and the authority of deducting or appropriating towards the recovery of the Employee's liability to reimburse the Training Costs and Expenses to the Company, by way of salary, arrears of salary and all other types of remuneration and terminal benefits. Such a right of recovery shall be without prejudice to the Company's other rights that it shall be entitled to receive under law or equity.

12. The Employee further agrees to sign all such papers, documents, promissory notes, bank guarantee, undertakings and / or powers of attorney/letters of authority as the Company may require in this respect or under this Agreement.

13. The Parties further agree that this Agreement shall continue to be valid and in force even if the employment of the Employee ceases or is terminated at any time during the Commitment Term.

14. The Parties agree that (i) the failure to enforce any right against the Employee by the Company or (ii) any compromise made by the Company with the Employee for any violation of the terms in the Offer Letter, shall not constitute a waiver of the rights that the Company enjoys against the Employee under this Agreement or under the applicable laws.

15. It is hereby clarified that notwithstanding anything to the contrary, this Agreement shall not affect the Company's right to terminate the employment of the Employee at any time, whether during the Commitment Term or anytime thereafter. It is also clarified that nothing in this Agreement prevents the Employee from leaving, resigning from or terminating his/her employment with the Company (and accordingly this Agreement should not be construed as an employee bond) and that this Agreement stipulates only the monetary amounts that the Employee is liable and required to repay and/or reimburse to the Company in certain specific situations as envisaged in this Agreement.

16. The Employee agrees, recognizes and acknowledges that:

16.1.1 (i) he/she has been provided with a copy of this Agreement for review prior to signing it; (ii) he/she has reviewed it and that he/she understands the terms, purposes and effects of this Agreement; (iii) he/she has signed this Agreement only after having had the opportunity to seek clarifications; (iv) he/she has been given a signed copy of this Agreement for his/her own records; and (v) he/she has not been subjected to duress or undue influence of any kind to execute this Agreement and this Agreement will not impose an undue hardship upon him/her; and

16.1.2 He/she is subject to no contractual restriction or obligation that will in any way limit his/her activities on behalf of the Company or prevent him/her from performing all or any of the obligations, terms and conditions of this Agreement.

17. The Parties agree that all notices under this Agreement shall be sent by a Party to the other Parties by acknowledgement receipt registered post and contemporaneous courier transmission or by email to the addresses as has been provided in the Offer Letter.

18. If any paragraph, sub-paragraph, or provision of this Agreement, or the application of such paragraph, sub-paragraph, or provision, is held invalid by a court of competent jurisdiction, the remainder of this Agreement, and the application of such paragraph, sub-paragraph, or provision to persons, or circumstances other than those with respect to which it is held invalid shall not be affected.

19. The terms of this Agreement (read along with Offer Letter) are the entire agreement and understanding with respect to the subject matter hereof and supersedes all prior discussions or representations between the Company and the Employee.

20. The Employee acknowledges and agrees that the Company may assign any of its rights under this Agreement to any person or entity. This Agreement is not assignable by the Employee.

21. No waiver by the Company of any breach of this Agreement shall be a waiver of any preceding or succeeding breach. No waiver by the Company of any right under this Agreement shall be construed as a waiver of any other right under this Agreement or under law. The Company shall not be required to give notice to enforce strict adherence to all terms of this Agreement.

22. No change, modification, or termination of any of the terms, provisions, or conditions of this Agreement shall be effective unless made in writing and signed or initialled by all signatories to this Agreement.

23. All disputes arising between the Parties shall be settled under the provisions of the Arbitration and Conciliation Act 1996 of India. The Parties agree that the arbitration proceedings shall be conducted in Mumbai. Notwithstanding anything to the contrary, the Parties agree that this Agreement shall be construed and enforced in accordance with the laws of India, without giving effect to the conflict of law provisions thereof. Subject to the aforesaid, the courts in Mumbai shall have exclusive jurisdiction to resolve any disputes between the Parties that arise out of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the date written below by their own hand and seal or by their duly authorized representatives.

Employee

Signature:

Name:

Date:

For Capgemini Technology Services India Limited

Signature:

Name:

Designation:

Date:

5.2.1. Average percentage of placement of outgoing students during the last five years

EMPLOYMENT OFFER LETTER

Capgemini Ref: 6533098/1399927,

11/04/2022,
Niha Sulthana Asif Ali Khan.

32, Arunchala Nagar, 1st Cross, Crawford, Trichy-6200^2.
Trichy, Tamil Nadu
India.

Confidential

Dear Niha Sulthana Asif Ali Khan,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited** (**'Capgemini'** or **'Company'**) starting from **11/18/2022** (or such other date as may be communicated to you by the Company), as per details given below

A) Your current designation will be **Associate/A2**.

B) You will be required to work at the Company's offices in **Trichy IN**.

C) You have to report by 9:00 am at **Trichy IN** office, for joining formalities and contact security at the main gate for your entry pass at:

Address
VRN Center No 37, VRN Centre,
Bishop Road,Puthur, Trichy - 620017

Please note that your name mentioned in the offer letter will be used to create your employee records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please contact your recruiter before your DOJ. Please note that post joining, no changes can be made. The name provided by you should match with the documents submitted to the Company at time of joining, such as Education certificate, Experience letters, Relieving letters, PAN card, Passport, etc.

D) Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 178,070.00 (Rupees One Lakh Seventy Eight Thousand and Seventy only)**, which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any - skill allowance payout as applicable to you. The Company shall deduct tax at source at the time of making payment.

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5.2.1. Average percentage of placement of outgoing students during the last five years

EMPLOYMENT OFFER LETTER

Capgemini Ref: 6533145/1399918,

11/15/2022,
Nivetha Gopal

41A Keelapudhur Road, Eda street, Trichy 620001.
Trichy,
India

Confidential

Dear Nivetha Gopal,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited ('Capgemini'** or **'Company')** starting from **11/18/2022** (or such other date as may be communicated to you by the Company), as per details given below

A) Your current designation will be **Associate/A2**.

B) You will be required to work at the Company's offices in **Trichy IN**.

C) You have to report by 9:00 am at **Trichy IN** office, for joining formalities and contact security at the main gate for your entry pass at:

Address
VRN Center No 37, VRN Centre,
Bishop Road,Puthur, Trichy – 620017

Please note that your name mentioned in the offer letter will be used to create your employee records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please contact your recruiter before your DOJ. Please note that post joining, no changes can be made. The name provided by you should match with the documents submitted to the Company at time of joining, such as Education certificate, Experience letters, Relieving letters, PAN card, Passport, etc.

D) Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 178,070.00 (Rupees One Lakh Seventy Eight Thousand and Seventy only)**, which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any - skill allowance payout as applicable to you. The Company shall deduct tax at source at the time of making payment.

The breakup of Your all-inclusive annual target compensation is as follows:

Page 1 of 19

5.2.1. Average percentage of placement of outgoing students during the last five years

EMPLOYMENT OFFER LETTER

Capgemini Ref: 6679508/1581072,

12/23/2022,
Sara Jesima Mohamed Easa,

No. 8, Deen Manzil, Mutharasanallur, Tiruchirappalli - 620101 Tamil Nadu, India
Trichy, Tamil Nadu
India.

Confidential

Dear Sara Jesima Mohamed Easa,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited** (**'Capgemini'** or **'Company'**) starting from **01/06/2023** (or such other date as may be communicated to you by the Company), as per details given below

A) Your current designation will be **Associate/A2**.

B) You will be required to work at the Company's offices in **Trichy**.

C) You have to report by 9:00 A.M. at **Trichy IN** office to complete your on-boarding and joining formalities. In this regard, you may contact security at the main gate for you entry pass at:

Address
VRN Center No 37, VRN Centre,
Bishop Road,Puthur, Trichy – 620017

Please note that your name mentioned in the offer letter will be used to create your employee records in Capgemini & the same will be continued for all the communication Company documentation purpose. In case you need a change in the name; please contact your recruiter before your DOJ. Please note that post joining, no changes can b made. The name provided by you should match with the documents submitted to the Company at time of joining, such as Education certificate, Experience letters, Relieven letters, PAN card, Passport, etc.

D) Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 178,070.00 (Rupees One Lakh Seventy Eight Thousand and Seventy only)**, whic would comprise your salary, applicable statutory benefits, bonus, if any, and/or any - skill allowance payouts as applicable to you. The Company shall deduct tax at source at th time of making payment.

The breakup of Your all-inclusive annual target compensation is as follows:

5.2.1. Average percentage of placement of outgoing students during the last five years

5.2.1. Average percentage of placement of outgoing students during the last five years

[redacted]

EMPLOYMENT OFFER LETTER

Capgemini Ref: 6533119/1399923.

11/04/2022,
Suruthi senthilkumar,

No : 8 A, SENGUTVAN STREET, SANGILIYANDAPURAM,TIRUCHIRAPPALLI- 620001
Trichy,
India.

Confidential

Dear Suruthi senthilkumar,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited** ('**Capgemini**' or '**Company**') starting from **11/18/2022** (or such other date as may be communicated to you by the Company), as per details given below

A) Your current designation will be **Associate/A2**.

B) You will be required to work at the Company's offices in **Trichy IN**.

C) You have to report by 9:00 am at **Trichy IN** office, for joining formalities and contact security at the main gate for your entry pass at:

Address
VRN Center No 37, VRN Centre,
Bishop Road,Puthur, Trichy – 620017

Please note that your name mentioned in the offer letter will be used to create your employee records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please contact your recruiter before your DOJ. Please note that post joining, no changes can be made. The name provided by you should match with the documents submitted to the Company at time of joining, such as Education certificate, Experience letters, Relieving letters, PAN card, Passport, etc.

D) Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 178,070.00 (Rupees One Lakh Seventy Eight Thousand and Seventy only)**, which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any - skill allowance payout as applicable to you. The Company shall deduct tax at source at the time of making payment.

The breakup of Your all-inclusive annual target compensation is as follows:

5.2.1. Average percentage of placement of outgoing students during the last five years

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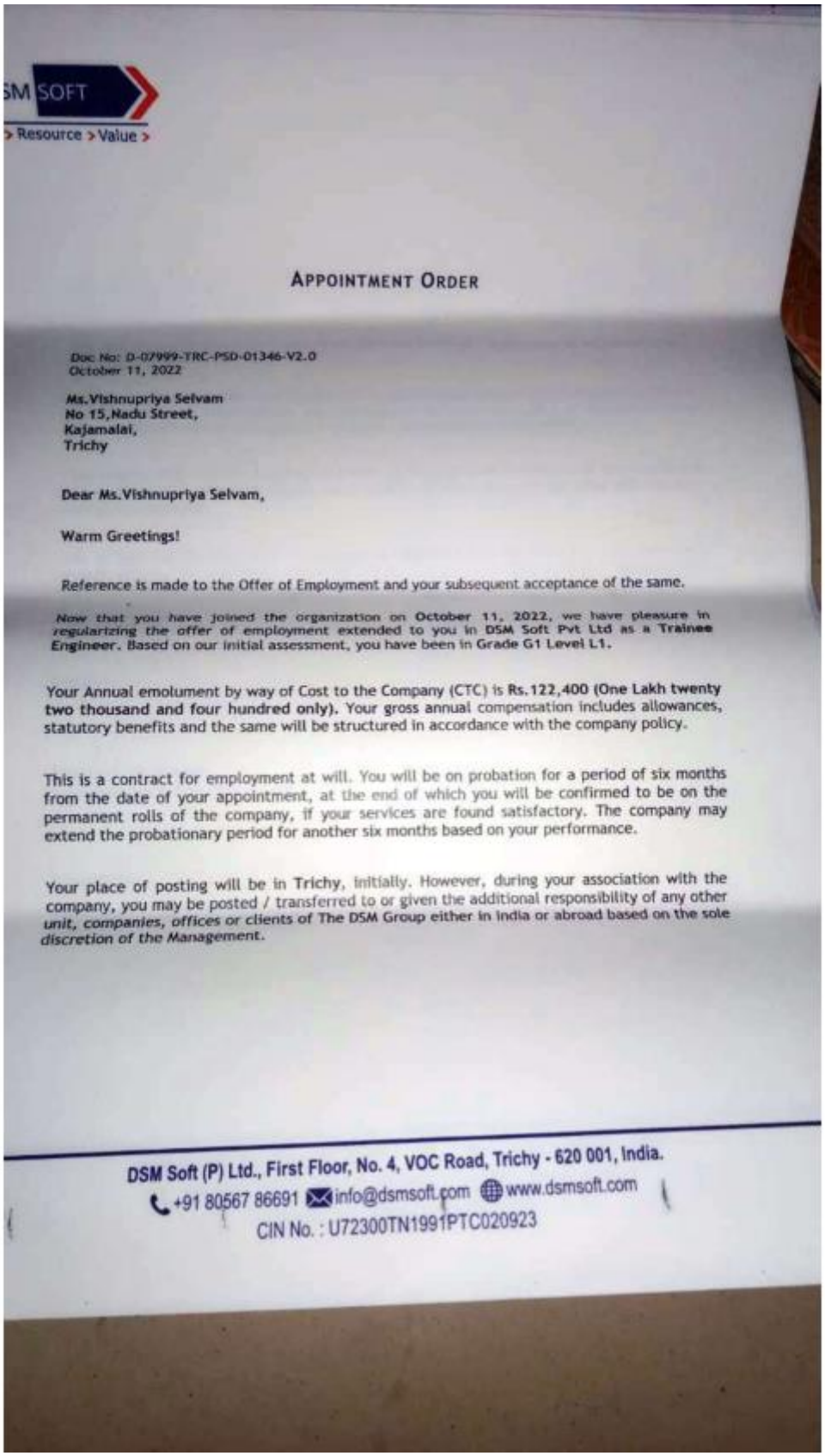

SM SOFT
> Resource > Value >

APPOINTMENT ORDER

Doc No: D-07999-TRC-PSD-01346-V2.0
October 11, 2022

Ms.Vishnupriya Selvam
No 15,Nadu Street,
Kajamalai,
Trichy

Dear Ms.Vishnupriya Selvam,

Warm Greetings!

Reference is made to the Offer of Employment and your subsequent acceptance of the same.

Now that you have joined the organization on **October 11, 2022**, we have pleasure in regularizing the offer of employment extended to you in **DSM Soft Pvt Ltd as a Trainee Engineer**. Based on our initial assessment, you have been in **Grade G1 Level L1**.

Your Annual emolument by way of Cost to the Company (CTC) is **Rs.122,400 (One Lakh twenty two thousand and four hundred only)**. Your gross annual compensation includes allowances, statutory benefits and the same will be structured in accordance with the company policy.

This is a contract for employment at will. You will be on probation for a period of six months from the date of your appointment, at the end of which you will be confirmed to be on the permanent rolls of the company, if your services are found satisfactory. The company may extend the probationary period for another six months based on your performance.

Your place of posting will be in **Trichy**, initially. However, during your association with the company, you may be posted / transferred to or given the additional responsibility of any other unit, companies, offices or clients of **The DSM Group** either in India or abroad based on the sole discretion of the Management.

DSM Soft (P) Ltd., First Floor, No. 4, VOC Road, Trichy - 620 001, India.
+91 80567 86691 info@dsmsoft.com www.dsmsoft.com
CIN No. : U72300TN1991PTC020923

5.2.1. Average percentage of placement of outgoing students during the last five years

Tenpath

TENPATH SOLUTIONS PRIVATE LIMITED

Payslip for the month of September-2022

EmpCode	:	1017199	PAN	:	CDXPV6294D
Name	:	Gayathri V	SBAccNo	:	50100546575732
Designation	:	Hr Associate - L1	Bank	:	HDFC Bank
Date Of Joining	:	25/07/2022	Total Days	:	30.00
Absent	:	0.00	Paid Days	:	30.00
PF No.	:	AP/HYD/53301	ESIC No.	:	6382469410
Uan No	:	101865593858		:	

Earnings	Amount	Deductions	Amount
BASIC	7500.00	Provident Fund	1361.00
House Rent Allowance	3000.00	E.S.I.C	113.00
Conveyance	750.00	Professional Tax	208.33
Medical Allowance	750.00		
Other Allowances	3000.00		
BONUS	2340.00		
Gross Earning	**17340.00**	**Gross Deduction**	**1682.33**

Net Amount **15657.67**

Net Pay in words : Fifteen Thousand Six Hundred Fifty Seven And Sixty Seven Paise Only

This is a computer generated statement. Signature not required.

5.2.1. Average percentage of placement of outgoing students during the last five years

TENPATH SOLUTIONS PRIVATE LIMITED

Statement of Tax Calculation of Gayathri V (1017199)

Financial Year -2022

Actual Salary up to the month of September-2022

Designation: Hr Associate - L1 **PAN :** CDXPV6294D

Tds Estimation Summary for the month of September-2022

I	Gross Salary (a + b + c - d)	:	122340	v	OtherIncome	:	0
	a Salary	:	62340	vi	Total Income (iv + v)	:	83173
	b Allowance	:	60000	vii	Ded VIA	:	8921
	c Perk	:	0	viii	Taxable Income (vi - vii)	:	74250
	d TaxFree	:	0	ix	Income Tax + Cess	:	0
II	Standard Deduction		37500	x	Prev TDS	:	0
III	PTax	:	1667	xi	TDS Deducted	:	0
iv	Salary Income (I - II-III)	:	83173	xii	Balance ((ix -x -xi)	:	0

Tds deduction already done (including current month) :0

Monthly Tds Details

Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar

Tds Deductable henceforth : (0) per month

5.2.1. Average percentage of placement of outgoing students during the last five years

Sri Chaitanya
Techno School
The right mentor for IIT - JEE, Medical, Olympiad
(Affiliated to the Central Board of Secondary Education, New Delhi)
(CBSE Affiliation No. _____)

To

Dated:21-12-2022

Mr/Ms. ABIRAMI S
Address
8/3-10D, Sivagami Ammaiyar Street,
Ariyamangalam, Trichy – 620010.

Sub: Appointment Letter

Dear **Mr/Ms. ABIRAMI S**

With reference to your discussions with us, we have the pleasure of appointing you as **RECORD ASSISTANT** in our **Trichy** Branch. Besides what the designation connotes, your job and duties shall include any other task or responsibility as is felt suitable by the management and is assigned to you from time to time. The terms and conditions of your employment will be the following:

- Your appointment takes effect from the day you joined in your services which shall not be later than **21.12.2022**.
- You will be on probation for the role of **RECORD ASSISTANT** for a period of 6 months. And it may be extended if considered necessary, depending upon your performance.
- You will be paid a monthly CTC (Cost to Company) of Rs. **14,000** /- (Fourteen Thousand only) in probation period and after completion, periodical performance analysis will be done based on which a hike may be recommended to the compensation committee of our organization.
- This offer is subject to a satisfactory reference check of your credentials being conducted by the organization covering your educational qualifications including certificates and other documents authentication, previous experience etc. and at any given point of time if found that whatever information provided by you is false or fabricated then your continuation in service could have a bearing on your working with us and / or the package provided in this offer letter may differ.
- You are expected to discharge the duties entrusted to you with loyalty, sincerity and diligence and you shall not directly or indirectly be connected with, concerned in or employed in any other business whatsoever.
- You are liable to be transferred to any place of business of the organization in the same grade and emoluments in India until and unless the organization mutually decides to your restructure your salary package and career progression.
- You will be governed by the rules of the organization as applicable to all other employees and also other orders/ instructions issued from time to time.
- You will maintain confidentiality of all the organization proprietary information, including customer information, patents, finances etc., unless disclosure is specifically required for statutory purposes.
- Any violation of the code of conduct / acts of criminal offence and turpitude would invite appropriate disciplinary action. Your salary shall be revised in line with the organization's policy from time to time. The compensation progression and the future prospects in the organization shall entirely depend on your efficiency, hard work and regularity in attendance, sincerity, good conduct and such other relevant factors and the organization's performance. Such increase in no case shall be automatic and /or a matter of right.
- If any legal disputes arises related to this appointment order (civil/criminal), the jurisdiction of the issue comes under our Hyderabad Administration Office limits and the Administration Office reserve the rights to take any legal steps under the jurisdiction of Hyderabad Administration Office limits.
- You shall be entitled for one day casual leave per month during your probation period.

5.2.1. Average percentage of placement of outgoing students during the last five years

- If you are absent yourself without intimation of leave or remain absent beyond the period of leave originally granted or subsequently extended without notice, you shall be considered as having voluntarily terminated your employment if you don't report within 10 / 15 days after such absence without giving any notice and you will not be considered for continuation of employment unless given an explanation to the satisfaction of the management regarding your absence.
- In the event of your resignation if you intend to resign from the services, you will give the organization a minimum of one month notice and hand over all your works to the assigned employees.
- Your age mentioned in the matriculation / ID Proof will be deemed to the conclusive proof of your date of birth.
- You will intimate in writing to the management any change of address within a week from change of the same, failing which any communication sensation your last recorded address shall be deemed to have been served on you.
- The present designation is subject to change depending upon work assignment from time to time and your compensation structure can be restructured at any time protecting the gross cost to the organization.
- You will be responsible for the safe keeping and return in good condition and order of all the properties of the organization, which maybe in your use, custody, care or in-charge and you will be held responsible for the loss of any property of the organization and we will have reserve the right to assess the worth of property on its own basis and recover the damages of all such material from you and to take such other actions as it deems proper in the event of your failure to take such other actions as it deems proper in the event of failure to account for such material as property to its satisfaction.
- As a formal indication of your acceptance of this position, please sign the enclosed copy of this letter in the space below and return it to me at the above address. If you do not respond to this offer by **21.12.2022**, our organization will explore the availability of other candidates to fill this opening also note that you are expected to keep the salary package strictly confidential and not to share the information regarding the salary with anyone.
- We do hope that you shall be having a rewarding, successful and enjoyable career with the organization.
- **Gratuity**

  You will be covered under the Payment of Gratuity Act and will be eligible for gratuity benefits under the scheme after completion of stipulated period of employment. The gratuity is payable on retirement from service or separation from the company on meeting the conditions of the Act. Period of absence without pay will not be included for arriving the period of service for Gratuity entitlement.

Appointment Authority

You are advised to sign the certificate below and repot to duty as mentioned, failing which the appointment stands lapsed or cancelled.

CERTIFICATE OF ACCEPTANCE

Having read the terms and conditions mentioned above, I acknowledge to abide by them / any of those modified and brought into force from time to time in the interest of the institution. I thank the management for the opportunity extended to me and promise that I shall strive hard to come up to its expectations in all my endeavors.

I hereby join the duty from:

Place: Trichy

Date: 21.12.2022

Signature of the applicant

5.2.1. Average percentage of placement of outgoing students during the last five years

ZUCI SYSTEMS

12th December 2021

Abdul Rahman J H

Subject: Letter of Offer and Terms of Internship

Dear Abdul,

Welcome to Zuci Family!!

We are pleased to confirm our offer of Internship to you for the position of **Trainee** with **"Zuci Systems (India) Private Limited (Company)"**. Should you choose to accept this Offer, You shall be required to join the services of our organization on **03rd January 2022** and your internship period would be **5 Months**. During your internship period, you shall be compensated with **Rs. 10,000** per month.

On satisfactory completion of your internship, you shall become a part of our regular rolls. During the internship period, if your conduct or behavior is not satisfactory, your services shall be terminated with immediate effect. You are expected to submit the documents mentioned in **Annexure A** during your time of joining.

During your internship, you may come across confidential business information. By accepting this internship employment offer, you acknowledge that you must adhere to the Company's confidentiality policy. In addition, upon conclusion of your internship, you must return all company-owned property, equipment, and documents, including electronic mail or other information.

Please return one copy of this appointment letter duly signed by you.

With Warm Regards,

For Zuci Systems (India) Private Limited

Accepted,

N. Punitha

Punitha Nagarajan
Head – Talent Acquisition

Signature

No.11, Rattha Tek Towers, Rajiv Gandhi Salai
OMR, Thoraipakkam, Chennai - 600097.
info@zucisystems.com
www.zucisystems.com
US : +1 (214) 230-9824
INDIA : +91 (44) 49525020

5.2.1. Average percentage of placement of outgoing students during the last five years

ZUCI SYSTEMS

Annexure A

You are obligated to produce the photocopies and originals of the following documents during your time of joining:

1. 10th, 12th, Graduate/ Post Graduation/ Diploma certificate or equivalent and attested mark sheet of final semester
2. Certificate of any other additional qualification
3. Service certificates from previous employer(s) and relieving letter from the last employer
4. Last salary certificate and salary slip of last 3 months
5. Two copied of Address proof (either Aadhar/ Driving License/ Voters ID)
6. Know Your Customer (KYC) documents:
   a. Identity Proof: PAN Card or if applied for PAN card, the temporary number (application number)
   b. Aadhar Card or if applied, provide the copy of acknowledgement slip with temporary enrolment number.
   c. Cancelled Cheque leaf or Bank Passbook photocopy (HDFC or any bank)
7. Passport
8. 3 Passport Size Color photographs (Recent photo in formals with white background)

For Zuci Systems (India) Private Limited

N. Punitha

Punitha Nagarajan
Head – Talent Acquisition

Accepted,

_____
(Please sign & date your acceptance)

No.11, Rattha Tek Towers, Rajiv Gandhi Salai
OMR, Thoraipakkam, Chennai - 600097.
info@zucisystems.com
www.zucisystems.com
US : +1 (214) 230-9824
INDIA : +91 (44) 49525020

5.2.1. Average percentage of placement of outgoing students during the last five years

dovyo

OFFER LETTER

Date of Issue: **01/11/2022**

Name of the Candidate: **Abu Syed Salman K**

Address: **1/29, Wahap Complex, Heber Road, Beemanagar, Trichy - 620001**

Designation: **Trainee- Flutter**

We are delighted to offer you the position of **Trainee - Flutter** in **"DOVYO TECHNOLOGIES PRIVATE LIMITED"** We believe your skills and experience are suitable for our working culture. You will be reporting directly to **Mr.Noushath Peer Mohammed (Director-IT).** You will be paid with annual salary of Rs.96,000 per annum. Referring to the employment as per the joining date you are required to undergo a probation period of **180** days excluding your training period of three months and you are entitled to sign a contract for 2 years including training period.

In acceptance of this offer you are requested to carry out a reply mail within 7 days from the date of issue.

We are glad to welcome you as a trainee.

Sincerely,

Raja Mohammed M

(Managing Director)

5.2.1. Average percentage of placement of outgoing students during the last five years

Re: Hivelance - Muthu Krishnan Job Offer
1 message

Hivelance Technologies <hr@hivelance.com> Wed, 29 Jun, 2022 at 8:16 pm
To: mk89279017 <mk89279017@gmail.com>
Cc: Sulthan Syed <sulthan@hivelance.com>, Gowtham Sankar <gowtham@hivelance.com>

Dear Mr Muthu Krishnan

Sub: Offer of Appointment.

Welcome to Hivelance !!!

We are pleased to offer you the position of **Junior Developer** (UX) in Hivelance Technologies Pvt Ltd. You will be reporting to **Mr.Arokiya Stephen** . You are expected to join on or before 4th July 2022.

You will be on a probationary period for the first **Six months.**

Your Monthly cost to the company would be **Rs.6,000/- (Six Thousand Rupees Only)** Per Month .

On successful completion of the probationary period, your services will be confirmed and will be indicated to you through a separate letter of confirmation. However, the management reserves, the right to extend the probationary period if it is deemed necessary.

During the probationary period, a notice period of Sixty days should be served for resigning from the company, subject to the approval of your reporting manager. In case of termination of your services by the company during the probationary period, there is no prescribed notice period and subject to the review of the case at the appropriate period of time.

You are asked to submit the following on the day of joining.

1. Profile (Duly Filled in)
2. Certificates regarding educational qualification.
3. Certificates for other achievements, if any
4. Permanent Account Number – (Mandatory)
5. Detailed Resume
6. Photos (4 Passport size)

You will be expected to sign a separate contract of employment, which will include a non-disclosure agreement.

Please sign a copy of the letter indication the acceptance of the contents and return the same to us.

We wish you a bright career with Hivelance !!!

Please note that the offer becomes null and void in the following occasions, without any notice.

- In case, you don't acknowledge this offer within 3 days from the date of receiving it.
- In the event of you not joining the duty on or before the agreed date of joining

5.2.1. Average percentage of placement of outgoing students during the last five years

Best Regards,
Devi.M
HR Manager
Hivelance Technologies Pvt Ltd.

5.2.1. Average percentage of placement of outgoing students during the last five years

advent TECHNOLOGIES

Thubarahalli, Bangalore-560066.

Date: 06-Jul-2022

Parves musharaf.A,
S/o AbdulSamath,
No:10/1 Dr.Jahirhussain Street,Pudur,
Illayankudi(T.k),
Sivagangai(D.t),630709.

Subject - Offer of Appointment

Dear Mr. Parves musharaf.A,

It is our pleasure to welcome you to Advento Technologies Private Limited.

With reference to our discussions, we are pleased to offer you appointment in our organization as **"Software Engineer"**. Your "Annual Total Cash Compensation" will be **Rs. 2,50,000** (Indian Rupees Two Lakhs Fifty Thousand). Please refer Annexure-B for details on the compensation and statutory deductions. We will be sharing you the **"Training Call Letter"** in the month of July 2022 which comprises of Date of Joining, Training Venue, Batch Informations & Accommodation Details.

At the time of joining, you are expected to carry originals of the documents as per Annexure – C and submit the copies of the same to the HR Team.

Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – A.

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, The Company reserves the right to revoke the offer.

Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to hr@adventotech.com latest by **15-Jul-2022.**

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
For Advento Technologies Pvt. Ltd.

Gopalakrishnan
Director

+91 9043090479 info@adventotech.com www.adventotech.com

5.2.1. Average percentage of placement of outgoing students during the last five years

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Thubarahalli, Bangalore-560066.

Annexure – A

1. **Personal Particulars:**
   You will keep us informed of any change in your residential address, your family status or any other relevant particulars.

2. **Nature of Work:**
   Your nature of work mainly includes all the aspects of the (Duties and responsibilities) as well as any other ad-hoc duties assigned to you from time to time. You will work at high standard ofinitiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you from time to time.

3. **Facilities:**
   You will be provided with facilities to support the nature of work according to company policies.

4. **Assignment, Transfer and Deputation:**
   Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.

5. **Training:**
   You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense and there wont be any compensation provided to the candidates. Kindly note that refusal to participate in a training programme without any extraneous circumstances would lead to automatic termination of your employment. By the end of training period or within 90 days which ever is earlier, your performance will be assessed through performance assessment program. Upon clearance, your employment shall be granted and in case of non-clearance, your employment with the company shall be terminated automatically.

6. **Performance Reviews/Appraisal:**
   The Company follows a policy of annual performance reviews, which are linked toperformance incentives. You will be eligible for performance-based incentives on the basis of your performance during the appraisal cycle.

7. **Intellectual Property Right:**
   If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize and exploit such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenureof association with the company

+91 9043090479 info@adventotech.com www.adventotech.com

5.2.1. Average percentage of placement of outgoing students during the last five years

including but not limited to the creative concept that you may develop during your association with the company.

8. Secrecy/Confidentiality

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

9. Restrain:

i. Access to Information:
Information is available on need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit bythe company.

ii. Restriction on Personal Use:
Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use. You will under no circumstances carry any work home unless specifically requested by your manager. Any usage of company information for personal use will result inimmediate termination of employment without notice and/or legal action for misdemeanor asdeemed fit by the company. You may/may not be required to reimburse the company for any losses incurred by the company on account of personal usage of company data.

10. Security:
Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all workingstations, disk drives and companywide awareness about the need for protection of intellectual property and sensitive customer information.

11. Termination of Service:

i. Either party can terminate this employment by serving a notice of **2 months** on the other, save and accept that the company may at its option pay salary in lieu of the notice period to terminate employment with immediate effect.
ii. Unauthorized absence or absence without permission from duty for a continuous period of 7days would make you loose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.

5.2.1. Average percentage of placement of outgoing students during the last five years

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Thubarahalli, Bangalore-560066.

iii. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or nonconformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice;notwithstanding any other terms and conditions stipulated herein the company reserves theright to invoke other legal remedies as it deems fit to protect its legitimate interest.

12. Standing Orders:
You will abide by the Standing Orders, rules & regulations and service conditions that may bein force or application to the organization or are framed from time to time by the company. The company shall have the right to withhold experience letter if the employee dispenses the service before 18 months.

13. Appointment in Good Faith:
It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case later any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any noticenotwithstanding any other terms and conditions stipulated therein.

14. Probation:
You will be under a probation period of 3 months post which a confirmation letter shall be provided confirming your service in the company which entitles you of the benefits given to the confirmed employees. The performance during the probation will be accessed and candidate whose performance is not up to the mark will be terminated from the service.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In allmatter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time. This is to certify that I have gone through and understood all the terms and conditions mentioned in "Annexure – A" and acknowledging this offer.

Date: Signature of Candidate:

Place :

+91 9043090479 info@adventotech.com www.adventotech.com

5.2.1. Average percentage of placement of outgoing students during the last five years

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Thubarahalli, Bangalore-560066.

Annexure B

The CTC breakup is as follows:

Sl.No	Description	Per Annum
1	Basic Pay	Rs. 57,100.00
2	HRA	Rs. 28,550.00
3	Other Allowances	Rs. 1,42,750.00
4	Employer's PF Contribution	Rs. 21,600.00

For further communication, please contact us at hr@adventotech.com.

5.2.1. Average percentage of placement of outgoing students during the last five years

advent TECHNOLOGIES

Thubarahalli, Bangalore-560066.

Annexure – C (Checklist of the Documents)

At the time of joining, you are requested to bring the following documents in **original (For Verification only)**.

(a) Certificates' supporting your educational qualifications along with marks sheets - **Two** copies each
- Xth Certificate & mark sheets
- XIIth Certificate & mark sheets
- Degree Certificate & Semester/year-wise mark sheets
- Master's Certificate & Semester/year-wise mark sheets
- Diploma/PG Diploma Certificate & Transcripts
- Any other Certificate with supporting documents – if any

(b) Your relieving letter from your present organization.

(c) Service Certificate from the last employer as well as all previous employers.

(d) Acceptance copies of Advento Technologies Private Limited offer of appointment duly signed.

(e) **Three** passport-sized color photographs with white background.

(f) **Valid Passport** - Please submit copy of the valid Passport (first and last pages).

(g) **PAN Card and Proof of PAN Number**
You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.

(h) **Aadhaar Card**
You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgment as issued by the authorities.

5.2.1. Average percentage of placement of outgoing students during the last five years

WAHMI SOFTWARES AND SOLUTIONS PRIVATE LIMITED
CIN : U72900TN2017PTC119080
TRANSFORMING THE DIGITAL CUSTOMER EXPERIENCE

WSSEMP/**HR/OL-18/2021-22**
Dated: Monday, March 07, 2022

OFFER LETTER

To,
Mr. SYED MOHAMED MURSHIDH A

This is with Reference to your Application and the Subsequent Interview you had with us: We are pleased to Offer you the Position with us a **Junior Full Stack Developer** and duly **Designated** as **"Full Stack Developer"**

You are requested **to join** our firm **on or before 15th April 2022** as per our discussion, failing to report on a specified Date leads to consideration of the Offer as Void.

Your Remuneration at the Commencement of your Services would be Total Cost to Company (TCTC) of **Rs.18,000 INR**/Per Month, For three months (During Probation Period) and **Rs.20,000 INR**/Per Month after Probation Period (Taxation is based on Prevailing Tax Laws and based upon which Tax will be Deducted at Source). The details of detailed remuneration will be sent as a separate Letter.

You will be Located at **Nagore.** You will be required to work in with our Client(s) in different Project(s)/ for the purpose of discharging your duties as situation demands.

This offer will be valid till the Completion of Your Assignment in the Project or Completion of this Project or Expiry of Purchase Order.

During the Tenure of your Service, you are bound by Rules, Regulations & Policies of the Company.

+91 9791 38 5660
+91 9025 74 2144
support@wahmisoft.com
426, Main Road, Nagore - 611002, TN, INDIA.
www.wahmisoft.com

5.2.1. Average percentage of placement of outgoing students during the last five years

WAHMI SOFTWARES AND SOLUTIONS PRIVATE LIMITED

CIN : U72900TN2017PTC119080

TRANSFORMING THE DIGITAL CUSTOMER EXPERIENCE

This is offer is Valid Subject to the Authenticity of the Document(s)/ Information provided to us.

We are sure you will make best use of the Offer and Contribute Substantially to the success of our organization and fully justify the confidence placed in you by our management. Wishing you all the Best!

Yours Truly,

Mohamed Ghowdhul Arifeen M

CEO/ Managing Director – Wahmi Softwares & Solutions Private Limited

Email : mgarifeen@wahmisoft.com
Mobile: +91- 9025742144

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+91 9025 74 2144
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5.2.1. Average percentage of placement of outgoing students during the last five years

WAHMI SOFTWARES AND SOLUTIONS PRIVATE LIMITED
CIN : U72900TN2017PTC119080
TRANSFORMING THE DIGITAL CUSTOMER EXPERIENCE

DOCUMENTS TO BE SUBMITTED DURING JOINING FORMALITY		
Sl. #	**DOCUMENT(S)**	**SPECIFICATION(S)**
1	Acknowledgement/ Acceptance Copy of Offer Letter	Copy of Acceptance on Offer Letter Signed by Candidate
2	Copies of Educational Qualification(s)	Statement of Mark(s) of SSC/ HSC, Graduation/ P.G. along with Provisional/ Convocational Certificate(s)
3	Copies of Professional Qualification(s)	Engg. Dip., B.E./ B.Tech., M.E./ M.Tech. or M.B.A./ M.C.A.
4	Copies of Technical Certification(s)	Type Writing/ Computing/ Tech'l Training, etc.
5	Copies of Competency Certification(s)	Skills/ Competency Development, etc.
6	Copies of Relieving Letter & Experience Certificate(s) of Previous Employer(s)	Both Document(s) in Combined Form is also accepted/ Acceptance of Resignation by Previous Employer (if former is not available)
7	Copies of Last Three Month(s) Payslip(s) of Previous Employer	Wage Slip(s) provided by previous employer (Hard/ Digital Copy)
8	Copy of PAN Card	Mandatory Requirement/ Apply & Provide within 15 Working Day(s) if not possessed
9	Copy of ID Proof	PAN/ Aadhaar Card/ Driving Licence/ Voter's ID Card, Passport, etc.
10	Copy of Address Proof	Aadhaar Card/ Ration Card/ Passport/ Driving Licence/ Electricity Bill/ Post-paid Ph. Bill/ Nationalised Bank A/c Passbook, etc.
11	Bank A/c No. (Axis Bank Only)	Mandatory Provision/ Provide or Fill in Application form Day(s)
12	Passport Size - Colour Photograph(s) - 5 Nos.	Mandatory Provision/ Avail & Provide on the Date of Joining
13	Medical Fitness Certificate	To be availed from a Govt. Authorised Physician
14	Form - 16 (TDS) from Previous Employer (if Applicable)	If Applicable under Tax Purview

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+91 9025 74 2144
support@wahmisoft.com
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5.2.1. Average percentage of placement of outgoing students during the last five years

WAHMI SOFTWARES AND SOLUTIONS PRIVATE LIMITED
CIN : U72900TN2017PTC119080
TRANSFORMING THE DIGITAL CUSTOMER EXPERIENCE

15	Investment Declaration Form (if Applicable)	If Applicable under Tax Purview
FORMS TO BE FILLED IN DURING JOINING FORMALITY		
Sl. #	**FORM(S)**	
1	Employee Information Form	Mandatory/ Needs to be Filled-up & Submitted on the Date of Joining
2	ESI - Declaration Form (Form - 1)	Only for ESI Covered Employees
3	EPF/ EPS - Nomination & Declaration Form (Form - 2)	Mandatory/ Needs to be Filled-up & Submitted on the Date of Joining

Wahmi Softwares & Solutions Private Limited - Contact Details:

Mr Mohamed Ghowdhul Arifeen

(CEO/ Managing Director - **For Escalations Only**)

Email : mgarifeen@wahmisoft.com
Mobile: +91- 9025742144

Mr.Jasrudeen Fouzain (Admin - Point of Contact)

Email : jasrudeen@wahmisoft.com

+91 9791 38 5660
+91 9025 74 2144
support@wahmisoft.com
426, Main Road, Nagore - 611002, TN, INDIA.
www.wahmisoft.com

5.2.1. Average percentage of placement of outgoing students during the last five years

VLAUNCHU
BUSINESS LAUNCH SIMPLIFIED

Internship Offer Letter

Date:07-Nov-2022

Ahamed Afrith Ali A
Tamilnadu

Internship Offer Letter

Dear Ahamed Afrith

On behalf of VlaunchU, I am excited to extend an offer to you for an internship position within our Digital Marketing. The mode of work is WFH with the title of Digital Marketing intern

This position is scheduled to begin from **07-011-2022** and will be a 90 working days internship opportunity. The schedule for this position is [7hrs] per day as agreed. This position will be unpaid.However, during internship, if the performance meets and exceeds the set performance target a performance bonus of 10,000 to 20,000 INR can be paid at the end of internship.

In this role, you will report directly to **Mr. Aseem**. Please be sure to send your Marks Cards, Certificates, Passport size photo and Aadhar Card digitally, in order to complete your profile.

During your temporary employment with VlaunchU, you may have access to trade secrets and confidential or proprietary business information belonging to VlaunchU. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of VlaunchU. Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not entitle you to an employment offer from VlaunchU.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact Ms. Nageena from our HR department. Please review this letter in full, and sign and return it via email to HR@Vlaunchu.com to confirm your acceptance of the position no later than the close of business on **26-Sep-2022**. We look forward to having you begin your career at VlaunchU and wish you a successful internship. Welcome to our team!

Sincerely,

Nageena
HR Manager, Vlaunchu

I, Ahamed Afrith Ali A, I accept the above offer and will begin the internship position on [date]

Signature : Date

Our service :
- Business Consultation
- HR Consultation
- BPO Services
- Trainings
- IT and Web Services
- Marketing

+91-997-209-8197 www.vlaunchu.com

5.2.1. Average percentage of placement of outgoing students during the last five years

SIRIUS
A CDW COMPANY

Private & Confidential

25 July 2022

Dear Arunkumar Ponnusamy,

Congratulations! We are pleased to offer you the position of **"consultant Trainee"** with Sirius Computer Solutions India Pvt Limited (a CDW Company), effective **1 August 2022** under the key terms and conditions set forth below. Please treat this document and the information herein as confidential.

Financial Package

Monthly Components	Per month (INR)	Annualized (INR)
Basic Salary	20,576	2,46,912
House Rent Allowance	10,288	1,23,456
Medical Reimbursement	1,250	15,000
Conveyance Allowance	1,600	19,200
Special Allowance	15,926	1,91,112
Company Contribution to PF	1,800	21,600
Gross Salary	51,440	6,17,280
Non-Cash Accrual under the Payment of Gratuity Act*		11,876
Annual Fixed Incentive		13,763
Annual Performance Variable Pay		20,645
Company Medical & Accident Insurance Non-Cash Contribution (in accordance with relevant policies)		36,473
Total Cost to Company		7,00,037

*This is payable to you as per the Payment of Gratuity Act, 1972 **on cessation** of your employment only if you have completed at least 5 years of continuous service with Sirius. The gratuity payments will be capped to INR 2,000,000 at the time of exit.

Work Requirements

- You must register with the National Skills Registry at the start of your employment.
- Shift allowances (if applicable) may apply based on business requirements and eligibility, with cab transportation within a 20 km radius of the office.
- You remain fully responsible for tax liability related to your compensation.

Pre-Employment Screening Checks, Privacy and Nature of Offer

Your employment shall be contingent on completion of customary pre-employment screening checks and submission of documents to the company's satisfaction and standards and submission of confirmation of release from prior employment, mandatory identity and address proof documents, an executed employment agreement and any other documents as we may require. In case the pre-employment screening check results are unsatisfactory; this offer letter is liable to be withdrawn. If your employment has already commenced by then, your employment is liable to be terminated with immediate effect, with no obligation on the company to make any payments in lieu of notice.

To enable the pre-employment screening checks, you consent to our holding and processing data relating to you for legal, personnel, administrative and management purposes, including any "sensitive personal data" (as defined in the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011) relating to you, and you agree to our making that information available to third parties on a need- to-know basis. You also consent to the transfer of such information to the company's business contacts within or outside India in order to further the company's business interests.

This offer letter does not create an employer-employee relationship between us, which will arise only upon execution of an employment agreement and commencement of your employment with us. If any conflict arises between this offer and your employment agreement, the terms of your employment agreement shall govern

5.2.1. Average percentage of placement of outgoing students during the last five years

If you wish to accept our offer and proceed to next steps, please sign electronically within three days. We withdraw our offer if you have not accepted it within three days. We look forward to you joining the Sirius team!

Sincerely,

Ravi Kumar Vungarala
General Manager (India)

I accept the offer as outlined above, subject to the execution of an employment agreement.

Signature _____ Date _____

Arunkumar Ponnusamy

5.2.1. Average percentage of placement of outgoing students during the last five years

ZUCI SYSTEMS

1st August 2022

Abipullah Sheik Alavudeen

Subject: Letter of Offer and Terms of Employment

Dear Abipullah,

Welcome to Zuci Family!!

Congratulations! We are pleased to confirm our offer of employment to you with **"Zuci Systems (India) Private Limited (Company)"** as **Software Engineer.** This offer is conditional upon completion of satisfactory references, review of past employment and educational records.

The terms of your employment with the Company are listed below. These terms may be modified pursuant to changes in the Company policy updated from time to time.

Annual CTC: Your total Cost to Company (CTC) will be **INR 4,50,000 (Four Lakh Fifty Thousand Rupees Only)** per annum. The salary structure is described in **Annexure A.** Any other remuneration, prerequisites or benefits extended to you shall be at the Company's sole discretion. All remuneration payable to you may be subject to income tax deduction at source wherever applicable and to any statutory deductions that may be applicable.

Other Benefits: You will be eligible for:

a. Leave and holidays as applicable to your category and location of posting.
b. Group Mediclaim Policy covers an amount of INR 5,00,000.

The emphasis in our journey together will be aligned to our Core Values **"Enable, Empower and Exemplify"**, and in this journey we will establish benchmarks that others may follow. We remain dedicated to maintaining a workplace that respects and values people from diverse backgrounds and facilitates all employees to do their very best. Our inclusive work environment uniquely combines the talent, experience and perspectives of each employee that makes us successful. We are confident that Zuci and you will make a great team.

We are proud to welcome you as a Zucian, and wish you a long, productive, and satisfying career at Zuci Systems!

#11, G Flr, Rattha Tek Towers, OMR, Thoraipakkam, Chennai 600097
info@zucisystems.com
www.zucisystems.com
+91 (44) 49525020

5.2.1. Average percentage of placement of outgoing students during the last five years

ZUCI SYSTEMS

Please note that as a standard organizational procedure we carry out stringent background verification check. The process for the same will be initiated along with the acceptance of this offer. Your joining and the subsequent appointment will be contingent upon successful completion of the background check process. You are concurring to the above said clause by accepting this offer.

Increment and Promotions: Your growth will depend solely on your performance and contribution to the Company. Changes in your compensation are at the Company's discretion and will be subject to and based on your effective performance and other relevant criteria on an annual basis.

Retirement: You shall retire in the normal course from your services of the company on attaining the age of superannuation that is on the first working day following your 60th birthday or earlier if you are found to be medically unfit.

Probationary Period: You will be on probation for a period of three months. At the end of the probation period your performance will be reviewed, and the management reserves the right to confirm your services or extend the probation period. Your services may be terminated without any notice during probation period. During probationary period, you will be required to serve a notice period of one month prior to your date of leaving the company. On satisfactory completion of probation, you shall become a part of our regular rolls.

Notice Period/Termination:

a. Post confirmation, you will be required to serve a **notice period of three months** prior to your date of leaving the company. Please be informed that these terms will remain applicable throughout your tenure with the company.
b. We hope your association with us will be a very long one. However, this association may be terminated by either party giving three months' notice. In the event of wilful neglect of your duties, breach of trust, reasonable suspicion, gross indiscipline, inefficiency, serious dereliction of duties or any other misconduct that may be prejudicial to the interests of the company, the company has the discretion to terminate your services immediately or with notice and without any notice pay whatsoever.

Travel: You may have to undertake short term business travel and by accepting the offer you would also be confirming that you are willing to undertake any travel as required by the company.

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5.2.1. Average percentage of placement of outgoing students during the last five years

ZUCI SYSTEMS

Medical Fitness: By accepting this offer there is an implicit confirmation by you that you are medically fit to effectively perform the job for which you are employed or for any other assignment that may be given to you from time to time. You may be called upon to undergo medical examinations as the management may deem necessary. In the event the examination reveals any ailment including physical or mental impairment that (1) prevents or hinders you from performing your assignment effectively or (2) could put the health of other employees at risk, the same shall be reasonable ground to discharge your services with immediate effect without any compensation or notice.

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 Central Provident Fund Act. You can voluntarily contribute towards your provident fund to a higher percentage of your basic salary. Similarly, statutory deductions such as Income Tax, Professional Tax etc. shall be made from your salary as applicable.

Exams and Courses: In case you intend to take up any fulltime/part-time course while working with Zuci which requires your absence or which may hamper your regular work, you are required to obtain written permission from HR before doing so.

Company provided assets: You may be provided with various types of company/customers provided asset, 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 be handed over to anyone under any circumstances without prior written approval from HR Manager.

The terms and conditions governing your employment shall be governed by the agreement entered between you and the Company. Should you choose to accept this Offer letter, the terms and conditions set out in this Offer Letter shall become a part and parcel and shall be read together with the written agreement to be executed between you and the company. The rules and regulations of the services of the company that are in force may be framed, amended, altered, or extended from time to time and they shall govern you in the same form as and when altered or amended.

You hereby acknowledge and agree that the Company shall invest substantially in the training and overall development of the Employee, and in consideration of the same, you hereby agree that your employment shall subsist, and you shall not terminate this Agreement for a period of 3 years from date of joining unless the Employment is terminated in terms of the Agreement executed by You with the Company.

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OMR, Thoraipakkam, Chennai 600097
info@zucisystems.com
www.zucisystems.com
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ZUCI SYSTEMS

In the event that you terminate this Agreement before expiry of the said period of 3 years from date of joining, you shall serve a notice of 90 days in advance with the Company and pay an amount of **INR 2,25,000 (Two Lakh Twenty Five Thousand Rupees Only),** equivalent to 6 months gross salary.

Submitting true copies of all your scholastic/academic and extra-curricular attainments along with the documents as described in **Annexure B** will be communicated in due course during the time of joining.

Please return one copy of this appointment letter duly signed by you.

With Warm Regards,

For Zuci Systems (India) Private Limited

N. Punitha .

Punitha Nagarajan Head – Talent Acquisition

I agree to the terms and conditions of the above mentioned Zuci's Employment Offer and shall report to work on _____.

Signature of the candidate

5.2.1. Average percentage of placement of outgoing students during the last five years

ZUCI SYSTEMS

ANNEXURE A

Name	Abipullah Sheik Alavudeen
Department	Digital Engineering
Date of Joining	02-August-2022, Tuesday

Cost To Company (CTC)	37500	450000

Components	Monthly Amount	Annual Amount
EARNINGS		
Basic Salary	17813	213750
HRA	8906	106875
Special Allowance	5911	70935
TOTAL FIXED EARNINGS (A)	**32630**	**391560**
VARIABLE PAY		
PERFORMANCE BASED VARIABLE PAY (B)*	**1875**	**22500**
RETIREMENT BENEFITS		
Provident Fund Employer	2138	25656
Gratuity	857	10284
TOTAL RETIREMENT BENEFITS (C)	**2995**	**35940**
TOTAL CTC (A+B+C)	**37500**	**450000**

*Performance Based Variable Pay is given to an employee based on the performance and it increases the earning potential of the employee over and above the total CTC. The Performance Based Variable pay will depend on but not limited to your performance achievement and will be paid out Annually during every April pay cycle.

5.2.1. Average percentage of placement of outgoing students during the last five years

ZUCI SYSTEMS

Annexure B

You are obligated to produce the originals and soft copies of the following documents during your time of joining:

1. 10th & 12th Marksheet
2. Graduate/ Post Graduation/ Diploma - Degree certificate or Consolidated Marksheet or Provisional Certificate along with TC
3. Certificate of any other additional qualification
4. Service certificates from previous employer(s) and relieving letter from the last employer
5. Last salary hike letter and salary slip of last 3 months
6. Aadhar Card or if applied, provide the copy of acknowledgement slip with temporary enrolment number.
7. PAN Card or if applied for PAN card, the temporary number (application number)
8. Passport copy (Both Front & Back) and Visa copy (If valid visa available)
9. Cancelled Cheque Leaf or Passbook Xerox Copy (Only if HDFC bank)
10. 3 Passport Size Color photographs (Recent photo in formals with white background)

For Zuci Systems (India) Private Limited

N. Punitha

Punitha Nagarajan
Head -Talent Acquisition

Accepted,

_____
(Please sign & date your acceptance)

#11, G Flr, Rattha Tek Towers, OMR, Thoraipakkam, Chennai 600097
info@zucisystems.com
www.zucisystems.com
+91 (44) 49525020

5.2.1. Average percentage of placement of outgoing students during the last five years

ZUCI SYSTEMS

Annexure C

Terms & Conditions of Work

1. ***Leave***
   - All full-time confirmed employees excluding consultants, contractors, interns are entitled to twenty-four days of total privileged leave in the given year. Employees joining in the middle will have their leave in the pro-rated manner, starting from their month of joining. Every month from April, two days of PL will be added to the leave balance. Earned leave for half day is not admissible. The employees should not avail PL for more than three consecutive days.
   - Employees who are in their probation or training period can avail three days of paid leave during the entire probation or training period (three months). Paid leave for half day is not admissible.
   - Privileged Leave should be applied in advance through respective HRMS tool, and it should be duly granted by the respective Managers (HR & Project Manager).

2. ***Non-Disclosure***
   - The protection of confidential business information and trade secrets is vital to the interests and the success of the company.
   - Employees who are exposed to confidential information may be required to sign a nondisclosure agreement as a condition of employment.
   - Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information. This holds true even if they have not signed any contract or bond or non-disclosure agreement separately.

3. ***Office Solicitation***
   - To ensure a productive and harmonious work environment, persons not employed by the company are not permitted to solicit or distribute literature in the workplace at any time for any purpose like the solicitations of memberships, contributions or conducting of similar personal business. The distribution of printed matter for any such purpose is also restricted. These restrictions apply as follows:
   - Employees may not solicit or distribute in any area during their own working time

- Employees may not solicit or distribute in any area to another employee during the other employee's working time
- Employees may not distribute in any work area at any time
- Non-employees may not solicit or distribute on the Company's property at any time
- No person may deface any Company property, including building, hallways, elevator, or equipment by affixing any poster, sign, sticker, or other type of advertising propaganda matter

4. Benefit Plans

I. Zuci Flexi Component Plan

Zuci Flexi Components plan is a basket of various allowances/ expenses considered for Income Tax exemption. Under ZFCP, you will be granted Education Allowance and Benefits regarding the use of Telephone/Mobile Phone, Non-Transferable Food Coupons, Car Maintenance Allowance and Car Lease can also be availed. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempted. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed by Human Resources.

A. **Child Education Allowance** - An Amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of two children is eligible for IT exemption under ZFCP.
B. **Non-Transferable Food Coupon** - An Amount of Rs.26,400 per annum towards purchase of Non-Transferable food coupons is eligible for IT exemption under ZFCP.
C. **Car Maintenance Allowance** – An amount of Rs.1,800 per month is eligible for Service, Fuel and Maintenance allowance of Self Owned Car under ZFCP.
D. **Telephone Allowance** – An amount of Rs. 36,000 per annum is eligible for Mobile phone (postpaid) or Broadband or Data card charges under ZFCP.
E. **Car Lease** – The car lease value will be maximum of 2% (per month) of car market price. If the car lease amount is less than Rs.20,000 then this amount is totally exempted from IT. If it exceeds Rs.20,000 then 2% of the car lease amount will be considered for IT deductions.

II. Employee Wellness Program

Every year, eligible employees can take a Master Medical Health check-up once according to the Employee Wellness Program policy. This check-up cannot be taken in parts or in separate time durations. The purpose of the policy is to conduct preventive checks; therefore, employees should

5.2.1. Average percentage of placement of outgoing students during the last five years

avoid reimbursing for routine checks which are being conducted because of certain medical issues. The employee is allowed to choose any hospital or clinic that they deem appropriate for getting the test conducted. You are requested to have the said Master Health check-up within 3 months from your DOJ and share the report with the Organisation.

III. Group Mediclaim Policy

All permanent full-time employees are eligible for the group Mediclaim insurance. A floater coverage of Rs. 5,00,000 per annum for the employee and direct dependants (spouse & two children). Coverage for parents shall be based on declaration. Insurance premium for the employee and their direct dependants will be borne by the company, whereas the insurance premium for the parents will be borne by the employee.

IV. Employee Professional Development Policy

All permanent full-time employees are eligible for the professional development policy. Zuci will reimburse for 80% of the certification cost upon completion of certification which should not exceed Rs. 30,000 per year (if below managerial level) and Rs. 50,000 per year (if it's manager level and above).

V. Retirement Benefits:

All permanent full-time employees are eligible for retirement benefits plan listed below:

- 12% of your Basic towards Provident Fund
- Notional sum indicating contribution of 4.81% of your basic towards provision for gratuity.
- Employees will be eligible for payment of gratuity as per the Zuci policy on the same.

For Zuci Systems (India) Private Limited **Accepted,**

Punitha Nagarajan
Head – Talent Acquisition

_____
(Please sign & date your acceptance)

5.2.1. Average percentage of placement of outgoing students during the last five years

DYNACONS
SOLUTIONS THAT EMPOWER

Offer Letter

22nd Sep 2022.

Mr. Surenderan S,
Address: 82/A26 Gandhipuram, Thillainagar 5th cross, Tiruchirappalli-620018.
Contact: +91- 9486465088, 6379367501
Email: surenderanakash@gmail.com

Dear Surenderan,
We are glad to inform you that you have been selected to work in our organization in **IMS Department** for the position of **Desktop Support Engineer.** Your date of joining will be on or before **26th Sep, 2022.** You will be reporting to **Mr. Satya Pattnaik**

Please submit the following documents at the earliest.

- Resignation Letter of Previous Company duly accepted.
- Last Salary Slip of the Previous Company.
- Xerox Copies of the Educational Certificates & Technical Certificates.
- Passport Size Photograph.
- Residence Proof.
- Blood Group Report.

Formal letter of Appointment will be issued on submission of above documents.

We once again welcome you to Dyna family.

With Regards,
For Dynacons Systems & Solutions.

Priya Kshirsagar
Asst Manager - HR

5.2.1. Average percentage of placement of outgoing students during the last five years

Kamal Osman Jamjoom Tech Services India Private Limited

Ref: KOJTS-0722-01481

Jul 21st, 2022

Abdul Majeed,

Bangalore

Dear **Abdul Majeed,**

This is with reference to the application and personal interaction with you, we are pleased to offer you the position of **"Asst. Support Associate - XStore Support"** in our organization on the following terms and conditions:

- Your remuneration will be **Rs. 3,60,000/-(Three Lakh Sixty Thousand Rupees)** only per annum on "Cost to Company" basis.
- You are requested to tender your confirmation and acceptance of this offer within three (3) days from the date of issuance of this letter and you are expected to report for duties on **Aug 1st, 2022**, failing which this offer stands withdrawn automatically.
- You will be under **probation for a period of three to six months**, during which your performance will be evaluated and on successful completion of your probation, you will be absorbed in the Company. In event of assessment being unsatisfactory, your probation maybe extended for further periods.
- Your work location will be designated Company's premises in Bangalore or any other work location, as determined by the Management and subject to change as per the exigencies of work.
- All other terms and conditions of the employment will be as per the Company's Policy and Management directives issued from time to time.
- The detailed Letter of Appointment would be issued after you report on duty.

You are requested to carry the following documents at the time of joining:

- Educational Qualification Certificates (Original & Photocopy)
- Experience Certificate and Relieving Certificates from previous employers
- Copy of Resignation Acceptance Letter from the current employer
- Last 3 months salary slip

3rd Floor, SNN Raj Pinnacle, Plot 7F Graphite India Main Road, Phase 1, Doddanakundi Industrial Area 2, EPIP Zone, Whitefield, Bengaluru – 560048, Karnataka

Kamal Osman Jamjoom Tech Services India Private Limited

- Passport size photographs (3 Nos.)
- Copy of Address Proof, PAN Card and Aadhaar Card

We welcome you to the KOJ Tech Services India family.

Yours Truly,
For Kamal Osman Jamjoom Tech Services India Pvt. Ltd.

Meera Mohaideen
General Manager - India

5.2.1. Average percentage of placement of outgoing students during the last five years

SMART GLADIATOR
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Employment Offer Letter

Date: Oct 3 2022

Name: Madhubala
Address:

Dear **Madhubala**,

I am pleased to confirm our verbal offer of employment to you for a ***regular full-time*** position with ***Smart Gladiator*** as a ***PhP Developer (Probation)***, effective ***Sep 26 2022***. As discussed, this offer is conditional upon completion of satisfactory references that could include, but is not necessarily limited to, a review of past employment and education records.

The details of our offer, including the terms and conditions of your employment, are attached as Schedule "A."

Please take the time to carefully review our offer. This letter, along with the enclosed schedules, outlines the obligations of both ***Smart Gladiator*** and yourself with respect to your employment conditions. It details the terms and conditions of your employment with ***Smart Gladiator*** and will form our agreed upon employment agreement with you once signed.

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience.

Madhubala, we look forward to welcoming you to the ***Smart Gladiator*** team and wish you a successful and rewarding career with us.

Sincerely,

Puga Sankara
Principal
Smart Gladiator

I, ***Madhubala***, acknowledge that I have read, understood and accept this offer and the terms and conditions contained in the attached Schedule(s), and agree to be bound by the terms and conditions of employment as outlined therein.

_____ _____
Signature Date

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Employment Offer Letter

Schedule A
Smart Gladiator LLC
Terms and Conditions of Employment

The following outlines the terms and conditions of employment with ***Smart Gladiator*** *(or referred to as* ***Company*** *in the rest of this document)*. The Company reserves the right to change these terms and conditions as necessary, with due notice.

Title	***PhP Developer (Probation)***
Initial Reporting Relationship	***Reporting to Technical Lead / Deepika, HR***
Responsibilities	Your job responsibilities & position description are listed in Schedule B, which is included down below. While employed by the Company, you agree to work on a full-time basis exclusively for the Company and agree that you shall not, while you are employed by the Company, be employed or engaged in any capacity, in promoting, undertaking or carrying on any other business that competes with the Company or interferes with your duties to the Company.
Probationary Period	To assess your fit within ***Company***, the first six (6) months of your employment will constitute a probationary period with title **PhP Developer (Probation)** and associated salary as mentioned above. At any time during this probationary period, ***Company*** may terminate your employment without cause and without advance notice or pay in lieu of notice. If this occurs, we would have no further obligation to you, financial or otherwise. After successfully completing the 6-month probationary period, your employment is confirmed as a **Php Developer** with the revised salary.
Monthly Salary	Basic – Rs 6,000 HRA – Rs 5,500 Special Allowance – Rs 2,000 **Total – Rs 13,500**
Monthly Salary – Upon Confirmation after 6 months	Basic – Rs 7,500 HRA – Rs 6,000 Special Allowance – Rs 3,000 **Total – Rs 16,500**
Status	***Full-time***
Start Date	***Sep 26 2022***
Hours of Work	1. The company's core hours of operation are Monday to Saturday from 11:30 AM to 8:30 PM. 2. Employees are expected to work a minimum of 40 hours per week. 3. Need to stay late if any production issue needs to be resolved 4. 2nd and 4th Saturdays are holidays. The remaining Saturdays in a month are full working days. 5. Work with the team so someone from the team is available to offer Production support in case of any emergencies.

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Employment Offer Letter

	6. Salary increment will be done based on the performance. 7. You will accrue vacation at a rate of 0.833 day per month. Any further increase is subject to policy. Vacation is to be taken at such time as is determined by or acceptable to the Company. 8. Employee may have to work on weekends if any emergency tasks need to be completed. Extra working day is compensated as a working day, hence employee can take off during weekdays in exchange for working during the weekend. 9. Salary will be deducted if employee takes leave during probationary period (during the first 3 months).
Overtime	There is no overtime payment under any circumstances.
Payroll Schedule	Your salary will be paid to you on a ***monthly*** basis, less required deductions and or withholding, *(through direct deposit)* **OR** *(by cheque)*.
Benefits	You shall be entitled to participate in all benefit plans of ***Company*** as may be made available to employees of ***Company*** from time to time for which you are eligible. You will receive complete details of all benefits plans as part of your new employee orientation, and enrollment will take place *(immediately)* **OR** *(once you meet the eligibility criteria)*.
Policies and Standards	***Company*** has established a variety of policies and standards that ensure a safe, enjoyable working environment. During the period of your employment with us, you agree to be bound by these policies and standards, and any future policies and standards that are reasonably introduced by the Company. It is agreed that the introduction and administration of these policies is within the sole discretion of ***Company*** and that these policies do not form a part of this Agreement. It is agreed that if ***Company*** introduces, amends or deletes employment-related policies as conditions warrant that such introduction, deletion or amendment does not constitute a breach of this Agreement.
Confidentiality and Intellectual Property	Our offer of employment is conditional upon you agreeing to and abiding by the "Confidentiality and Proprietary Information Agreement." Attached Schedule "C."
Non Solicitation	You hereby agree that, while you are employed by ***Company*** and for three (3) years following the termination of your employment with ***Company***, you will not (i) recruit, attempt to recruit or directly or indirectly participate in the recruitment of, any ***Company*** employee or (ii) directly or indirectly solicit, attempt to solicit, canvass or interfere with any customer or supplier of ***Company*** in a manner that conflicts with or interferes in the business of ***Company*** as conducted with such customer or supplier.
Representation	You hereby represent and warrant to ***Company*** that you are not party to any written or oral agreement with any third party that would restrict your ability to enter into this Agreement or the Confidentiality and Proprietary Information Agreement or to perform your obligations hereunder and that you will not, by joining ***Company***, breach any non-disclosure, proprietary rights, non-competition, non-solicitation or other covenant in favor of any third party.

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Changes to Duties and/or Compensation	If your duties or compensation should change during the course of your employment with *Company*, the validity of our agreement will not be affected. In addition, if one or more of the provisions in our agreement are deemed void by law, then the remaining provisions will continue in full force and effect.
Resignation	Should you wish to resign your employment with ***Company***, you will be required to provide **90 Days'** written notice (acceptance of notice by company) to enable us to transition your work.
Termination	*Company* may terminate your employment at any time for cause. After the end of your probationary period, *Company* may terminate your employment without cause at any time by providing you with the minimum notice, or pay in lieu of such notice, and any severance pay required and no more. In the event a temporary layoff is ever required, it may be implemented in accordance with the laws prevailing at that time.
Legal Advice	If you are uncertain about the contents of this offer, we suggest that it may be advisable to seek independent legal advice prior to signing.
Miscellaneous	1) You are eligible to take paid holidays after completing 3 months 2) 10 paid holidays per year after successful completion of first 3months 3) Minimum 3 years agreement – If the candidate leaves employment within 3 years, the candidate needs to pay back the last drawn 3-month salary. 4) Experience certificate will be provided only if the candidate completes the agreed period of employment. 5) Accommodation for initial stay may be provided considering the situation at the time of candidate joining.

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Employment Offer Letter

Schedule B
Job Description

Role: PhP Developer – PhP Software Designer, Developer & Implementer
Responsibilities:

Create, Design, Test Software and Web applications
Deploy Software and Web Applications in a variety of computing devices
Work closely with Smart Gladiator designers, developers documenting requirements, designing & developing software and Web app functionalities and capabilities
Engage with sales & deployment teams in the US to provide guidance and support in sales & deployment efforts.
Drive the development of the Web applications as well as the integration to other Smart Gladiator software as a PhP Developer
Drive product development efforts and design & develop a scalable and robust Android/Web eco-system.
Set up best practices for software & Web app development and ensure their adoption

Requirements:

Strong understanding of Web app design & development concepts & frameworks
Must have designed & developed Web apps, software systems and scalable robust backend systems for mission critical applications
Familiarity with Java, other web & mobile programming languages
Familiarity with PHP, MySQL, HTML 5, CSS 3, Java-script, j-query.
Familiarity with RDBMS
Deep understanding of Php & Web technology development trends
Understanding and running agile methodologies for project management
Cloud experience is desired
Experience in supply chain technology, wearable devices is a plus

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Employment Offer Letter

Schedule C

Employee Covenants
Confidentiality and Proprietary Information Agreement

In consideration of employment as an employee or engagement as an independent contractor with ***Smart Gladiator*** (the "**Company**"), the undersigned (the "**Participant**") agrees and covenants as follows:

1. Employment with the Company as an employee or engagement with the Company as an independent contractor, as the case may be (the "**Engagement**"), will give the Participant access to proprietary and confidential information belonging to the Company, its customers, its suppliers and others (the proprietary and confidential information is collectively referred to in this Agreement as "**Confidential Information**"). Confidential Information includes but is not limited to customer lists, marketing plans, proposals, contracts, technical and/or financial information, databases, software and know-how. All Confidential Information remains the confidential and proprietary information of the Company.

2. As referred to herein, the "**Business of the Company**" shall relate to the business of the Company as the Board of Directors of the Company determines the same from time to time.

3. The Participant may in the course of the Engagement conceive, develop or contribute to material or information related to the Business of the Company, including, without limitation, software, technical documentation, ideas, inventions (whether or not patentable), hardware, know-how, marketing plans, designs, techniques, documentation and records, regardless of the form or media, if any, on which such is stored (referred to in this Agreement as "**Proprietary Property**"). The Company shall exclusively own all Proprietary Property which the Participant conceives, develops or contributes to in the course of the Engagement and all intellectual and industrial property and other rights of any kind in or relating to the Proprietary Property, including but not limited to all copyright, patent, trade secret and trade-mark rights in or relating to the Proprietary Property. For greater certainty, the Participant hereby assigns to the Company any and all rights that the Participant may have or obtain in or to the Proprietary Property. Material or information conceived, developed or contributed to by the Participant outside work hours on the Company's premises or through the use of the Company's property and/or assets shall also be Proprietary Property and be governed by this Agreement if such material or information relates to the Business of the Company. The Participant shall keep full and accurate records accessible at all times to the Company relating to all Proprietary Property and shall promptly disclose and deliver to the Company all Proprietary Property.

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4. The Participant shall, both during and after the Engagement, keep all Confidential Information and Proprietary Property confidential and shall not use any of it except for the purpose of carrying out authorized activities on behalf of the Company. The Participant may, however, use or disclose Confidential Information which:

   (i) is or becomes public other than through a breach of this Agreement;

   (ii) is known to the Participant prior to the date of this Agreement and with respect to which the Participant does not have any obligation of confidentiality; or

   (iii) is required to be disclosed by law, whether under an order of a court or government tribunal or other legal process, provided that Participant informs the Company of such requirement in sufficient time to allow the Company to avoid such disclosure by the Participant.

   The Participant shall return or destroy, as directed by the Company, Confidential Information and Proprietary Property to the Company upon request by the Company at any time. The Participant shall certify, by way of affidavit or statutory declaration, that all such Confidential Information and Proprietary Property has been returned or destroyed, as applicable.

5. The Participant covenants and agrees not to make any unauthorized use whatsoever of or to bring onto the Company's premises for the purpose of making any unauthorized use whatsoever of any trade secrets, confidential information or proprietary property of any third party, including without limitation any trade-marks or copyrighted materials, during the course of the Engagement. The Participant agrees and represents that the Engagement and the execution of this Agreement do not and will not breach any agreement to which the Participant is currently a party or which currently applies to the Participant.

6. At the reasonable request and at the sole expense of the Company, the Participant shall do all reasonable acts necessary and sign all reasonable documentation necessary in order to ensure the Company's ownership of the Proprietary Property and all intellectual and industrial property rights and other rights in the same, including but not limited to providing to the Company written assignments of all rights to the Company and any other documents required to enable the Company to document rights to and/or register patents, copyrights, trade-marks, industrial designs and such other protections as the Company considers advisable anywhere in the world.

7. The Participant hereby irrevocably and unconditionally waives all moral rights the Participant may now or in the future have in any Proprietary Property.

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8. The Participant agrees that the Participant will, if requested from time to time by the Company, execute such further reasonable agreements as to confidentiality and proprietary rights as the Company's customers or suppliers reasonably required to protect Confidential Information or Proprietary Property.

9. Regardless of any changes in position, salary or otherwise, including, without limitation, termination of the Engagement, unless otherwise stipulated pursuant to the terms hereof, the Participant will continue to be subject to each of the terms and conditions of this Agreement and any other(s) executed pursuant to the preceding paragraph.

10. The Participant agrees that the Participant's sole and exclusive remedy for any breach of this Agreement or any other agreement by the Company will be limited to monetary damages and that the Participant will not make any claim in respect of any rights to or interest in any Confidential Information or Proprietary Property.

11. The Participant acknowledges that the services provided by the Participant to the Company are unique. The Participant further agrees that irreparable harm will be suffered by the Company in the event of the Participant's breach or threatened breach of any of his or her obligations under this Agreement, and that the Company will be entitled to seek, in addition to any other rights and remedies that it may have at law or equity, a temporary or permanent injunction restraining the Participant from engaging in or continuing any such breach hereof. Any claims asserted by the Participant against the Company shall not constitute a defense in any injunction action, application or motion brought against the Participant by the Company.

12. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, that provision shall be deleted and the other provisions shall remain in effect.

PARTICIPANT
NAME: MADHUBALA

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NON-COMPETE AGREEMENT

This agreement, when signed and witnessed below, shall constitute an agreement regarding defined non-compete, confidential and proprietary information and trade secrets, hereinafter referred to as "Confidential Information" relating to the business of **Smart Gladiator** located at **75, 5th Street, Atlanta Georgia in Zip code 30308** and **Madhubala** hereinafter referred to as "Parties" as of the date executed, thus known as the "Effective Date". For purposes of this agreement **Smart Gladiator** shall be referred as the "Company" or the "Disclosing Party", and **Madhubala** shall hereinafter be referred to as a the "Recipient". This agreement is in full effect during the Recipient's employment with Smart Gladiator and the following 2 years after employment with Smart Gladiator is ended.

It shall be incumbent upon the recipient to strictly maintain the confidentiality of the Proprietary information. Proprietary information may be shared among the parties for scoping, estimating and completing any and all work or projects for the company and its clients.

NON – COMPETE

Throughout the duration of this agreement the Recipient shall not, in any manner represent, provide services or engage in any aspects of business that would be deemed similar in nature to the business of Smart Gladiator without the written consent of Smart Gladiator.

The recipient warrants and guarantees that throughout the duration of this agreement and for a period not to exceed 2 (two) years following termination or resignation from employment with Smart Gladiator, as part of this agreement, that she/he shall not directly or indirectly engage in any business that would be considered similar in nature to with Smart Gladiator, its subsidiaries and any current or former clients and/or customers. Nor shall the Recipient solicit any client, customer, officer, staff or employee for the benefit of himself/herself or a third party that is or may be engaged in a similar business.

CONFIDENTIAL INFORMATION

By definition here in, "Confidential Information" shall mean any and all technical and non-technical information provided by Smart Gladiator, including but not limited to, any data, files, reports, accounts, or any proprietary information in any way related to products, services, processes, database, plans, methods, research, development, programs, software, authorship, customer lists, vendor lists, suppliers, marketing or advertising plans, methods, reports, analysis, financial or substantial information and any other material related to pertaining to any business of Smart Gladiator, its subsidiaries, respective clients, consultants or vendors that may be disclosed to the Recipient herein contained within the terms of this Agreement.

The recipient shall not in any manner or form, at any time disclose, reveal, unveil, divulge or release, either directly or indirectly any afore mentioned proprietary or confidential information for personal use or for the benefit of any third party and shall at all times endeavor to protect all Confidential information belonging to the company.

INJUNCTIVE RELIEF

The recipient here in acknowledges (i) the unique nature of protections and provisions established and contained within this agreement (ii) that the company shall suffer irreparable harm if the Recipient should breach any of said protections or provisions and (iii) that monetary damages

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would be inadequate to compensate the company for the said breach. Therefore should the Recipient cause a breach of any of the provisions contained within this Agreement, and then the company shall be entitled to injunctive relief, in addition to any other remedies at law or equity to enforce said provisions.

ENTIRE AGREEMENT
This agreement shall be considered a separate and an independent document of which it shall supersede any and all other agreements and there are no other assurances or conditions in any other instrument, either oral or written between the parties hereto. This Agreement may be modified only by a subsequent written agreement signed by both parties.

SEVERABILITY
In the event any term, condition or provision of this Agreement is deemed or held to be invalid or unenforceable for any reason, those remaining terms, conditions and provisions shall remain valid and enforceable. Should a court of law determine that any term, condition or provision of this agreement is invalid or unenforceable, but that by limiting such term, condition or provision it would become valid and enforceable, then such term, condition and/or provision shall be deemed to be written, construed and enforced as so limited.

WAIVER
If either party fails to enforce any provision contained within this agreement, it shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this agreement.

GOVERNING LAW
This agreement is to be construed pursuant to the current laws of the State of Georgia. Jurisdiction and venue for any claim arising out of this Agreement shall be made in the State of Georgia, in the County of Fulton.

IN WITNESS THERE OF, the parties hereto have caused this Non-compete Agreement to be executed by a duly authorizes representative of such party and of such party as of the effective date executed by the signature of both parties.

Smart Gladiator 75 5th Street, Suite 3135 Atlanta GA 30308	Madhubala
Signature Puga Sankara	Signature Madhubala
Date Executed	Date Executed

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Global Calcium
Adding Life to Life

25 July 2022

Mr.Jayaprasadh,
S/o. Muthusamy.T,
Dr.No: 2/340, 2nd Cross,
Kamarajar Nagar,
Zuzuwadi,
Hosur - 625126

Dear Jayaprasadh,

Sub: Offer of Appointment

This has reference to your application dated **25 July 2022,** and the subsequent discussions we had with you today. We take great pleasure in offering you the position of **"Trainee R&D Chemist – Kilo Lab"** with us. This is subject to the following terms and conditions.

1) You are required to join us on or before **01 August 2022**
2) Your emoluments, on Cost to Company basis, will be fixed as per the discussions and as agreed.
3) You will be on training for a period of 1 year from the date of your joining duty.
4) Your appointment is subject to your medical fitness which will be verified from the medical test reports you will submit as part of employment. (Please refer the annexure for list of medical tests)
5) In case you are experienced, your appointment is subject to you getting formally relieved from your services with your current employer. Please send us the resignation-acceptance letter from your current employer within 04 working days from the date of receiving this letter, failing which this offer will become void.
6) You are required to produce all the original copies of your qualifications and previous experience, if any, as claimed in your resume for verification.

This is only Offer of Appointment. The formal appointment order detailing out all the terms & conditions will be issued to you after your joining.

We welcome you to the family of Global Calcium.

Thanking you,

For Global Calcium Pvt. Ltd,

Senthil Kumar A
General Manager- HR

email : info@globalcalcium.com www.globalcalcium.com

GLOBAL CALCIUM PVT LTD

REGD OFFICE PLANT
125 & 126 SIPCOT Industrial Complex
Hosur 635 126, India
Tel 91 4344 - 408000
279958 / 279959
Fax 91 4344 279125

CORPORATE OFFICE
No.1 Hundred Feet Road
V Block Koramangala
Bangalore 560 095, India
Tel 91-80-4055 4500
Fax 91-80-25530807

ISO 9001 UKAS ISO 14001 UKAS

ISO 9001 ISO 14001 FSSC 22000 Approved Facility CIN U02429TZ1979PTC009946

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Global Calcium
Adding Life to Life

GCPL/HR/TR-054/2022
01 August 2022

To,
JAYAPRASADH M
Trainee No 3323
D No 2/340,2nd Cross,Kamarajar Nagar,Zuzuwadi,Hosur
635126

Mobile : 7092481731
E-mail : jayaprasadh98@gmail.com

TRAINEE ORDER

Dear JAYAPRASADH M,

This is reference to your application and the subsequent interview conducted on 25 July 2022 and your voluntary acceptance to undergo Training. The management is pleased to offer you the training to enhance your skills which improves your professional standing.

You have been designated as "Trainee Chemist" in the department of Kilo Lab with effect from 01 August 2022 that being your date of joining.

You will be placed in Hosur, and will undergo training in the facilities and units as desired by the Management.

The terms and conditions governing your training are given below:

01 That under these terms and conditions , the company agrees to provide the trainee with a traineeship period for identified learning objectives and the trainee agrees to provide all work and services (the "Services") reasonably required by the Company.

02. That any tasks undertaken by the trainee while on a traineeship period will have the purpose of promoting the trainee's competence, understanding and familiarity of the company's business as well as in the trainee's agreed learning objectives.

03. That the trainee will be under an obligation to the company to make satisfactory progress on the training period program, such progress will be agreed between the company and the trainee.

04.The trainee will be expected to reach a reasonable standard of competence and performance for each task for which he/she has been trained.

05. That the Trainee is expected to attend the training period for trainee position work experience, which will commence on 01 August 2022 and shall end on 31 July 2023 (the "Training Period"), with a review of the position at the end of the 12 months of the training Period. During this time the trainee will commit a minimum of 48 hours per week to work on his/her trainee obligations (the "Minimum Hours Requirement").

06. During the course of your "Training" you will be paid a consolidated stipend of Rs.19167/- with statutory deductions towards PF and ESI only.

07. That the trainee will have no contractual relationship with the company and that the training contract is not an employment contract. However, the trainee will be expected to behave as part of the company on whatever position he/she is assigned and shall abide by all the terms and conditions applicable to the company's own staff and respect the company's policies, values and procedures.

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GLOBAL CALCIUM PVT. LTD. CONTINUATION SHEET

08 That the trainee must keep a record of all tasks through the daily task and time record

09 That if the trainee will unable to attend the training, his/her trainer must be informed at least a day prior and obtain permission, if its not an emergency

10 That the company will designate an individual (the "Trainer") to train, mentor and monitor the trainee. The trainer shall be the primary point of contact for the trainee. Any requests from the trainee should be communicated to the Trainer

11 That the company may terminate the traineeship period during the training period itself if the trainee's performance is unsatisfactory and on the recommendation of the trainer to terminate the trainee's training, which is at the discretion of the management.

12 In the event the trainee want to discontinue his/her training under whatsoever reasons, irrespective of the period of training you have undergone, you have to give a prior notice of three months. In the event of non-compliance you need to pay the last stipendiary amount equivalent to three months, as the training involves considerable expenditure both direct and indirect , financial and un-liquidated related to faculty, process techniques, time, support facilities, and infrastructure, which also substantially improves the professional standing, at a considerable expenditure as an investment in imparting the training, hence to pay the liquidity damages equivalent of three months last stipendiary amount.

13 Subject to your attaining of compliance to serve the mandated notice period of three months. The Company reserves the right to recover a very nominal two months of the last drawn stipendiary, and this stands irrevocable, due to non-fulfilment of the training tenure & cost incurred by M/s Global Calcium to impart training at a considerable expenditure, which is several times in excess, of the money to be recovered.

14 This expression shall be deemed and binding upon the parents, guardian, competitor, firms, companies, etc. if the above condition is not complied and seeking for foreclosing of training by the trainee.

15 Grounds for immediate termination of training as determined solely by the company of the trainee yet include but are not limited to the following actions or events:

a) Unauthorized absences or lack of communication
b) Incapacity to attend training experience
c) Found medically unfit
d) Inappropriate language or conduct to the Company's customers or employees
e) Inappropriate behaviour to any employees of the company
f) Misuse of tools or information of the company
g) Actions that go against company values.
h) Failure to make progress in the skills and towards the goals set out between the Trainee and Trainer
i) Failure to commit the Minimum Hours Requirement or to provide the Services
j) Found falsification of any certificates and information provided during joining or in course of training.
k) Fraud or any criminal offence
l) Breach of this "Terms and Conditions"

16 That the progress and performance of all trainees will be reviewed during and after the training period and performance review shall be conducted with the following criteria:

a) Standard of work and behaviour during period
b) Reliability and performance
c) Timekeeping & task records
d) General conduct

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GLOBAL CALCIUM PVT. LTD.

CONTINUATION SHEET

17 Proprietary Information and Confidentiality Trainee is aware that in the course of her/his engagement with the company and/or in connection therewith, Trainee may have access to, and be entrusted with, technical, proprietary, sales, legal, financial, and other data and information with respect to the affairs and business of the Company, its affiliates, customers and suppliers, and including information received by the company from any third party subject to obligations of confidentiality towards said third party, all of which data and information, whether documentary,written,oral or computer generated, shall be deemedto be, and referred to as Global calcium Pvt Limited Trainee -Terms and Conditions dated 25 July 2022

18 "Proprietary Information", which, by way of illustration but not limitation, shall include trade and business secrets, processes, patents, improvements, ideas, inventions (whether reduced to practice or not),techniques, products, and technologies (actual or planned), financial statements, marketing plans, strategies, forecasts, customer and/or supplier lists and/or relations, research and development activities, formula, data, know-how, designs, discoveries, models, computer hardware and software and any and all documentation relating thereto, drawings, dealings and transactions, except for such information which, on the date of disclosure, is, or thereafter becomes, available in the public domain or is generally known in the industry through no fault on the part of the Trainee.

19 Trainee agrees and declares that all proprietary Information, patents and/or patent applications, copyrights and other intellectual property rights in connection therewith, are and shall remain the sole property of the Company and its affiliates and their assigns. During the trainee Period and upon its expiration thereafter, trainee shall keep in confidence and trust all proprietary Information, and any part.

20. Thereof, and will not use or disclose and/or make available, directly or indirectly, to any third party any proprietary Information without the prior written consent of the Company, except and to the extent as may be necessary in the ordinary course of performing trainee's duties pertaining to the company and except and to the extent following, possible written notice from the trainee to the trainer and/or company as may be required under any applicable law, regulation, judicial decision or determination of any governmental entity.

21.Without derogating from the generality of the foregoing, the trainee agrees:(a) not to copy, transmit, reproduce, summarize, quote, publish and/or make any commercial or other use whatsoever of the proprietary Information, or any part thereof, without the prior written consent of company, except as may be necessary in the performance of her / his duties pertaining to the company;(b) to exercise the highest degree of care in safeguarding the proprietary Information against loss, theft or other inadvertent. Disclosure and to take all reasonable steps necessary to ensure the maintaining of confidentiality; (c) upon a request by the company to do so, the trainee shall immediately deliver to the company or destroy all proprietary Information and any and all copies thereof, in whatever form, that had been furnished to the trainee, prepared thereby and/or came to her/his possession in any manner whatsoever, during and in the course of her/his engagement with the company, and shall not retain and/or make copies thereof in whatever form.

22.Trainee acknowledges that any breach of her/his obligations pursuant to this clause would cause the company substantial damage for which the company shall hold them liable. The provisions of this section shall survive termination of this agreement and shall remain in full force and effect for a period of two (2) years thereafter.

23.Inventions and work product

Trainee agrees to promptly and from time to time fully inform and disclose to the company all inventions, work product, designs, improvements, discoveries, algorithms, code, executable code, compilation and

5.2.1. Average percentage of placement of outgoing students during the last five years

GLOBAL CALCIUM PVT. LTD.

CONTINUATION SHEET

execution, configuration instructions and the like, which trainee shall have created, developed or altered during her/his engagement with the company, and which result from and are related directly to the services rendered by trainee to the company, or which derive from any experimental work performed by the company, whether conceived by trainee alone or with others (the "Inventions"). All Inventions, and any and all rights, interests and title therein, shall be the exclusive property of the Company and

24 Trainee shall not be entitled, and hereby waives, now and/or in the future, any claim to any right, from GCPL VS Trainee "Terms and Conditions"

25 Compensation and/or reward in connection therewith. In the event that by operation of law, any invention shall be deemed property of or owned by (in whole or in part) the Trainee, Trainee hereby assigns and shall in the future take all the requisite steps (including by signing all appropriate documents) to assign to the company and/or its designee any and all of her/his foregoing rights, titles and interests in such Inventions, on a worldwide basis, and hereby further acknowledges and shall in the future acknowledge the company's full and exclusive ownership in all such Inventions. To the extent necessary, trainee shall, during her/his engagement with the company or at any time thereafter, execute all documents and take all steps necessary to effectuate the assignment to the company and/or its designee and/or to assist the company to obtain the exclusive and absolute rights, title and interests in and to all Inventions, whether by the registration of patent, trademark, trade secret, copyright, and/or any other applicable legal protection, and to protect same against infringement by any third party. This provision shall apply with equal force and effect to all items that may be subject to copyright or trademark protection. The provisions of this Section shall survive termination of this "Trainee order" and shall remain in full force and effect at all times thereafter.

- Kindly sign the duplicate copy of this letter and return the same to us as a token of your acceptance of appointment on the above terms and conditions.
- All the rules and regulations as mentioned in this letter to be strictly adhered.

Best Regards,

For Global Calcium Private Limited

SENTHIL KUMAR A
General Manager - HR

DECLARATION BY THE TRAINEE

I have carefully read and understood the terms and conditions under which "TRAINEE ORDER" is offered to me. The Contents have been fully and clearly explained to me, without any doubts and ambiguities. I hereby signify the acceptance of all the terms and conditions are taken thereof. I shall not violate any of the clauses, as referred above, and will strictly adhere to the obligations and duties on me and comply with the rules, regulations, guidelines, and circulars issued and in force by the Company.

I append my signature on duplicate copy and return it to the office as directed. I am fully satisfied and happy to undergo training for enhancing professional competence of being skilled.

Name of the Trainee:

Signature of Trainee: **Date:**

5.2.1. Average percentage of placement of outgoing students during the last five years

GLOBAL CALCIUM PVT. LTD.

CONTINUATION SHEET

Annexure - I

Company	Global Calcium Pvt. Ltd. Unit 1&2	
Name	Jayaprasadh M	
Empl No	3323	
Designation	Trainee Chemist	
Level	6C	
Department	Kilo Lab	
Date of Joining	01 August 2022	
COMPONENTS	**PM**	**PA**
Basic	4792	57500
HRA	1917	23000
Conveyance	1600	19200
Education Allowance	958	11500
Other Allowances	8790	105482
TOTAL (A)	**18057**	**216682**
TERMINAL BENEFITS		
ESI Employer Contribution 3.25%	535	6418
PF Mgt Cont @12% on Basic	575	6900
TOTAL (B)	**1110**	**13318**
CTC = GRAND TOTAL (A+B)	**19167**	**230000**

Senthil Kumar A
General Manager - HR

NOTE 01 Your CTC has been arrived at after considering the existing statutory requirements. However, in the event of any change of statutory requirements, which may impact your CTC, then, the Company will be at liberty to rework your CTC components so that the statutory requirements are met out of the CTC already arrived.

NOTE 02 All payments as a routine will be credited to your S.B.Account - in line with the guidelines of the company

Received

5.2.1. Average percentage of placement of outgoing students during the last five years

medopharm pvt ltd

www.medopharm.com email: info@medopharm.com

25th Nov, 2022

F.NO.MPL/OFFER OF APPOINTMENT/083/2022

Mr. Karthikraja. S,
9/13 Krishnan Kovil Lane,
Gandhi Market,
Trichy – 600008.

In reference to our discussions on 25.11.22, we are glad to inform you that you are selected as a **Trainee Officer** in the Department of **Quality Control.**

You will be under probation for a period of one year.

You are required to treat the terms of your employment as confidential.

Please return the duplicate copy of this offer letter duly signed by you in token of acceptance of the terms and conditions mentioned above. Please confirm your date which you propose to join duty.

A formal letter of appointment will be issued to you immediately after you join duty.

Wish you all the best.

For **Medopharm Pvt. Ltd.,**

DV Chandrasekar
DGM – HR & IR

REGISTERED OFFICE : "MEDO HOUSE", # 25, Puliyur, IInd Main Road, Trustpuram, Chennai - 600 024, Tamilnadu, India.
Unit 1 : # 50, Kayarambedu Village, Guduvanchery - 603 202. Tamilnadu, India.
Unit 2 : # 34-B, Industrial Area, Malur - 563160, Karnataka, India.
CIN : U15100TN1980PTC008206

Ph. : +91-44-4014 9999
Ph. : +91-44-27438449/50/60/70
Ph. : +91-8151-232307

5.2.1. Average percentage of placement of outgoing students during the last five years

Auriga Research

Date : 10 October 2022

To,

Mr. LOGANANDH RAJENDRAN
Mobile : 9488829550
E- mail–LOGANCHEMIST06@GMAIL.COM

Subject: Letter of Employment of Trainee

Dear **Mr.LOGANANDH,**

Further to the interview you had with us, we are pleased to appoint you as Trainee in our organization.

The terms and conditions governing your training are given below:-

1. You will be on training for a period of 12 months effective date of starting of this program is 10 October 2022.
2. A sum of Rs. 14150.00/- (Fourteen Thousand One Hundred Fifty Only) per month will be paid to you as stipend. You will not be entitled to any other benefits, apart from the above.
3. Either party can terminate this contract of traineeship by serving a notice of one month on the other, save and accept that the company may at its option pay salary in lieu of the notice period to terminate contract of traineeship with immediate effect.
4. On successful completion of training, based on your performance during and at the end of the training period, you may be appointed as regular employee of the Company in the appropriate cadre depending on suitable openings.
5. This contract of traineeship is executed at BANGALORE. The concern Trainee shall also be governed, supervise and controlled from our head office at Delhi, hence the jurisdiction for all purpose shall be at Delhi courts only.

Yours truly,

For **Auriga Research Pvt. Ltd.**

Dr. Neha S. Arora
Director

Auriga Research Private Limited
4/9, Kirti Nagar Industrial Area, New Delhi-110015 (INDIA), Ph.:+91-11-45754575
E-mail : auriga@aurigaresearch.com Website : www.aurigaresearch.com
CIN : U74899DL1994PTC063731

5.2.1. Average percentage of placement of outgoing students during the last five years

aragen

08-07-2022

PASUPATHI.S

OFFER OF APPOINTMENT

Dear PASUPATHI.S

This has reference to the interview and discussions you had with us. We are pleased to offer you the position of "**Junior Research Associate**" in "**Analytical**" department under the band of "Professional" in level "P0" and you will be based at Bangalore Karnataka.

Your Annual **Cost to Company (CTC)** will be **Rs.3,00,000**/- per annum **(Rupees Three Lakhs Only Per Annum)**. This includes Annual Gross Salary of **Rs.2,46,000/-** and Retirals & Benefits of **Rs.54,000/-** per annum. Detailed CTC breakup is given in Annexure.

You will be on Probation for the first 6 months and during this period either party can terminate the service by giving one-month notice and thereafter three months' notice in writing, subject to terms of Service Agreement.

The Service agreement is for a period of 36 months. In case of breach of contract, you will be liable to pay 2 months last drawn Gross Salary to cover the investment we made during hiring, assimilation, project training and deployment

Please note that you are required to join the organization on or before **18-07-2022** failing which this offer of appointment stands withdrawn. Kindly note that this offer is confidential. A detailed letter of appointment shall be given to you on joining. You are requested to undergo pre-employment medical checkup before the date of your joining.

Kindly note that this offer is confidential.

Please note that your employment will be subject to:

1. Medical fitness as per the pre-employment medical checkup report.
2. Clearance in the background verification checks that may be required as per the company policy.
3. Submission of all the following self-attested documents at the time of joining:
   i. Reference letter from Head of Department
   ii. Course completion certificate from the College / Head of the Department
   iii. Four copies of your latest passport size photographs
   iv. Certified true copies of all the educational certificates
   v. PAN Card & Aadhar Card
   vi. 2 Post Card size photographs of candidate taken along with Family

Please click on "Accept" button in the mail as a token of acceptance of this offer.

Yours Sincerely
For ARAGEN LIFE SCIENCES PVT. LTD

Chief HR officer
Suresh Anubolu

I accept the offer of appointment on the above terms.

Signature of the candidate: _____ **Date:** _____

Registered & Corporate Office
Aragen Life Sciences Pvt. Ltd.
(Formerly known as GVK Biosciences Pvt. Ltd.)
28 A, IDA Nacharam, Hyderabad 500 076, India
T: +91 40 6692 9999 F: +91 40 6692 9900
W: aragen.com CIN: U74999TG2000PTC035826

5.2.1. Average percentage of placement of outgoing students during the last five years

aragen

ANNEXURE
SALARY STRUCTURE – PASUPATHI.S

Salary Components	Per Month (Rs.)	Per Annum (Rs.)
A. Gross salary		
Basic	8,200	98,400
HRA	3,280	39,360
Special Allowance	9,020	1,08,240
Gross Salary (A)	**20,500**	**2,46,000**
B. Retiral & Other benefits		
Provident Fund	1,800	21,600
ESI	666	7,992
Statutory Bonus	1,640	19,680
Gratuity	394	4,728
Total value of benefits (B)	**4,500**	**54,000**
Total Cost to Company (A +B)	**25,000**	**3,00,000**

1. PF & ESI mentioned above are employer's contribution.
2. Statutory Bonus & Gratuity are payable as per the Act.
3. In addition to the above you will be covered under company's GPA, GTLI and EDLI Policies

Yours Sincerely
For ARAGEN LIFE SCIENCES PVT. LTD

Suresh Anubolu
Chief HR officer

I accept the offer of appointment on the above terms.

Signature of the candidate: _____ **Date:** _____

Registered & Corporate Office
Aragen Life Sciences Pvt. Ltd.
(Formerly known as GVK Biosciences Pvt. Ltd.)
28 A, IDA Nacharam, Hyderabad 500 076, India
T: +91 40 6692 9999 F: +91 40 6692 9900
W: aragen.com CIN: U74999TG2000PTC035826

5.2.1. Average percentage of placement of outgoing students during the last five years

virchow
BIOTECH PRIVATE LIMITED

ISO 13485

Offer of Employment

Date: 21.10.2022

Ref.No: VBPL/HR/2022-2023/Oct/528

Dear Mr. Pavishnu A,

We are pleased to inform you that your application for the position of **Executive Trainee in the Department of Quality Control** Virchow Biotech Pvt. Ltd Unit I was reviewed, and you have been selected for the position. We are offering you the position with a CTC of Rs.1.8 Lakhs Per Annum (Rupees One Lakh Eighty Thousand Only). A detailed salary break up will be provided to you at the time of joining.

Please bring with you the following documents on the day of joining.

1. **Proof of age (Xerox)**
2. **Duplicate copies of educational & professional certificates.**
3. **Relieving certificate from previous employer. (If any)**
4. **Appointment letter of the previous employer and salary revision letters.**
5. **Last month pay slip received from the previous employer.**
6. **5 Passport size photographs.**
7. **Medical Reports (As per checklist).**
8. **Aadhar Card (Xerox)**
9. **Bank Passbook front paper Xerox copy.**

NOTE: Please bring all the originals which will be returned to you after verification. Our company policy is to commence the date of joining either on 1st or 15th of each month (based upon the working day).

Please acknowledge the receipt of this letter and confirm your acceptance within 20 days from the date of this offer letter. As your acceptance of this offer, print this offer letter, sign, date it and email back to us at your earliest convenience with the expected date of joining.

Regards
For Virchow Biotech Pvt. Ltd.

VIRCHOW BIOTECH PVT. LTD. HYDERABAD

K.V.S Ramakrishna Rao
DGM - HR & Admin

Factory : Survey No. 172 Part, Gagillapur Village, Dundigal Gandimaisamma Mandal, Medchal-Malkajgiri District, Telangana - 500 043, INDIA.
Phone : 09700017820, 09700017883 E-mail : hr@virchowbiotech.com, regulatory.vbpl@gmail.com
Head Office : # 319 & 320, III[rd] Floor, Swamy Ayyappa Co-op. Housing Society Ltd, Madhapur, Hyderabad-500 081.
Phone : +91-40-23119481, Fax : +91-40-23119486. **GSTIN : 36AABCV2578A1ZI**

5.2.1. Average percentage of placement of outgoing students during the last five years

Straive™

01 July, 2022

Ms. Rameesa A
EMP ID: 504682
H-131, Phase-1, Anna Nagar,
Trichy,
Tamil Nadu - 620026.

SPS/AL/BKS/2022/286

Dear Rameesa A,

Offer of Appointment

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as **Trainee** with effect from 04 July, 2022.

Terms and Conditions :

1. **Compensation :** Your cost to the Company would be **INR 14,058** per month and break-up details are as per **Annexure 1**.

2. You will be reporting to Senior Manager and your essential facts of the job will be discussed and your progress will be monitored by your reporting authority.

3. **Transfer/Deputation** : Your initial place of posting/deputation will be at Trichy. However, you are liable to be transferred/deputed at any time on temporary or permanent basis to another department / establishment within the Group or under the same Management or post or place in any part of the World, where the Management may establish its office, later on. Upon such transfer/deputation, the rules and regulations of service applicable to such post or at the place of transfer/deputation, will become applicable to you.

4. **Probation :** You will be on probation, for a period of six months and after successful completion of which you may be considered for a permanent position or otherwise informed. Your probationary period will be assumed to have been extended until such time as you receive a letter offering you a permanent position. Mere completion of the probationary period or any extension thereof would neither entitle you to automatic confirmation nor any implied confirmation.

   a. On completion of your probation period, your performance would be evaluated. Based on your performance, Management reserves the right to re-designate you.

   b. In case of termination during the probation period, the Company is liable to give 15 Days prior notice and if you resign during the probation period, you are liable to give 15 Days notice.

   c. In case you do not give sufficient notice, the Management reserves the right to take further suitable action against you.

   d. During the probation period you are eligible for leave, strictly as per the leave policy of the Company.

5. **Termination after Confirmation :**

   a. On successful completion of the probation period and upon our offering you a permanent employment, the employment shall be terminable by either party by giving 60 Days notice or payment of salary in lieu thereof. However, acceptance of salary in lieu of notice period is at the sole discretion of the Company.

Straive™

b. If you remain absent from work without any intimation and permission for a continuous period of five working days or more, you shall be deemed to have resigned, your employment with us, with effect from the day you completed 5 working days of such absence.

c. You cannot take any employment directly/indirectly with any of our clients or their affiliates, without written permission from Scientific Publishing Services Private Limited.

6. **Responsibility and Accountability :** You will be briefed about these separately upon your joining. You will have the responsibility to carry out duties for efficient and economical operation in the areas, which are being assigned to you now or subsequently.

7. **Medical Fitness :** This offer of employment is subject to you being medically fit. You shall at any time subject yourself to medical examination as may be ordered by us to ascertain the state of your health and medical fitness to carry out your employment with us. If you are declared medically unfit on such medical examination or if you refuse to subject yourself to such medical examination as ordered by us, you shall be deemed to have voluntarily resigned.

8. **Age of Retirement :** Please note that unless your services come to an end on account of resignation, termination or dismissal, or by any mode of separation you will retire on completion of 58 years of age.

9. During your probation and after confirmation, you shall not undertake directly or indirectly any other business, work or public office on payment or otherwise except with prior approval in writing from the Management.

10. You will be committed not to divulge any secret or valuable information, which is likely to damage the interests of the Company. All documents, specifications, reports, software etc. developed during your tenure with Scientific Publishing Services Private Limited will be Company's property and you will not be permitted to take them with you either while leaving your services or use thereafter.

11. All properties of the Company including documents, magazines, books software, journals etc. are for exclusive use of the Company personnel within the Company premises and you shall not allow any outsider to use such property. In case you are authorized to take any Company property out of the Company premises, you shall be liable for any loss or damage to the same, while these are under your custody.

12. You shall not be allowed to take out any material from the Company premises or bring into the premises any material without the written permission of the Management.

13. The designation assigned to you is subject to change depending upon the nature of work assigned to you from time to time. Details of your remuneration should be treated as strictly personal and confidential and should not be shared with any other employee of the Company.

14. Your monthly salary will be credited to your ICICI Bank Account, which the Company will facilitate to open at our office premises, if not available.

15. Company will monitor and audit Internet access for the purposes of assuring system security, proper usage, and for performance impact. The employee has no rights of privacy in their use of the Internet and must adhere to the Internet Usage Policy set in the Company.

16. You shall not disclose to any person, firm or corporation any trade, technical or technological secrets, any details of organization or business affairs, any names of past or present customers of the Company or its affiliates or any other information relating to the business or businesses or their affiliates.

5.2.1. Average percentage of placement of outgoing students during the last five years

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17. The nature of job calls for shift work arrangements and under such circumstances you may be expected to work on shifts, as may be assigned, depending upon the projects.

18. **Tax Liability :**

    a. The taxability of allowances / reimbursements is to be considered in the light of the tax laws prevailing at the relevant time. In case, any tax has to be recovered from any of the reimbursements because of changes made by the Government, it will be recovered from your salary.

    b. Income tax, professional tax and all other statutory taxes shall be deducted from your pay, as applicable from time to time. However, it will be entirely your responsibility for payment of all other taxes.

19. You will work within the framework of the organizational structure, policies and directions as laid down by the Management. Other terms and conditions of your employment, which have not been exclusively dealt with or not covered under this offer of appointment will always be in accordance with the HR Manual, Policies of the Company, as applicable to you, existing at this point of time and /or amended, introduced, implemented from time to time.

20. You shall notify any change in your residential address to the Company in writing within 7 days from the date of such change along with the proof, otherwise the residential address provided at the time of joining shall be considered as valid.

21. Any loss/ penalty/ fine incurred by the company due to any information given by you, which otherwise should not have been given by you due to any confidential agreement or contractual agreement entered into by you, will be made good to the Company by you.

This offer of appointment letter is not to be changed, corrected modified or terminated unless it is changed in writing, and signed by the parties hereto.

Please return the duplicate copy duly signed as a token of your acceptance of the terms of employment.

for Scientific Publishing Services Private Limited

Manoj P
Authorised Signatory

The above terms and conditions have been read, understood, accepted and I would abide by them.

Signature of Acceptance

Date :

Name : **Rameesa A**

5.2.1. Average percentage of placement of outgoing students during the last five years

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ANNEXURE 1

SALARY STRUCTURE

Name : Ms. Rameesa A
Designation : Trainee
Department : Copy Editing

Components	Per Month (INR)	Per Annum (INR)
Basic Pay	5350	64200
House Rent Allowance	2140	25680
Special Allowance	3210	38520
Gross Salary	**10700**	**128400**
Employer PF	1027	12324
Employer ESIC	348	4176
Statutory Bonus*	1983	23796
Total CTC	**14058**	**168696**
Employee PF	1027	12324
Employee ESIC	80	960
Pre Tax Take Home**	**9593**	**115116**

* **Statutory Bonus** will be paid annually

** *Subject to deduction of Income Tax if any*

Mediclaim Insurance Coverage * **INR 100,000** (Rupees One Lakh Only)
Accident Policy Coverage * **INR 300,000** (Rupees Three Lakh Only)
* *As per company policy*

Note: Contribution by the Employee towards the PF/ESI at the appropriate Contributory percentage.

for Scientific Publishing Services Private Limited.

Manoj P
Authorised Signatory

I accept the above CTC structure breakup and I am aware that this is confidential and shall not disclose this information to others.

Signature of Acceptance with date

5.2.1. Average percentage of placement of outgoing students during the last five years

5.2.1. Average percentage of placement of outgoing students during the last five years

Focus Edumatics Private Limited
No.1605, 3rd Floor, BMH –Srinivas Complex,
Trichy Road, Coimbatore - 641018

FOCUS EDUMATICS
ACCELERATING TRANSFORMATION

Date: 31 January 2022

Ms. Abarajitha Sendur
1/65, Pothikulam , Kadaladi, Oruvanendal, Ramanathapuram, Pothikulam, Tamil Nadu
Ramanathapuram
623704

Dear Ms. Abarajitha Sendur:

Subject: Offer letter

This is with reference to your application for employment with **"Focus Edumatics Private Limited"** and subsequent discussions between us.

We congratulate you for having been successfully made it through the selection process and pleased to extend the Offer of employment with **"Focus Edumatics Private Limited"** for the position of **"Online Tutor"** on agreed terms, the compensation package being the same as discussed during the interview. You are advised to submit the following mandatory documents for successful completion of joining formalities on or before joining date to the following email ID: mary.m@focusedumatics.com

1. Four passport size photographs for our records.
2. Copies of certificates of educational qualification.
3. Previous experience letters.
4. Proof of last salary drawn.
5. Relieving letter from your previous employer.
6. Self-Certified Present & Permanent address proof.
7. Self-Certified PAN Card copy.
8. Self-Certified AADHAAR card copy
9. Form 16 from previous employment.
10. Cancelled cheque leaf or photocopy of bank passbook.

Before signing and accepting this offer letter, please ensure that all promises made to you during recruitment are documented in this letter.

A formal letter of appointment will be issued to you as per company policy upon joining the organization.

Wish you good luck.

Yours truly,
for Focus Edumatics Private Limited,

Mary
Human Resources Department

This letter is valid only on or before **01-Feb-2022**, failing which this offer letter stands cancelled.

5.2.1. Average percentage of placement of outgoing students during the last five years

Focus Edumatics Private Limited
No.1605, 3rd Floor, BMH –Srinivas Complex,
Trichy Road, Coimbatore - 641018

FOCUS EDUMATICS
ACCELERATING TRANSFORMATION

Annexure - 1

Effective Date: 31-Jan-2022

Salary Offer & Benefits

Applicant Name: Abarajitha Sendur
Department: Online Tutoring
Salary CTC: 17500
Expected DOJ: 31-Jan-2022
Designation: Online Tutor
Location: Coimbatore Trichy Road

Salary Heads	Monthly	Yearly
A. Monthly Earnings		
Basic	9431	113172
House Rent Allowance	3772	45264
Conveyance	1333	15996
Statutory Bonus	786	9432
Monthly Gross Earnings (A)	**15322**	**183864**
B. Monthly Deduction		
EPF Employee Share	1132	13584
ESI Employee Share	115	1380
Professional Tax	208	2496
Total Deductions (B)	**1455**	**17460**
Net Salary (A – B)	**13867**	**166404**
C. Statutory/Other Share of Employer		
EPF Employer Share	1226	14712
ESI Employer Share	498	5976
Gratuity	454	5448
Statutory Total (C)	**2178**	**26136**
Total CTC (A + C)	**17500**	**210000**

CONFIDENTIAL

HR Signature

5.2.1. Average percentage of placement of outgoing students during the last five years

TIN : 33303420680 / 178
CST No. : 203577 / DT 6.11.90

Off : 2705672, 4011672
Cell : 94431 - 27056

ஸ்ரீ விநாயகா பைப்ஸ்

SRI VINAYAGA PIPES

MAHENDRA®

Jawan U PVC Pipes

(Near to Hautin Beedi Company)
No. 16/9, JALAL KUTHIRI STREET, TIRUCHIRAPALLI - 620 008.

Date : 13.10.2022

This is to certify that Mr. Mohamed Rihavudeen M is working in Sri Vinayaga Pipes as an Accountant since June 1, 2022, with a salary of Rs. 18,000. He is working with a good attitude.

For SRI VINAYAGA PIPES

Managing Partner

Dealing In : Mahendra Motor Pump Sets, India Mark II Pumps & Spares, Compressors & HDPE Pipes, Avon PVC Pipes, Jawan Sub Pipes & PVC FITTINGS etc.

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

TIN : 33303420680 / 178
CST No. : 203577 / DT 6.11.90

Off : 2705672, 4011672
Cell : 94431 - 27056

ஸ்ரீ விநாயகா பைப்ஸ்

SRI VINAYAGA PIPES

(Near to Hautin Beedi Company)
No. 16/9, JALAL KUTHIRI STREET, TIRUCHIRAPALLI - 620 008.

MAHENDRA

Jawan U PVC Pipes

13.10.2022

Date : .....

This is to certify that Mr. Kishore S is working in Sri Vinayaga Pipes as a Sales Representative since June 10, 2022, with a salary of Rs. 18,000. He is working with a good attitude and achieving the targets as per our policy.

For SRI VINAYAGA PIPES

Managing Partner

Dealing In : Mahendra Motor Pump Sets, India Mark II Pumps & Spares, Compressors & HDPE Pipes, Avon PVC Pipes, Jawan Sub Pipes & PVC FITTINGS etc.

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

TIN. 33173420703

Shop : 2704989
Resi : 2704975

A To Z SPARES

No.1, IBRAHIM PARK STREET, TIRUCHY - 620 008.

எங்களிடம் கிர்லோஸ்கர், லிஸ்டர், கூப்பர், பால்பேரிங், ஆயில் சீல், (Mixture) மிக்சர் மிஷன், வைப்ரேட்டர் ஸ்பேர்ஸ், SKF, NBC, Nachi, N.T.N.பேரிங் ஷாப்ட், புஸ், இம்பெல்லர், G.I. பைப், பிட்டிங், பிளாஞ்சு மற்றும் பச்சை ஓஸ் கிடைக்கும்.

தேதி 16.06.2022

Mr. G. Vignesh

Congratulations! We are pleased to confirm that you have been selected to work for **A To Z Spares**. We are delighted to make you the following job offer.

The position we are offering you is that of Sales Executive at a monthly salary of Rs.15,000/- p.m.

The working hours will be from [9AM to 6PM].

We would like you to start work on 17.06.2022 (Friday).

Sincerely,

For A To Z SPARES

V. Dharmaraj

PROPRIETOR

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

TIN. 33173420703

Shop : 2704989
Resi : 2704975

A To Z SPARES

No.1, IBRAHIM PARK STREET, TIRUCHY - 620 008.

எங்களிடம் கிர்லோஸ்கர், லிஸ்டர், கூப்பர், பால்பேரிங், ஆயில் சீல், (Mixture) மிக்சர் மிஷன், வைப்ரேட்டர் ஸ்பேர்ஸ், SKF, NBC, Nachi, N.T.N.பேரிங் ஷாப்ட், புஸ், இம்பெல்லர், G.I. பைப், பிட்டிங், பிளாஞ்சு மற்றும் பச்சை ஒஸ் கிடைக்கும்.

தேதி 16.06.2022

Mr. K C Nithishkumar

Congratulations! We are pleased to confirm that you have been selected to work for **A To Z Spares**. We are delighted to make you the following job offer.

The position we are offering you is that of Sales Executive at a monthly salary of Rs.15,000/- p.m.

The working hours will be from [9AM to 6PM].

We would like you to start work on 17.06.2022 (Friday).

Sincerely,

For A To Z SPARES

V. Dhanasekaran

PROPRIETOR

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

TIN. 33173420703

Shop : 2704989
Resi : 2704975

A To Z SPARES

No.1, IBRAHIM PARK STREET, TIRUCHY - 620 008.

எங்களிடம் கிர்லோஸ்கர், லிஸ்டர், கூப்பர், பால்பேரிங், ஆயில் சீல், (Mixture) மிக்சர் மிஷன், வைப்ரேட்டர் ஸ்பேர்ஸ், SKF, NBC, Nachi, N.T.N.பேரிங் ஷாப்ட், புஸ், இம்பெல்லர், G.I. பைப், பிட்டிங், பிளாஞ்சு மற்றும் பச்சை ஓஸ் கிடைக்கும்.

தேதி 02.07.2022

Mr.N.Kalaikkovan

Congratulations! We are pleased to confirm that you have been selected to work for **A To Z Spares**. We are delighted to make you the following job offer.

The position we are offering you is that of Cashier at a monthly salary of Rs.16,500/- p.m. The working hours will be from [9AM to 6PM].

We would like you to start work on 05.07.2022 (Monday).

Sincerely,

For. A To Z SPARES

V. Dharmaraj

PROPRIETO

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

****

GSTIN: 33BHRPM4762L1ZQ

KALAIMAGAL MEDICAL

50, CHINTHAMANI BAZZAR, TRICHY-2

Ph: 0431-2706466

****

18.10.2022

This is to certify that Mr. **P PRAVEEN KUMARAN** is working as a **Sales Representative** in Kalaimagal Medical, Trichy from **1st August 2022**, with a Monthly Salary of **Rs. 15,000/- (Rupees Fifteen Thousand Only).**

For KALAIMAGAL MEDICAL

PROPRIETOR

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

****

GSTIN: 33BHRPM4762L1ZQ

KALAIMAGAL MEDICAL

50, CHINTHAMANI BAZZAR, TRICHY-2

Ph: 0431-2706466

****

18.10.2022

This is to certify that Mr. **S KARTHIKEYAN** is working as a **Cashier** in Kalaimagal Medical, Trichy from **16th June 2022**, with a Monthly Salary of **Rs. 16,000/- (Rupees Sixteen Thousand Only).**

for KALAIMAGAL MEDICAL

PROPRIETOR

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

GSTIN No : 33AIBPM4947M1ZZ

Cell : 9944382673

SARATHA PAINTS & HARDWARS

No.70 A/1,Chinthamani Bazzar,Trichy-620002
E-mail:sarathapaintshw@gmail.com

Date : 01.08.2022

Mr. S L Muhammad Fazil

We are very excited to inform you that you have been selected to work for our company **Saratha Paints & Hardwars** as a **sales executive**.

Your duties will be to help our sales department reach the goal before or within the given time. You have to work hard and be well communicative to work out properly our given tasks.

We hope that you will be very forward to selling our products to the clients. Your salary will be Rs. 15,000/- per month.

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

KURINJI COLLEGE OF ARTS AND SCIENCE
(Nationally Accredited by NAAC, Affiliated to Bharathidasan University)
GREENWAYS ROAD, ANANTHA FAIRLANDS,
TIRUCHIRAPPALLI - 620 002. TAMIL NADU, SOUTH INDIA.
Ph : 0431 - 2712860, 2712861, Fax : 0431 - 2712860 E-mail : kcastry@yahoo.co.in

Dear Nagarajan B,

Congratulation! We are pleased to offer you the position of **Guest Lecturer** in our Kurinji College of Arts and Science.

We trust that your knowledge, skills and experience will be among our most valuable assets.

As discussed and agreed with you, you will be eligible to receive the following beginning on your joining date:

- **Salary:** Annual gross starting salary of **Rs.2,16,000/-**, subject to tax and other statutory deductions

This offer letter is valid till **March 31, 2022**. Please send a signed copy of this letter indicating your acceptance to join in our institution.

Your Appointment Letter will be issued on the date of joining. The joining formalities and induction will be carried out in our College Campus.

Please submit the following documents to HR at the time of your joining: (1) photocopies of your degree certificates, (2) certifications, if any, (3) two colour passport-size photos, (5) proof of address.

We look forward to welcome you aboard.

Sincerely,

PRINCIPAL
KURINJI COLLEGE OF ARTS AND SCIENCE.
TRICHIRAPPALLI - 620 002.

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

KURINJI COLLEGE OF ARTS AND SCIENCE
(Nationally Accredited by NAAC, Affiliated to Bharathidasan University)
GREENWAYS ROAD, ANANTHA FAIRLANDS,
TIRUCHIRAPPALLI - 620 002. TAMIL NADU, SOUTH INDIA.
Ph : 0431 - 2712860, 2712861, Fax : 0431 - 2712860 E-mail : kcastry@yahoo.co.in

Dear Sathish U,

Congratulation! We are pleased to offer you the position of **Guest Lecturer** in our Kurinji College of Arts and Science.

We trust that your knowledge, skills and experience will be among our most valuable assets.

As discussed and agreed with you, you will be eligible to receive the following beginning on your joining date:

- **Salary:** Annual gross starting salary of **Rs.2,16,000/-**, subject to tax and other statutory deductions

This offer letter is valid till **March 31, 2022**. Please send a signed copy of this letter indicating your acceptance to join in our institution.

Your Appointment Letter will be issued on the date of joining. The joining formalities and induction will be carried out in our College Campus.

Please submit the following documents to HR at the time of your joining: (1) photocopies of your degree certificates, (2) certifications, if any, (3) two colour passport-size photos, (5) proof of address.

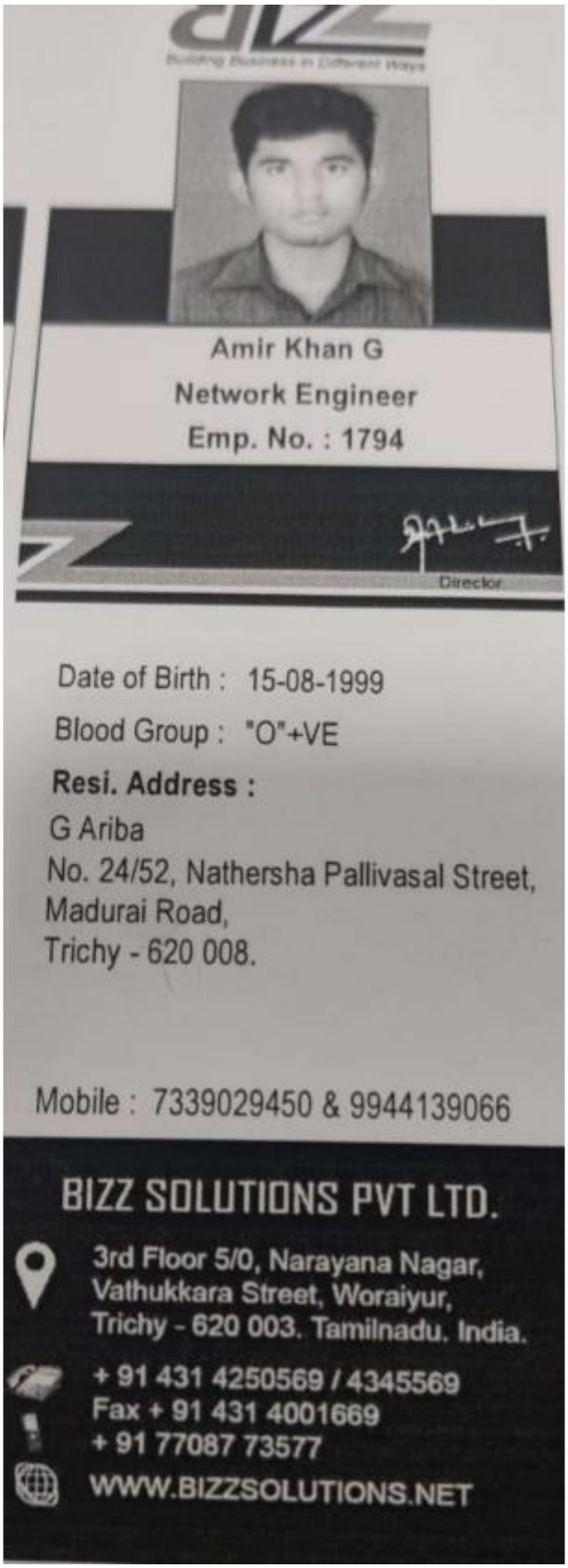
We look forward to welcome you aboard.

Sincerely,

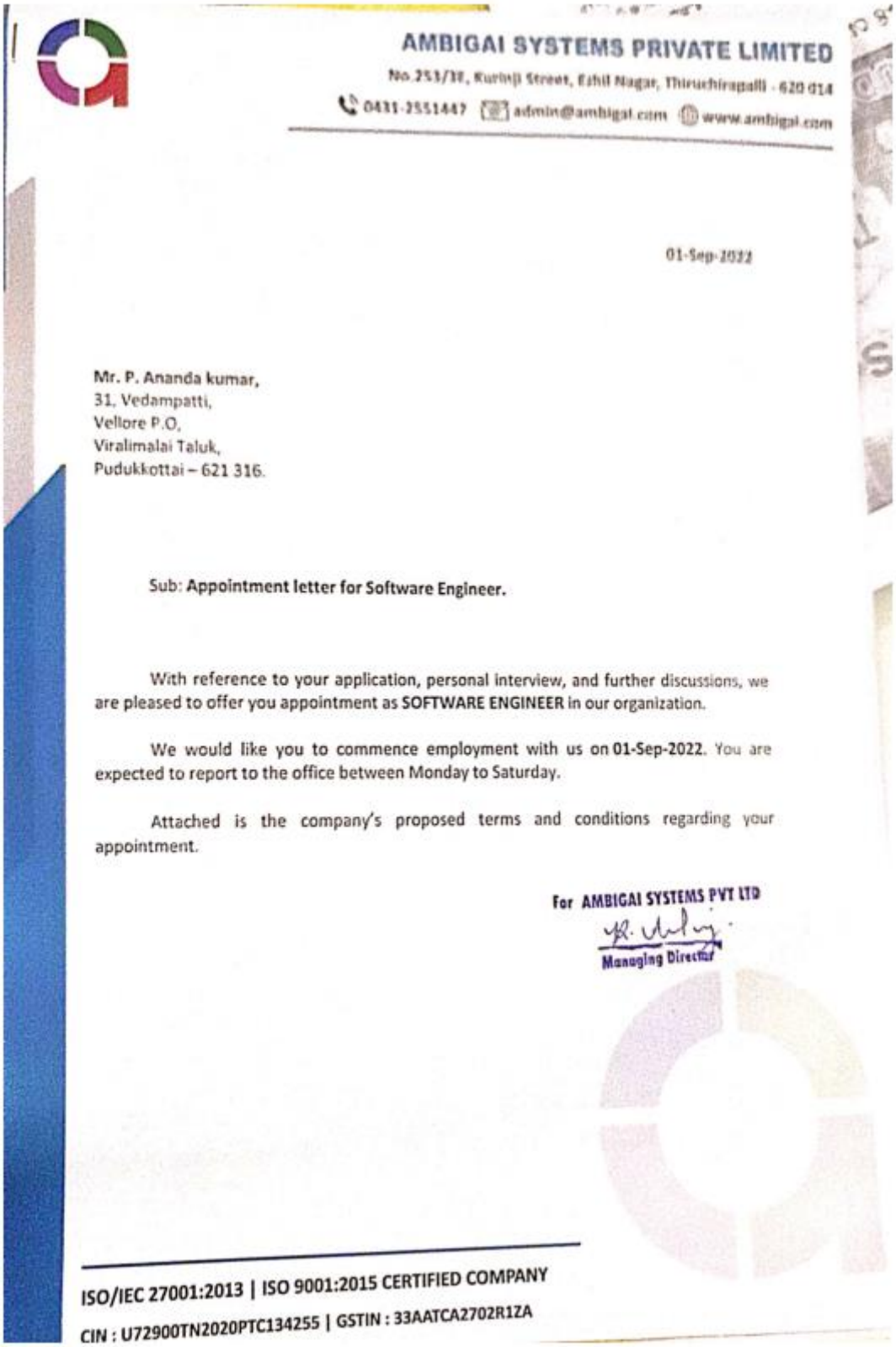
PRINCIPAL
KURINJI COLLEGE OF ARTS AND SCIENCE,
TRICHIRAPPALLI - 620 002.

Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years



5.2.1. Average percentage of placement of outgoing students during the last five years



AMBIGAI SYSTEMS PRIVATE LIMITED
No.253/3E, Kurinji Street, Ethil Nagar, Thiruchirapalli - 620 014
0431-2551447 admin@ambigai.com www.ambigai.com

01-Sep-2022

Mr. P. Ananda kumar,
31, Vedampatti,
Vellore P.O,
Viralimalai Taluk,
Pudukkottai – 621 316.

Sub: **Appointment letter for Software Engineer.**

With reference to your application, personal interview, and further discussions, we are pleased to offer you appointment as **SOFTWARE ENGINEER** in our organization.

We would like you to commence employment with us on **01-Sep-2022**. You are expected to report to the office between Monday to Saturday.

Attached is the company's proposed terms and conditions regarding your appointment.

For AMBIGAI SYSTEMS PVT LTD
Managing Director

ISO/IEC 27001:2013 | ISO 9001:2015 CERTIFIED COMPANY
CIN : U72900TN2020PTC134255 | GSTIN : 33AATCA2702R1ZA

5.2.1. Average percentage of placement of outgoing students during the last five years

Inmakes
Infotech Pvt. Ltd.

18/10/2022

OFFER LETTER

Hello **J Suresh**

We are delighted to offer you an internship with **Inmakes Learning Hub.** As we know, well begun is half done. This is a splendid start to your dream career. The **Internship In Java** is a **3** months program which will commence on **20/10/2022**. The Internship program is provided on our dedicated learning platform which is **lh.inmakesedu.com**

Let's do this. I wish you a joyful learning ahead.

Best Regards,

Nicemol P Surendran
Human Resource Manager

HUMAN RESOURCES MANAGER
INMAKES INFOTECH PVT. LTD.
1st FLOOR, VJ TOWER, VYTTILA
KOCHI - 682019

INMAKES INFOTECH PRIVATE LIMITED KOCHI-682019

mail@inmakes.com
www.inmakes.com
Inmakes Infotech Pvt. Ltd.
First Floor, VJ Tower, Vyttila,
Ernakulam 682019

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

Date: November 10, 2022

Dear **Aarees A**

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **PROCESS ASSOCIATE** full time and your place of posting will be **Tiruchirappalli-I** with an Annual CTC Compensation of **Rs. 160,944.00** (**Rupees One Lakh Sixty Thousand Nine Hundred Fourty Four Only**). Your date of joining will be on or before **16 November 2022**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

By accepting this offer, you agree to abide by this clause that this offer of employment entails **Working from Office (WFO) effective 15th April 2022**.
With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
- Photocopy of your Birth Certificate/ DOB Proof
- Copy of PAN Card /Acknowledgement copy of PAN Application
- Copy of AADHAR Card / Acknowledgement copy of AADHAR

5.2.1. Average percentage of placement of outgoing students during the last five years

- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks
- Last 3 months pay slips or latest copy of Form 16(applicable to experienced candidates)
- Residence Proof - 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
- Passport size photographs - 6 Nos.
- Post card Size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days.

Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Megalan David J

Talent Acquisition

Encl. ANNEXURE

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

Annexure A

Terms and Conditions of Employment

You shall be governed by the following terms and conditions of service during your employment with **Omega Healthcare Management Services Private Limited** (hereafter referred to as the "company"), and those that may be amended from time to time.

Statement of Facts

a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

Duties

a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

Place of Work

You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

Hours of Work

a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
b. Omega Healthcare observes national and festival holidays as per policy which will be notified during induction. The festival holidays may vary every year and across region/Service line.

Leave and Vacation

a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
b. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

Conduct

a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

Confidentiality

a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
f. You may have to sign
   - The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
   - The Code of Business Conduct and Ethics
   - Prohibition or Disclosure or Use of Inside Information (as applicable)

Separation from the company

a. The retirement age of the company is **58** years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	60	60	60	60	90	90
After confirmation	60	60	60	60	60	90	90

b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.
c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

I accept the terms and conditions of the Company mentioned above.

Signature **Name** **Date**

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

Annexure - B

SALARY STRUCTURE

Salary Components	Amount - Monthly	Amount - Yearly
Basic	10,210.00	122,520.00
House Rent Allowance	0.00	0.00
Advance Statutory Bonus	1,021.00	12,252.00
Special Allowance	0.00	0.00
Fixed Cash (Gross)	11,231.00	134,772.00
PF	1,225.00	14,700.00
ESI	365.00	4,380.00
Medical Insurance	0.00	0.00
Gratuity	491.00	5,892.00
Group Term Life Insurance	100.00	1,200.00
Total Benifits	2,181.00	26,172.00
Total Cost PA (CTC)		160,944.00

Authorized by

Megalan David J

Talent Acquisition

5.2.1. Average percentage of placement of outgoing students during the last five years

Vcidex Solutions Pvt Ltd
210, NSIC Software Park, B24, Guindy Industrial Estate, Ekkaduthangal, Near By Hyundai Car Showroom,Guindy,TamilNadu

Pay Slip for the Month of February 2023

Employee Code	: VCX324	Name	: Nizar Ahamed S
Date Of Joining	: 12-10-2022	Designation	: Software Engineer - Trainee
Department	: Technical	Bank Name	:
Account Number	:	ESI Account Number	:
PF Account Number	:	UAN Number	:
PAN Number	:	Total Leave	: 0
Salary Days	: 28	LOP Days	: 1

Earnings	Actual	Earned	Deductions	Amount
Basic Pay	9,000.00	9,000.00	ESI	79.00
HRA	1,575.00	1,575.00	PF	1,080.00
Total Earnings	10,575.00	10,575.00	Total Deductions	1,159.00

Net Salary 9,416.00

Amount in words : Nine Thousand Four Hundred Sixteen And Zero Paise Only

Employee's Signature

Employer's Signature

Private & Confidential

5.2.1. Average percentage of placement of outgoing students during the last five years

NixServ
innovation stands for success

NixServ - Could Computing, Migration to Cloud, AWS, Azure ...

Name Kadhar Saheed
Designation : Talent Acquisition Specialist
DOJ : 10th August 2022

Dear Kadhar Saheed,

Your Date of Joining is with effect from the date you have signed in the appointment order and we expect you that you are properly relieved from the previous employment and necessary certificates for relieving and experience shall be submitted with us.

Place of work

Your place of work will be our office at Trichy. However, you are liable to be transferred to any department or establishment belonging to our company or any other location or affiliate company in India or abroad or to any other place of business where the company has a contract and the transfer may be temporary, permanent or on deputation or otherwise.

If you are transferred abroad your conditions of services will be governed by the terms and conditions of employment prevailing in the overseas company Depending upon the organization's need, you would be required to work in day or night shifts.

Remuneration & related matters

Your Total Cost to Company will be **Rs.2,02,152** (Rupees Two Lakh Two Thousand Hundred Fifty Two Only) per annum.

Your cost to company details is as per ANNEXURE

You will be on probation for a period of 90 days with effect from date of joining or earlier. In the event of you not being able to attain the standards required for confirmation of your services, this period of probation may be extended, or your services may be terminated by the management. On completion of the probationary period to the satisfaction of the management, the management will

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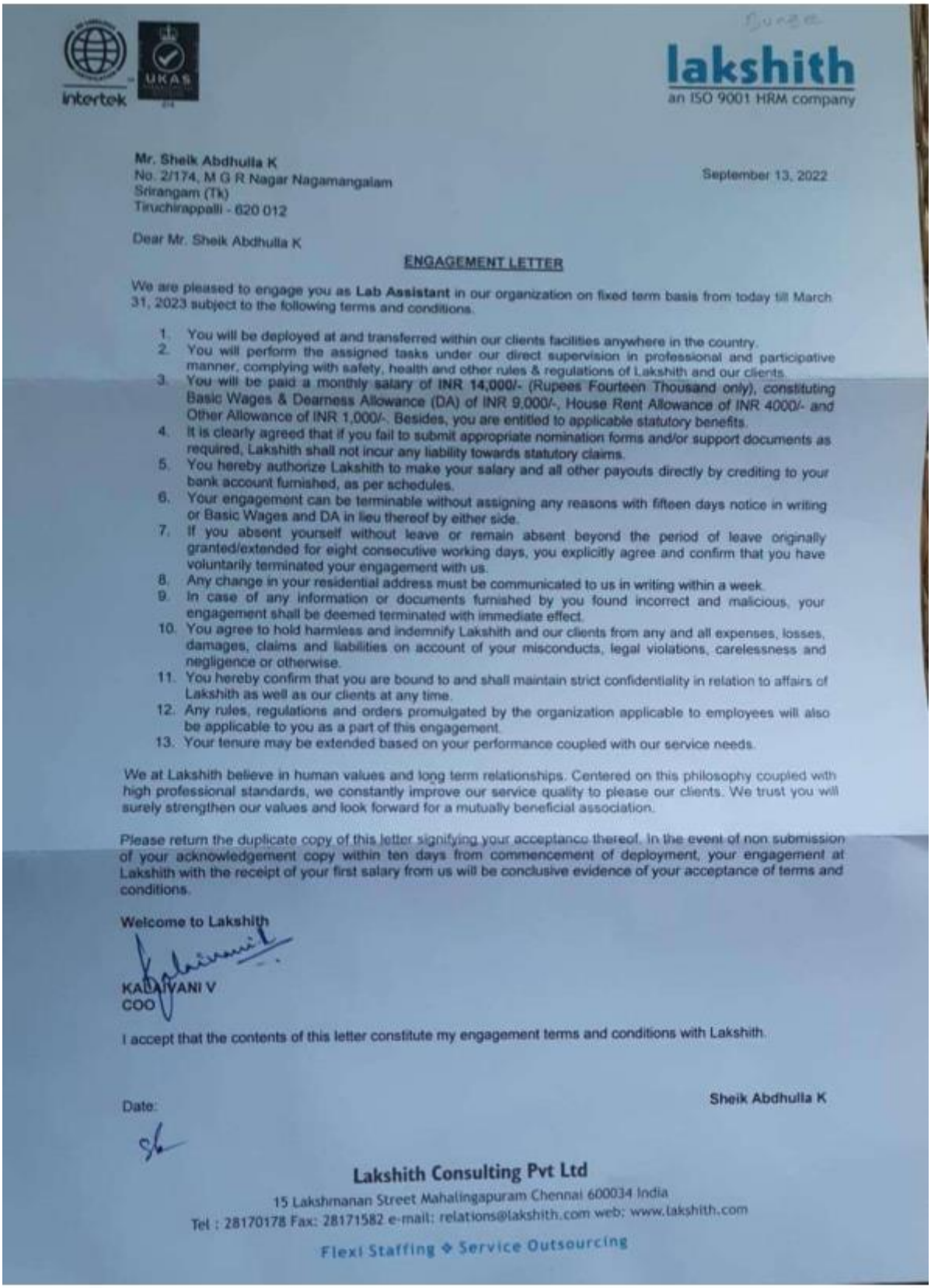
5.2.1. Average percentage of placement of outgoing students during the last five years



intertek UKAS

lakshith
an ISO 9001 HRM company

Mr. Sheik Abdhulla K
No. 2/174, M G R Nagar Nagamangalam
Srirangam (Tk)
Tiruchirappalli - 620 012

September 13, 2022

Dear Mr. Sheik Abdhulla K

ENGAGEMENT LETTER

We are pleased to engage you as **Lab Assistant** in our organization on fixed term basis from today till March 31, 2023 subject to the following terms and conditions.

1. You will be deployed at and transferred within our clients facilities anywhere in the country.
2. You will perform the assigned tasks under our direct supervision in professional and participative manner, complying with safety, health and other rules & regulations of Lakshith and our clients.
3. You will be paid a monthly salary of **INR 14,000/-** (Rupees Fourteen Thousand only), constituting Basic Wages & Dearness Allowance (DA) of INR 9,000/-, House Rent Allowance of INR 4000/- and Other Allowance of INR 1,000/-. Besides, you are entitled to applicable statutory benefits.
4. It is clearly agreed that if you fail to submit appropriate nomination forms and/or support documents as required, Lakshith shall not incur any liability towards statutory claims.
5. You hereby authorize Lakshith to make your salary and all other payouts directly by crediting to your bank account furnished, as per schedules.
6. Your engagement can be terminable without assigning any reasons with fifteen days notice in writing or Basic Wages and DA in lieu thereof by either side.
7. If you absent yourself without leave or remain absent beyond the period of leave originally granted/extended for eight consecutive working days, you explicitly agree and confirm that you have voluntarily terminated your engagement with us.
8. Any change in your residential address must be communicated to us in writing within a week.
9. In case of any information or documents furnished by you found incorrect and malicious, your engagement shall be deemed terminated with immediate effect.
10. You agree to hold harmless and indemnify Lakshith and our clients from any and all expenses, losses, damages, claims and liabilities on account of your misconducts, legal violations, carelessness and negligence or otherwise.
11. You hereby confirm that you are bound to and shall maintain strict confidentiality in relation to affairs of Lakshith as well as our clients at any time.
12. Any rules, regulations and orders promulgated by the organization applicable to employees will also be applicable to you as a part of this engagement.
13. Your tenure may be extended based on your performance coupled with our service needs.

We at Lakshith believe in human values and long term relationships. Centered on this philosophy coupled with high professional standards, we constantly improve our service quality to please our clients. We trust you will surely strengthen our values and look forward for a mutually beneficial association.

Please return the duplicate copy of this letter signifying your acceptance thereof. In the event of non submission of your acknowledgement copy within ten days from commencement of deployment, your engagement at Lakshith with the receipt of your first salary from us will be conclusive evidence of your acceptance of terms and conditions.

Welcome to Lakshith

KALAIVANI V
COO

I accept that the contents of this letter constitute my engagement terms and conditions with Lakshith.

Date:

Sheik Abdhulla K

Lakshith Consulting Pvt Ltd
15 Lakshmanan Street Mahalingapuram Chennai 600034 India
Tel : 28170178 Fax: 28171582 e-mail: relations@lakshith.com web: www.lakshith.com
Flexi Staffing ❖ Service Outsourcing

5.2.1. Average percentage of placement of outgoing students during the last five years

aragen

08-07-2022

BALAKRISHNAN.R

OFFER OF APPOINTMENT

Dear BALAKRISHNAN.R

This has reference to the interview and discussions you had with us. We are pleased to offer you the position of "**Junior Research Associate**" in "**Analytical**" department under the band of "Professional" in level "P0" and you will be based at Bangalore Karnataka.

Your Annual **Cost to Company (CTC)** will be **Rs.3,00,000**/- per annum **(Rupees Three Lakhs Only Per Annum)**. This includes Annual Gross Salary of **Rs.2,46,000/-** and Retirals & Benefits of **Rs.54,000/-** per annum. Detailed CTC breakup is given in Annexure.

You will be on Probation for the first 6 months and during this period either party can terminate the service by giving one-month notice and thereafter three months' notice in writing, subject to terms of Service Agreement.

The Service agreement is for a period of 36 months. In case of breach of contract, you will be liable to pay 2 months last drawn Gross Salary to cover the investment we made during hiring, assimilation, project training and deployment

Please note that you are required to join the organization on or before **18-07-2022** failing which this offer of appointment stands withdrawn. Kindly note that this offer is confidential. A detailed letter of appointment shall be given to you on joining. You are requested to undergo pre-employment medical checkup before the date of your joining.

Kindly note that this offer is confidential.

Please note that your employment will be subject to:

1. Medical fitness as per the pre-employment medical checkup report.
2. Clearance in the background verification checks that may be required as per the company policy.
3. Submission of all the following self-attested documents at the time of joining:
   i. Reference letter from Head of Department
   ii. Course completion certificate from the College / Head of the Department
   iii. Four copies of your latest passport size photographs
   iv. Certified true copies of all the educational certificates
   v. PAN Card & Aadhar Card
   vi. 2 Post Card size photographs of candidate taken along with Family

Please click on "Accept" button in the mail as a token of acceptance of this offer.

Yours Sincerely
For ARAGEN LIFE SCIENCES PVT. LTD

Chief HR officer
Suresh Anubolu

I accept the offer of appointment on the above terms.

Signature of the candidate: _____ **Date:** _____

Registered & Corporate Office
Aragen Life Sciences Pvt. Ltd.
(Formerly known as GVK Biosciences Pvt. Ltd.)
28 A, IDA Nacharam, Hyderabad 500 076, India
T: +91 40 6692 9999 F: +91 40 6692 9900
W: aragen.com CIN: U74999TG2000PTC035826

5.2.1. Average percentage of placement of outgoing students during the last five years

aragen

ANNEXURE

SALARY STRUCTURE - BALAKRISHNAN - R

Salary Components	Per Month (Rs.)	Per Annum (Rs.)
A. Gross salary		
Basic	8,200	98,400
HRA	3,280	39,360
Special Allowance	9,020	1,08,240
Gross Salary (A)	**20,500**	**2,46,000**
B. Retiral & Other benefits		
Provident Fund	1,800	21,600
ESI	666	7,992
Statutory Bonus	1,640	19,680
Gratuity	394	4,728
Total value of benefits (B)	**4,500**	**54,000**
Total Cost to Company (A +B)	**25,000**	**3,00,000**

1. PF & ESI mentioned above are employer's contribution.
2. Statutory Bonus & Gratuity are payable as per the Act.
3. In addition to the above you will be covered under company's GPA, GTLI and EDLI Policies

Yours Sincerely
For ARAGEN LIFE SCIENCES PVT. LTD

Suresh Anubolu
Chief HR officer

I accept the offer of appointment on the above terms.

Signature of the candidate: _____ **Date:** _____

Registered & Corporate Office
Aragen Life Sciences Pvt. Ltd.
(Formerly known as GVK Biosciences Pvt. Ltd.)
28 A, IDA Nacharam, Hyderabad 500 076, India
T: +91 40 6692 9999 F: +91 40 6692 9900
W: aragen.com CIN: U74999TG2000PTC035826

5.2.1. Average percentage of placement of outgoing students during the last five years

SANMAR

Chemplast Sanmar Limited

Regd Office:
9 Cathedral Road
Chennai 600 086 India
Tel + 91 44 2812 8500
E-mail: csl@sanmargroup.com
www.chemplastsanmar.com
CIN L24230TN1985PLC011637

15th March 2023

Mr S Basheer Ahamed
5B Subhaniyapuram
Salai road
Woraiyur Trichy- 3

Dear Basheer Ahamed

OFFER OF APPOINTMENT

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Officer (Trainee)** based at **Cuddalore** on the terms and conditions given below:

COMPENSATION AND BENEFITS

From the date of your joining duty, you will draw a basic salary of **Rs 6500/- (Rupees Six Thousand Five Hundred Only)** per month, plus allowances and benefits. These allowances and benefits, and the other terms and conditions of your employment will be as per company policies as applicable from time to time.

TRAINING PERIOD

You will be on training for a period of **12 months** from the date of your joining duty. During this period, your training can be terminated by **two** months' notice in writing by either side. On successful completion of training, you will be considered for appointment, in a suitable position. If your performance is found unsatisfactory during training, your appointment may stand terminated without any notice or compensation in lieu thereof. You should successfully complete your MSc with an overall aggregate of at least 60% without any arrears at the end of the course failing which your appointment will be terminated without any notice or compensation in lieu thereof.

Your compensation will be reviewed in future as per company policy.

You will abide by the rules and regulations of the company as may be in force from time to time.

TRAINING PROGRAMME

You will undergo a detailed training. The training is designed to expose you to all our products, production facilities, technical inputs, concepts, and other related information.

5.2.1. Average percentage of placement of outgoing students during the last five years

S Basheer Ahamed

ALLOCATION

Chemplast Sanmar Limited reserves the right to place you in any of the Group Companies at any location. This allocation will be done after reviewing your performance, aptitude, attitude and business requirements.

CONFIDENTIALITY OBLIGATIONS

By virtue of holding a position as **Officer (Trainee)** in the company, you will have access to technical know-how, technical data, manufacturing process, product design, engineering and other trade secrets etc., of the company / and / or its group companies. Hence, you are required to execute the attached undertaking on Confidentiality Obligations at the time of joining.

Your appointment is also subject to your being found medically fit. You are required to undergo all medical tests as will be directed by the company. When you report to duty, please bring with you original certificates relating to education, two passport-size photographs and the medical fitness certificate.

Please return the duplicate copy of this offer duly signed by you in token of your acceptance of these conditions.

We are sure that, through this intensive training you will equip yourself to meet the exciting demands of the organization and we wish you a bright career and mutually rewarding association.

We welcome you to share this challenge.

For Chemplast Sanmar Limited

15/3

P Aravindan
Senior General Manager - Human Resources

5.2.1. Average percentage of placement of outgoing students during the last five years

Integrated Personnel Services Limited
(Formerly known as Integrated Personnel Services Private Limited)

2nd November 2022

Mr. Kalyanasundharam E
Mobile - 7339492456
Email - : kalyanasundharam6@gmail.com

Sub: Offer of Appointment

Dear Mr. Kalayanasundharam

With reference to you application and subsequent interview you had with **Prakash Flexibles Private Limited** for the position of **"Quality Inspector"**

We are pleased to inform you that you have been selected for the above said position.

Your monthly remuneration will be **INR.15,000/-** Net Take Home. You are required to join on 4th November, 2022. Kindly print copy of this letter and send us back signed duplicate copy for the same.

We look forward for a long-term mutual association.

Regards,

For **Integrated Personnel Services Ltd** **I Accept**

Thiyagarajan N

Authorized Signatory **Mr. Kalayanasundharam**

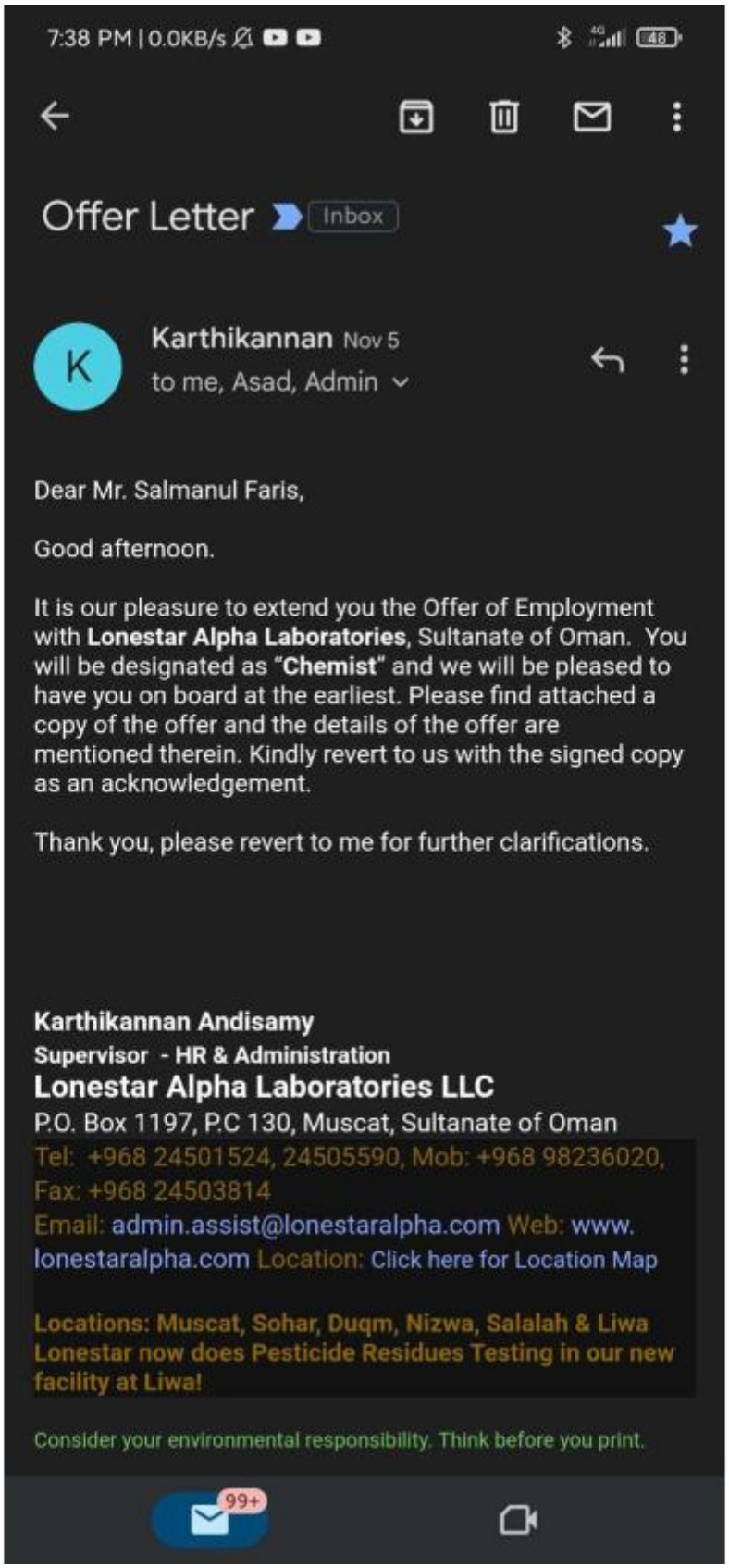
5.2.1. Average percentage of placement of outgoing students during the last five years

Integrated Personnel Services Limited
(Formerly known as Integrated Personnel Services Private Limited)

Annexure I

Particulars	Per Month	Per Annum
Basic+DA	11151	133812
HRA	5521	66252
Special Allowance	0	0
Gross Salary	16672	200064
EPF 12% on Gross	1338	16056
ESIC 0.75%	126	1512
PT	208	2496
Total Deduction	1672	20064
Net Salary	15000	180000
EPF @13% on Gross	1450	17400
ESIC @3.25%	542	6504
Total Employer Contribution	1992	23904
Cost to Company	18664	223968

5.2.1. Average percentage of placement of outgoing students during the last five years



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Offer Letter Inbox

Karthikannan Nov 5
to me, Asad, Admin

Dear Mr. Salmanul Faris,

Good afternoon.

It is our pleasure to extend you the Offer of Employment with **Lonestar Alpha Laboratories**, Sultanate of Oman. You will be designated as "**Chemist**" and we will be pleased to have you on board at the earliest. Please find attached a copy of the offer and the details of the offer are mentioned therein. Kindly revert to us with the signed copy as an acknowledgement.

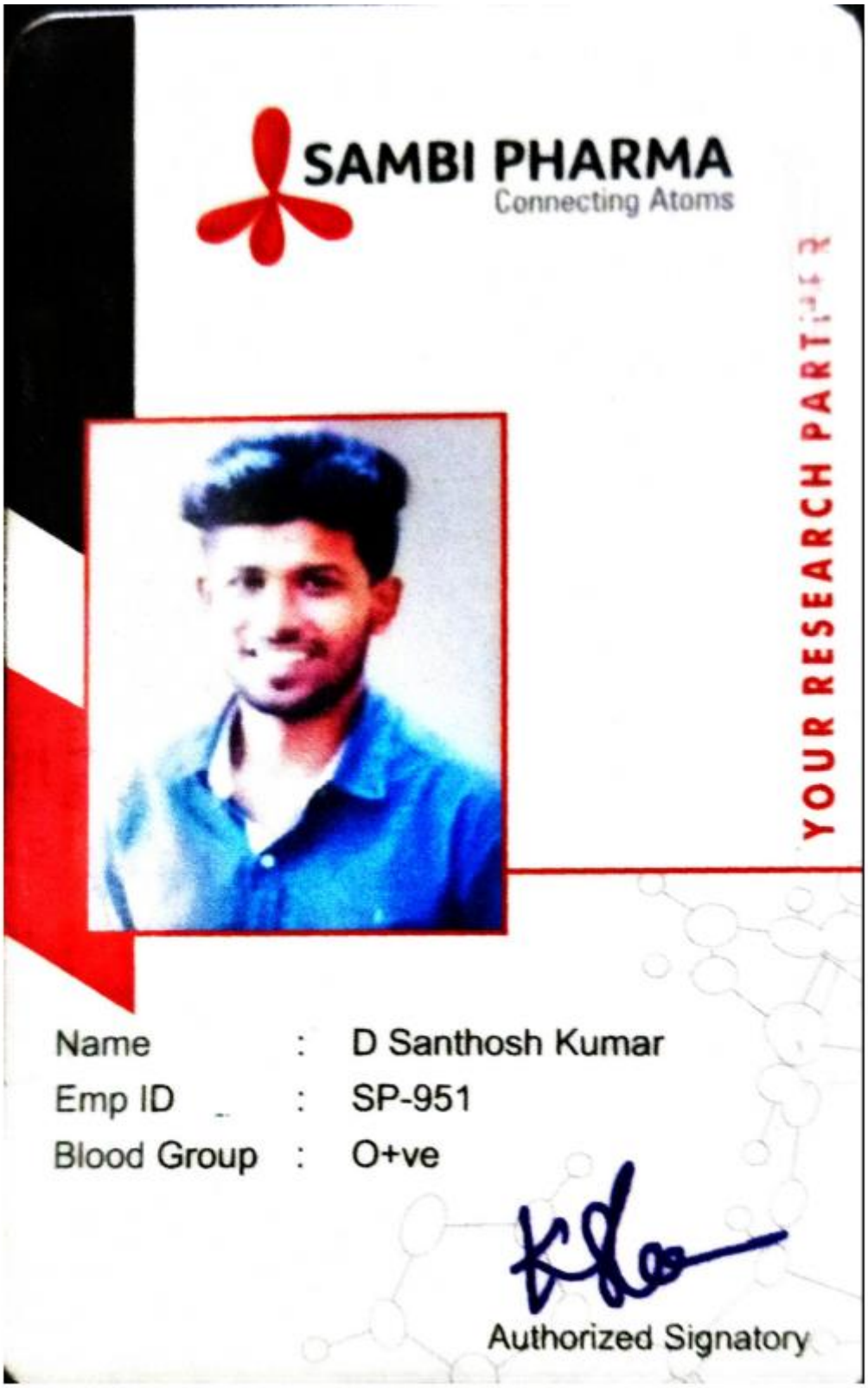
Thank you, please revert to me for further clarifications.

Karthikannan Andisamy
Supervisor - HR & Administration
Lonestar Alpha Laboratories LLC
P.O. Box 1197, P.C 130, Muscat, Sultanate of Oman
Tel: +968 24501524, 24505590, Mob: +968 98236020,
Fax: +968 24503814
Email: admin.assist@lonestaralpha.com Web: www.lonestaralpha.com Location: Click here for Location Map

Locations: Muscat, Sohar, Duqm, Nizwa, Salalah & Liwa
Lonestar now does Pesticide Residues Testing in our new facility at Liwa!

Consider your environmental responsibility. Think before you print.

5.2.1. Average percentage of placement of outgoing students during the last five years



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5.2.1. Average percentage of placement of outgoing students during the last five years

SAMBI PHARMA
Connecting Atoms

+91 7540090830
www.sambipharma.com
info@sambipharma.com

CORP: Plot No. 100, H.No. 7-66/2/PH/100,
Prashanthi Hills, Gachibowli,
Hyderabad - 500104.

R&D CENTRE: Plot No. A28/1/8/B, Part-B,
Sy.No. 124, Road No. 15, IP Nacharam,
Hyderabad - 500076.
Cell: 9848387000

US OFFICE :
SAMBI SCIENCES INC,
#9 MAKEPEACE RD, WESTFORD, MA 01886.

Emergency Contact : +91 98853 93939

This Identity Card is Intended only for official use of the addresses and may contain information that is privileged, confidential and exempt from disclosure under applicable law, if anyone found this identity card, he/she is requested to return it to the above mentioned official address of the company, if anyone found mishandling it, then necessary legal actions could be taken by the authority.

Scanned with ACE Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

SANMAR

Chemplast Sanmar Limited

Regd Office:
9 Cathedral Road
Chennai 600 086 India
Tel + 91 44 2812 8500
E-mail: csl@sanmargroup.com
www.chemplastsanmar.com
CIN L24230TN1985PLC011637

15th March 2023

Mr S Stephen Baskar
259 South Malampatty
Viralimalai Taluk
Pudukottai- 621316

Dear Stephen Baskar

OFFER OF APPOINTMENT

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Officer (Trainee)** based at **Cuddalore** on the terms and conditions given below.

COMPENSATION AND BENEFITS

From the date of your joining duty, you will draw a basic salary of **Rs 6500/- (Rupees Six Thousand Five Hundred Only)** per month, plus allowances and benefits. These allowances and benefits, and the other terms and conditions of your employment will be as per company policies as applicable from time to time.

TRAINING PERIOD

You will be on training for a period of **12 months** from the date of your joining duty. During this period, your training can be terminated by **two** months' notice in writing by either side. On successful completion of training, you will be considered for appointment, in a suitable position. If your performance is found unsatisfactory during training, your appointment may stand terminated without any notice or compensation in lieu thereof. You should successfully complete your MSc with an overall aggregate of at least 60% without any arrears at the end of the course failing which your appointment will be terminated without any notice or compensation in lieu thereof.

Your compensation will be reviewed in future as per company policy.

You will abide by the rules and regulations of the company as may be in force from time to time.

TRAINING PROGRAMME

You will undergo a detailed training. The training is designed to expose you to all our products, production facilities, technical inputs, concepts, and other related information.

Responsible Care®

5.2.1. Average percentage of placement of outgoing students during the last five years

S Stephen Baskar

ALLOCATION

Chemplast Sanmar Limited reserves the right to place you in any of the Group Companies at any location. This allocation will be done after reviewing your performance, aptitude, attitude and business requirements.

CONFIDENTIALITY OBLIGATIONS

By virtue of holding a position as **Officer (Trainee)** in the company, you will have access to technical know-how, technical data, manufacturing process, product design, engineering and other trade secrets etc., of the company / and / or its group companies. Hence, you are required to execute the attached undertaking on Confidentiality Obligations at the time of joining.

Your appointment is also subject to your being found medically fit. You are required to undergo all medical tests as will be directed by the company. When you report to duty, please bring with you original certificates relating to education, two passport-size photographs and the medical fitness certificate.

Please return the duplicate copy of this offer duly signed by you in token of your acceptance of these conditions.

We are sure that, through this intensive training you will equip yourself to meet the exciting demands of the organization and we wish you a bright career and mutually rewarding association.

We welcome you to share this challenge

For Chemplast Sanmar Limited

15/8

P Aravindan
Senior General Manager - Human Resources

5.2.1. Average percentage of placement of outgoing students during the last five years

Syngene

Syngene International Limited
SEZ Unit
Biocon Special Economic Zone
Bommasandra - Jigani Link Road
Bangalore - 560 099, India
T 91 80 2808 2808 F
91 80 2808 3189
www.syngeneintl.com

Ref: S/HR/LET-OFR/BBRC2020

Date: 02/06/2022

Ms. Harini.M.K
TIRUCHIRAPPALLI-620013.

Dear Harini,

Subject: Future dated Letter of offer for employment

We are pleased to offer you a position in our organization on the following terms and conditions:

1. Position: **JUNIOR EXECUTIVE -BBRC-EXP-2-CHEMICAL DEVELOPMENT & API SUPPLY**
2. Level: **10-I**
3. Location: **Bangalore**
4. Compensation Package: You will be entitled to a compensation of **Rs. 294811/- p.a.** on cost to the company basis, and the detailed breakup of the Compensation Package will be as Shared with you at a later date.
5. The appointment is effective from the date of your joining. We request you to join as early as possible, not later than **01/08/2022.**
6. This offer is valid till 01/08/2022 only and if you fail to join our organization on or before 01/08/2022 this offer of employment will automatically stand cancelled without any further communication.
7. We will issue the formal appointment letter detailing the terms and conditions of employment on your joining our organization. It is understood that such terms and conditions of employment will be binding on you and you will comply with all rules, regulations and code of conduct applicable to employees of the company.

This offer of employment is subject to your medical fitness, confirming no trace of any major illness or any chronic health disorders in the past, verification of your records relating to educational qualifications and professional experience, and reference verification. The pre-employment requirements as stated needs to be completed by you.

Please confirm your acceptance of our offer by signing a copy of this letter and advice the date by which you will join our organization. It is understood that we will mutually keep this offer as **CONFIDENTIAL**, till the time you are on board with us.

"In the event you do not confirm acceptance of this offer in writing, within seven days of the date of this letter, and join us within the date specified in point 6 above (or such extended date which may be mutually agreed), then this offer will be deemed to have been withdrawn, and consequently you will not have any further claim for employment with us."

We take pleasure in welcoming you to our organization and are confident that your period of association with us will be long, pleasant and mutually beneficial.

Yours truly,
For **Syngene International Ltd.**

RAKSHET NAKKANA
Head Human Resources – BBRC

I confirm acceptance of your above offer and will join your organization by date: 01.08.2022 Harini.M.K.

5.2.1. Average percentage of placement of outgoing students during the last five years

APPOINTMENT ORDER

Mr. / ~~Mrs.~~ / Ms. Salma . S is here by appointed to serve as Social Teacher. Your employment shall begin from the academic year 2022-2023 effective from 10 dd 11 mm 2022 yyyy

Signature of the Principal

I agree to join the duty on the above said date as per the order issued to me by the Principal and signed by me.

S. Salma

Signature of the Candidate.

5.2.1. Average percentage of placement of outgoing students during the last five years

ACADECRAFT INC.
Smart People, Smart Content

Letter of Intent

Dear D Devika,

Congratulations!

Subsequent to your interview and discussions with us, we are pleased to offer you an appointment for the role **Research Associate – English** at a CTC of **INR. 204000 /-p.a.** with **Acadecraft Pvt. Ltd.** We take this opportunity to appreciate your decision to join the Acadecraft family at **Noida**. As mutually agreed, your joining with us will be dated on **11th Oct , 2022.**

Please be noted that in case of voluntary or involuntary separation of your employment within the first 15 working days, the company will not be liable to process your payroll. You are requested to report at 10:00 AM on Skype on the day of your joining or your candidature will be cancelled.

Kindly give a confirmation on the same.

On the date of your joining, kindly have the soft copies of the following documents ready with you:

- Copies of certificates of qualification from Standard 10th to the highest degree
- Copy of reliving or experience letter from previous employer/s (if applicable)
- Copies of the salary slips of the last three months (if applicable)
- Copies of permanent and present address proof
- Copy of PAN Card

Acadecraft Pvt. Ltd.
Anushka

Anushka Pandey
Talent Specialist

5.2.1. Average percentage of placement of outgoing students during the last five years

Straive™

10th March 2023,

Dear **Santhiya**,

Further to our discussions, we are glad to utilize your services, on the basis of retainer ship with the following terms and conditions:

You will be retained as **CAS - Consultant -Life Science** from **10th March 2023** to **9th September 2023.**

a. Further renewal of this contract can be made by mutual consent.

b. Fifteen (15 days) clear notice to be given by either side to terminate / discontinue your services.

2. You will be working in your area of expertise.

3. You will be paid a retainer fee of **INR- 18000/-** per month subject to appropriate tax and other statutory deductions, as applicable.

4. You are expected to render your services for not less than 8 hours in a day.

5. Please note that you will not be eligible for any other benefits applicable to the other regular employees of Scope.

6. You have to adhere to the Information Security Management system procedures and acknowledge/sign the User Access Agreement; Scope Consent Form; Confidentiality and Non-Disclosure Agreement, as part of this Agreement.

7. You are eligible to observe all National/Festival Holidays listed out by Scope from time to time and also you will be eligible for one day leave per month with prior approval.

8. On every 26th, you have to raise an invoice and submit through your respective Head of the Department.

a. In the invoice, you should clearly mention the number of days served along with the details of services rendered with due approval by his/her authorized official.

b. Only on receipt of the approved invoice, with due endorsement by HR, Finance Department will release the retainer fee within a week's time.

9. You are expected to maintain strict confidentiality about the details given to you during your services with us.

10. The Letter of Assignment of Intellectual Property Rights is attached to this letter, which may please be signed in full and returned to us, as a token of your acceptance.

5.2.1. Average percentage of placement of outgoing students during the last five years

Straive™

For **Scope e-Knowledge Center Pvt. Ltd.,**

Balaji TR
Authorized Signatory.

The above terms and conditions are accepted by me

Signature :

Name in Full : **Santhiya**

Date :

5.2.1. Average percentage of placement of outgoing students during the last five years

Straive™

Form of Letter of Assignment of Intellectual Property Rights

In consideration of my retainership by the Scope e-Knowledge Center, An SPI Global Company (the "Company") under the terms of the retainer ship agreement, dated 10th March 2023.
Entered into between me and the Company, and the retainer-fee payable to me, I hereby agree as follows:

1. Assignment of Inventions: I hereby assign to the Company all my right, title and interest in and to any and all Inventions (and all proprietary rights with respect thereto) whether or not patentable or registrable under copyright or similar statutes, made or conceived or reduced to practice or learned by me, either alone or jointly with others, during the period of my contract with the Company.

   I also assign to or as directed by the Company all my right, title and interest in and to any and all Inventions, including but not restricted to all software, programs, tools, utilities, templates, workflows, Quality Control Measures, Forms, Charts etc.

   I acknowledge that all original works of authorship that are made by me (solely or jointly with others) within the scope of my contract and that are protectable by copyright are "works made for hire," as that term is defined in the Copyright Act, 1957. Inventions assigned to or as directed by the Company by this paragraph is hereinafter referred to as "Company Inventions."

2. Enforcement of Proprietary Rights: I will assist the Company in every proper way to obtain and from time to time enforce Indian and foreign proprietary rights relating to Company Inventions in any and all countries. To that end I will execute, verify and deliver such documents and perform such other acts (including appearances as a witness) as the Company may reasonably request for use in applying for, obtaining, perfecting, evidencing, sustaining and enforcing such proprietary rights and the assignment thereof. In addition, I will execute, verify and deliver assignments of such proprietary rights to the Company or its designee.

   My obligation to assist the Company with respect to proprietary rights relating to such Company Inventions in any and all countries shall continue beyond the termination of the contract, the Company shall compensate me at a reasonable rate after my termination for the time actually spent by me at the Company's request on such assistance. In the event the Company, unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with actions specified in the preceding paragraph, I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraph thereon with the same legal force and effect as if executed by me. I hereby waive and quitclaim to the Company any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any proprietary rights assigned hereunder to the Company.

5.2.1. Average percentage of placement of outgoing students during the last five years

Straive™

3. Obligation to Keep Company Informed: During the period of the contract, I will promptly disclose to the Company fully and in writing and will hold in trust for the sole right and benefit of the Company any and all Inventions.

4. Prior Inventions: Inventions, if any, patented or unpatented, which I made prior to the commencement of the contract with the Company, are excluded from the scope of this undertaking.

5. Successors and Assigns: This undertaking will be binding upon my heirs, executors, administrators and other legal representatives and will be for the benefit of the Company, its successors and its administrators and other legal representatives and will continue in full force and effect. Neither this undertaking nor any of the rights, interests or obligations hereunder may be assigned by me or the Company; provided however, the Company may assign this undertaking and the rights, interests and obligations hereunder to any of its affiliates.

6. Survival: The provisions of this undertaking shall service the termination of my employment and the assignment of this undertaking by the Company to any successor in interest or other assignee.

7. Contract: I agree and understand that nothing in this undertaking shall confer any right with respect to continuation/renewal of contract by the Company, nor shall it interfere in any way with my right or the Company's right to terminate my contract at any time, with or without cause.

8. Waiver: No waiver by the Company of any breach of this undertaking shall be a waiver of any preceding or succeeding breach. No waiver by the Company of any right under this undertaking shall be construed as a waiver of any other right. The Company shall not be required to give notice to enforce strict adherence to all terms of this undertaking.

This undertaking shall be effective as of the first day of my contract with the Company.

I understand that this undertaking affects my rights to inventions I make during my contract, and restricts my right to disclose or use the company's proprietary information during or subsequent to my service period.

5.2.1. Average percentage of placement of outgoing students during the last five years

Straive™

I have read this undertaking carefully and accepted all the conditions.

Signature	:	
Name in Full	:	**Santhiya**
Date	:	

ACCEPTED AND AGREED:

For **Scope e-Knowledge Center Pvt. Ltd.,**

Balaji TR
Authorized Signatory.

JAMAL MOHAMED COLLEGE (Autonomous)
P.G. AND RESEARCH DEPARTMENT OF BOTANY

M.Sc. Botany (2020-2022 Batch) Placement Details

PLACEMENT REPORT 2023						
Sl. No.	**REG. NO.**	**CANDIDATE NAME**	**MAJOR**	**Company Name With Address**	**Mobile No**	**Salary Package per Annum**
1	20PBO007	MOHAMMED RASIN U K	M.Sc., Botany	Senior Research Fellow, Central Plantation Crops Research Institute, Kasaragod, Kerala	9645088027	3,48,000
2	20PBO013	MOHAMED ASARUDEEN A S	M.Sc., Botany	Trainee Coder, Omega Healthcare, Tiruchirappalli	7010746852	2,07,648
3	20PBO014	WASIM AKRAM S	M.Sc., Botany	Trainee Coder, Omega Healthcare, Tiruchirappalli	9080676311	2,07,648

05/04/23

Signature of the Mentor

(Dr. RADHAKRISHNAN)

Signature of the Head of the Department

5.2.1. Average percentage of placement of outgoing students during the last five years

MVP Application and Game Design
Your Trusted Developer

Offer Letter

Further to your interview and to discussions regarding prospective employment with MVP Application and Game Design. It is our pleasure to confirm your appointment as **Software Developer** subject to your acceptance of terms and conditions outlined below. The employment offer will remain valid for 5 days from the day of sending, upon which it will expire.

1. **Assignment Details**
   - **1.1.** Business Unit: MVP Application and Game Design L.L.C
2. **Package Details**
   - **2.1. Gross Salary** – You will be paid a gross total salary of 2000 AED/ Month, Payable monthly. the basic salary will be 1000 AED/ month, with 500 AED/ month for transportation, and 500 AED/month for accommodation.
   - **2.2. Leave Entitlement** –Your annual leave entitlement is 30 calendar days paid leave per annum. You agree to follow the procedure from time to time determined by the Company in relation to taking the leave.
3. **Conditions of employment**
   - **3.1. Working hours** – will be office work, based on normal 48-hour work week starting Monday. The working hours may be changed from time to time to suit specific conditions. Furthermore, you are expected to work the hours necessary to fulfil your duties.
   - **3.2. Location** – The location of the Company is in Downtown Abu Dhabi.
   - **3.3. Probation** – the probation period for this appointment will be six (6) months.
   - **3.4. Notice** period – the parties agree to give ONE-month notice of termination of this employment, or such period as may be mutually agreed.

Should you wish to accept this offer of employment, please sign offer letter and return it to be undersigned. We sincerely hope that you will accept this offer of employment, and allow me to welcome you as a part of our team.

Yours Sincerely,

Osamah Alkhafaji
Operations Manager
MVP Application and Game Design
Date: 08/16/2022

MVP APPLICATION AND GAME DESIGN L.L.C. Abu Dhabi U.A.E.

Employee

MVP_APPS MVP.APPS MVPAPPS www.MVP-APPS.com United Arab Emirates Abu Dhabi

5.2.1. Average percentage of placement of outgoing students during the last five years

Digival SOLUTIONS

Regd. & Corporate Office:
No 10 & 11 5TH Floor,
Chennai Citi Center,
Mylapore,
Chennai – 600004.
Tamil Nadu, India.
Phone: +91 -9962578825
Website: www.digivalsolutions.com

Date: 09 Mar 2023
Place: Chennai

Dear Mr.BASITH MOHAMED S,(Aadhaar No:550053853180)
No:2/267,
Pallivasal Street,
Puduviduthi,
Pudukottai.-622302.
Tamil Nadu.

Employee ID: D0110

Welcome to Digival Solutions!

On behalf of Digival Solutions Private Limited ("Digival"), we intend to offer to you as **Associate Analyst - Software Development** You will be **based** in **Chennai – Office Location**. However, your services could be utilized at any of DIGIVAL affiliate offices within or outside India. We are sure, you would find your career with Digival challenging and rewarding.

The intent to offer is subject to the following terms and condition.
Whereas "Company" refers to "Digival Solutions Private Limited" and its affiliates

Taxation

Your income in India will be subject to tax deduction at source in accordance with obligations and rulings set out by the Tax Laws of India and other statutory dues as applicable.

Remuneration

Your annual remuneration (GROSS) shall be ₹ **2,37,600.00/-(Two Lakh Thirty Seven Thousand Six Hundred only)** which includes all allowances. The allocation of such amount is as indicated in the attached Annex and shall be payable on the 5th day of each calendar month. On separation after 5 years of continuous service, you are eligible to receive gratuity in accordance with the Payment of Gratuities Act.

Date of Joining: Your date of joining: **01 Mar 2023**

Digival SOLUTIONS

EMPLOYMENT AGREEMENT

This Employment Agreement ("**Agreement**") is made at Chennai on this the **01 Mar 2023** By

and Between

Digival Solutions Private Limited, a company established under the laws of India and has its registered office at 5th Floor, Chennai City Center, Mylapore, Chennai, Tamil Nadu 600004, India and is represented by the Director, Mr. S. Mohamed Iqbal.

(Hereinafter referred to as the "**Employer**" which expression shall unless repugnant to the context be deemed to mean and include its successors and permitted assigns) of the First Part

And

Mr.BASITH MOHAMED S,holding Aadhaar No:550053853180 ,S/o about and residing at No:2/267,Pallivasal Street,Puduviduthi,Pudukottai.-622302,Tamil Nadu.

(Hereinafter referred to as the "**Employee**" which expression shall unless repugnant to the context be deemed to mean and include his heirs, executors, administrators, and assigns) of the Second Part

[Hereinafter the Employer and the Employee shall collectively be referred to as the "**Parties**" and individually the "**Party**"]

WHEREAS:

The Employer is engaged in the business of developing educational technology solutions and offering digital transformation services both in India and Abroad ("**Business**").

The Employee has been employed with the Employer ever since **01 Mar 2023** as per the Offer Letter dated **01 Mar 2023** under the Employee ID. No.**D0110.** The Employee is signing this Agreement as necessitated on account of the fact that the Employee has been recruited with substantial costs involved and further has to undergo detailed and expensive training at the cost and time of the Employer.

On basis of the Employee's representations to the Employer as set forth herein and considering that the Employee has been associated with the Employer since **01 Mar 2023,** the Employer wishes to retain the Employee's services, and the Employee wishes and agrees to provide such services to the Employer.

In view of the above, the Parties hereto by these presents agree to and prescribe the terms and conditions of the Employment in this Agreement, and the mode of carrying the same into effect, which the Parties hereto do hereby mutually and severally agree and covenant to observe, keep and perform.

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth in this Agreement, and for other good and valuable consideration, the sufficiency of which is acknowledged by the Parties, the Parties hereby agree as follows:

5.2.1. Average percentage of placement of outgoing students during the last five years

Digival SOLUTIONS

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS

1 PLACE AND TIME OF WORK

1.1 The principal place of work from where the Employee shall perform services for the Employer shall be the Employer's offices located at the Head Office in Chennai, Tamil Nadu, India.

1.2 The work week shall be from Monday to Friday. Maximum working hours per day shall be nine (09) hours, commencing from 9 AM to 6 PM which shall include a break of one (01) hour.

2 REMUNERATION:

2.1 Your annual remuneration (GROSS) shall be ₹ **2,37,600.00/-(Two Lakh Thirty Seven Thousand Six Hundred only) which** includes all allowances. The allocation of such amount is as indicated as follows:

Cost to the Company:

Components	Per Month	Per Year
BASIC Salary	6,300.00	75,600.00
HRA (House Rent Allowance)	3,150.00	37,800.00
CONVEYANCE	1,600.00	19,200.00
MEDICAL ALLOWANCE	1,250.00	15,000.00
SPECIAL ALLOWANCE	3,900.00	46,800.00
OTHER ALLOWANCE	1,800.00	21,600.00
Total Gross Salary	**18,000.00**	**2,16,000.00**
Employer's PF Contribution	1,800.00	21,600.00
Total Cost to the Company	**19,800.00**	**2,37,600.00**

2.2 The Remuneration shall be payable on the 5th day of each following calendar month. On separation after 5 years of continuous service, you are eligible to receive gratuity in accordance with the Payment of Gratuities Act.

2.3 Your income in India will be subject to Tax Deduction at Source in accordance with obligations and rulings set out by the applicable Tax Laws of India and other statutory dues as applicable.

2.4 All pre-approved expenses properly incurred and duly authorized in connection with the Employer's business will be reimbursed by the Employer upon submission and approval of your expense statements (with the supporting documents such as receipts, invoices, etc.) in accordance with the Employer's then prevailing policies and procedures.

3 DUTIES AND OBLIGATIONS

From the Effective Date, the following shall be the duties and obligations of the Employee:

3.1 The Employee agrees to devote his full time and attention to providing services and perform

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such other duties as required by the Employer.

3.2 The Employment of the Employee with the Employer, shall at all times, be subject to and bound by the then existing/prevailing Employer's HR Policies, rules, and regulations as may be in force from time to time or as may be brought to Employee notice by the Employer. This Agreement shall be read along with the Employers HR Policy for clarity and better understanding.

3.3 The Employee shall not commit any act or misconduct or commit any acts subversive to the discipline of the Employer, or otherwise misbehave in a manner that would be construed as being in violation of the rules of the Employer for the time being in force.

3.4 The Employee hereby undertakes and agrees that the nature of Business of the Employer may require the Employee to travel during or beyond the working hours therefore the Employee agrees to cooperate for the same upon receiving instructions from the Employer.

3.5 The Employee agrees and undertakes that during the term of the Employment, the Employee shall not engage in any employment /contract or work individually or with any other person, company, firm, undertaking or business, or trade-in the Union of India or anywhere in the world whether for consideration or reward or otherwise. The Employee agrees and is aware that the Employer reserves the right to terminate without any notice the Employment in the event of breach of this clause of the Agreement.

3.6 The Employee during the period of Employment with the Employer:

a) shall abide by the instructions of the officers and authorities of the Employer under whom the Employee may from time to time be placed; and
b) shall not engage in any work/assignment other than that arranged by the Employer even while off duty or on holidays except with the prior written permission of the Employer.

3.7 The Employee agrees and is aware that the Employer reserves the right to terminate without any notice the Employment in the event of misbehavior/misconduct or gross negligence or Employee breaching any confidential information of the Employer or the Employee rendering sub-standard service or failure to satisfactorily perform the services and shall include such circumstances wherein the Employer is constrained to lay-off the Employee during any uncertain and unforeseen events that may occur and the same is beyond the control of the Employer.

3.8 The Employee is not a party to any arrangement or agreement which will compromise the Employee's ability to carry out the duties for the Employer, and all information provided by the Employee in this Agreement is truthful and accurate, and the Employee is competent to enter into this Agreement and capable of performing the obligations hereunder.

3.9 Employee agrees and accepts to serve the Employer for a continuous period of thirty-six (36) months from the date of this Agreement.

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3.10 All information, training, data, etc., that may be received by the Employee during the Employment shall be the property of the Employer and the Employee undertakes to keep the said information, data, know-how, etc. strictly confidential. The Employee shall not make disclosure such data, information, etc. to any person or party. The Employee agrees not to disclose or discuss the information received by the Employee during his employment from the Employer with anyone not employed by the Employer or use the same for any future benefits.

3.11 The Employee agrees and undertakes that, in the event of the termination of the Employment, whether voluntary or involuntary, the Employee shall NOT for a period of Three (03) years immediately commencing from the effective date of termination, engage directly or indirectly, in a business activity similar to that of the Employer in India, Kingdom of Saudi Arabia and the United Arab Emirate whether as a proprietor, consultant, partner or employee, or in any other capacity. The Employee shall not seek employment or be employed with any customers, suppliers, agents, or representatives of the Employer for a period of two (02) years immediately commencing from the effective date of termination of the Employment.

3.12 The Employee agrees and undertakes that the nature of the Business of the Employer would require the Employee to work for extra hours beyond the actual working hours. As the delivery of such hours is not quantifiable considering the nature of work, there shall be no additional remuneration or compensation entitled.

3.13 The Employee hereby undertakes and agrees that the Employee shall work or provide the services to the Employer only from the Place of Business/Work (as specified under Clause 1.1 of the Agreement) during the Term of this Agreement which shall include the serving of notice period owing to termination/resignation unless written authorization is granted by the Employer to execute the work remotely or from any other place such as the Employer's associate offices, client's office etc.

4 LEAVE ENTITLEMENTS

Except as otherwise required by applicable law, your leave entitlements are subject to the following:

4.1 The Employee shall be entitled in each calendar year to Fourteen (14) working days of holiday with full salary (in addition to statutory holidays).

4.2 The Employee may be granted certain holidays in accordance with the Employer's leave policies at the Employer's discretion.

5 TERMINATION

5.1 This Agreement and the Employment of the Employee may be terminated by the Employer, Without Cause by giving the Employee a one (01) month notice in writing or payment of one (01) month salary in lieu of such notice.

5.2 If the Employee wishes to resign from the Employment, the Employee shall provide the Employer with a three (03) months' written notice to the Employer.

5.3 Upon termination of this Agreement, the Employee shall hand over all documents and materials constituting the property of the Employer, including any proprietary rights, Intellectual Property Rights and Confidential Information, which may be in the possession of the Employee at the time of termination of this Agreement.

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5.4 Termination of this Agreement for any reason shall not entitle the Employee to any compensation for loss of office under the Companies Act and the Employee shall only be entitled to such dues as may be contractually or statutorily payable in terms of this Agreement.

5.5 Subject to the other terms of this Agreement upon cessation of this Agreement for any reason (either by of way termination by the Employer or resignation by the Employee or retirement of the Employee in accordance with Employer policies), the Employee shall cease to be an employee of the Employer.

5.6 Upon the termination of the Employee's relationship with the Employer and further subject the terms of other contracts/agreements between the Employee and the Employer, the Employee will promptly deliver to the Employer or its nominee any and all memoranda, notes, records, information, plans or other documents provided to the Employee or developed by the Employee concerning the Business of the Employer and/or its Business Associates or any clients or affiliated or associated companies, whether or not of a secret or restricted nature.

6 INTELLECTUAL PROPERTY

6.1 In consideration of the Employment, the Employee hereby agrees with the Employer that all intellectual property rights arising out of or in relation to the work/services rendered by the Employee to the Employer shall accrue to the Employer and all such intellectual property rights shall be the sole and absolute property of the Employer and it shall be lawful for the Employer to deal with such intellectual property rights in any manner whatsoever as the Employer may deem fit.

6.2 The Employee hereby agrees and undertakes with the Employer that the Employee shall, if and whenever required by the Employer render all reasonable assistance for the Employer to apply for and obtain registration for the intellectual property rights arising out of or in relation to the work/services rendered by the Employee to the Employer, both in India and any other part of the world, for such intellectual property rights and shall on request by and at the cost of the Employer execute and do all the instruments and things necessary to vest the property in such intellectual property rights and any application for registration of such intellectual property rights that may be obtained in respect thereof, by the Employer or any person or persons or company appointed by the Employer, together with rights which may belong or accrue thereto.

7 DISPUTE RESOLUTION

All disputes and differences between the Parties hereto whether during the subsistence hereof or thereafter and whether relating to the interpretation of any of the terms and conditions contained herein or any claim or liability of any Party or as to any matter or things arising hereunder shall be resolved through Arbitration. Such Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996 and the rules made hereunder including any statutory modifications or amendments thereof. The disputes shall be referred to the sole arbitrator appointed by the Employer and his decision shall be final and binding upon the parties. The arbitration shall take place in Chennai in the English language.

8 MISCELLANEOUS

8.1 This Agreement shall be interpreted in accordance with and governed by the laws of India without regard to any conflict of principles of laws.

Digival SOLUTIONS

8.2 The rights of each Party under this Agreement shall not be to the exclusion of the rights granted under applicable laws in India but shall be in addition to such rights.

8.3 Each of the provisions of this Agreement is severable. If any provision of this Agreement (or part of a provision) is found by any competent authority to be invalid, unenforceable, or illegal, the other provisions shall remain in force. If any invalid, unenforceable or illegal provision would be valid, enforceable, or legal if some part of it were deleted or modified, the provision shall apply with whatever modification is necessary to give effect to the commercial intention of the Parties.

8.4 The Employee shall execute a separate Confidentiality and Intellectual Property Assignment Agreement with the Employer.

8.5 No amendment or waiver of any of the provisions of this Agreement shall be effective unless made in writing and signed by both Parties.

This Agreement along with the Confidentiality and Intellectual Property Assignment Agreement constitutes the entire agreement between the Parties with respect to the subject matter of this Agreement. This Agreement, supersedes all prior discussions and agreements (whether oral or written, including all correspondence) if any, between the Parties with respect to the subject matter of this Agreement.

All communications between the parties shall be deemed to have been effectively served if addressed on the following:

Employer:

_____

Mr. Mohamed Iqbal.

Director

Digival Solutions Private Limited,

Employee:

_____

Mr.BASITH MOHAMED S.

5.2.1. Average percentage of placement of outgoing students during the last five years

EDZOLA TECHNOLOGIES

Door no. 66 - A, R-Block, Kovaipudur,
Coimbatore, Tamilnadu, India - 641042.
GSTIN : 33BONPA6359E1Z1

Ph. No.: (+91) 9043225224
Email : support@edzola.com
Website : www.edzola.com

Employment Offer Letter

January 1, 2023

Dear Archunan,

I am pleased to offer you the position of **"Developer - Zoho Creator"** at EdZola Technologies (hereinafter referred to as "EdZola"). Your first day of work will be on **Monday, January 2, 2023**. (tentative)

Your annual CTC would be **Rs.4,00,200** which includes the following salary structure and benefits:

Salary Structure Details			
Sl No	**Components**	**Monthly**	**Annual**
1	Basic Pay	₹ 30,000	₹ 3,60,000
2	Internet Allowance	₹ 850	₹ 10,200
3	*Prosperity Sharing Plan	-	₹ 30,000
4	**Total**	**₹ 30,850**	**₹ 4,00,200**
	*The PSP rate ratio/percentage will be based on the employee's performance.You will be eligible for PSP if you have worked with EdZola for a minimum of 6 months. The bestowment of PSP is ultimately at the discretion of EdZola.		

You will also be eligible for any additional employee benefits that EdZola may provide in the future.

5.2.1. Average percentage of placement of outgoing students during the last five years

By signing below, you agree to the following:

1. You shall be employed as the Developer at EdZola Technologies.You shall work **6 days a week** i.e. from Monday to Saturday.
2. You will have to use your own laptop/ desktop for office purposes. You will be provided with an official mail id [.]@edzola.com
3. All data used during the employment tenure are confidential and should be stored in a cloud drive from your official ID provided by EdZola. We do not permit storing information in your personal computer without our consent. You will carry forward your duties with 100% honesty, integrity, morality and good behavior.
4. You shall be eligible for two paid holidays in a month namely 1 casual leave and 1 sick leave. You shall communicate at least one week in advance for planned absences and 1 day in advance for emergencies. You also agree to be punctual. In case you do not report on duty for a continuous period of five days without any intimation, your Employment can be immediately terminated.
5. **Probation Clause**
   a. All new employees are subject to a probationary period of 3 months from the joining date. During the probation period, the employees are required to perform at their best and are assessed if their skill sets match with the company requirements.
   b. During the probation period, the employees can be terminated without notice.

6. **Roles and Responsibilities**

5.1 To have the ability of breaking down business requirements to simple actionable steps in Zoho Creator.
5.2 To create custom applications in Zoho Creator based on customer's requirements.
5.3 To write scripts which are efficient and scalable code using Deluge Script.
5.4 To show ownership in the project execution and should think of multiple use cases from a customer's point of view and test the application for all edge / boundary cases.
5.5 To document the progress of the application in the prescribed format by the tech lead.
5.6 To test the app thoroughly to meet all use cases given by the client, and to maintain a separate test / use case documentation for the same.
5.7 To debug issues reported / assigned to the developer and find Root Cause Analysis of the same and make sure the same bug does not cause other bugs / non recurring in the future.
5.8 To proactively follow deadlines and keep the team informed about the progress done in the application
5.9 To actively follow and learn the latest trends in Zoho Creator / Software Design Principles, keep posting new features / methodologies of developing efficient applications.
5.10 To be a team player, help and learn from fellow teammates and contribute ideas and new initiatives.

5.2.1. Average percentage of placement of outgoing students during the last five years

7. **Confidentiality and Theft clause:**

6.1 You shall be in close contact with many confidential affairs of the EdZola / Clients and its affiliates, including matters of a business nature, such as information about costs, profits, markets, sales, and any other information not readily available to the public, and plans for future developments. You hereby agree to keep secret all confidential matters of EdZola / Clients and its affiliates and not to disclose them to anyone outside of EdZola, either during or after your employment with EdZola, except with EdZola's written consent

6.2 You also undertake to deliver promptly to EdZola on termination of your employment or at any time EdZola may so request, all memoranda, notes, records, reports, and other documents (and all copies thereof) relating to EdZola and its affiliates' businesses which you may then possess or have under your control.

6.3 You shall not use, compromise, steal, leak any data with respect to EdZola / Clients details which includes general & proprietary information, passwords & credentials, projects, curriculum, business plan, software, customer details, marketing & sales activities or any trade secrets / confidential data of EdZola. You shall not act in derogation with the interests of EdZola. In case of breach of this clause your employment stands terminated immediately and you will be liable to compensate EdZola monetarily for the same.

6.4 You shall not use the content prepared by you in the course of this employment without the written consent of EdZola.

6.5 You are prohibited from using any work both during the course of Employment and even after termination of the Employment If you wants to use any of the above work, prepared by you for EdZola, in Social Media Accounts, Personal Portfolio or any such platform for your personal benefit will have to obtain a written consent endorsing "No Objection" from EdZola. Unless you obtain a No Objection from EdZola, posting of such content in any platform would amount to breach of the Employment terms and you will be liable to compensate EdZola for the same.

6.6 You shall submit in writing to EdZola a request for using the Content/ work prepared in the course of Employment detailing clearly on the work that he/she wishes to use outside the scope of Employment. EdZola shall within 15 days on receipt of the same communicate in writing if and to what extent you shall exploit the same.

6.7 However, this does not bar you from showcasing the work in your social media platforms for the promotion of EdZola technologies on request of the Employer.

6.8 Any Employee who compromises the Confidentiality of information as detailed in Clause 6 shall be liable to pay a compensation of Rs.1,00,000 (or more) to EdZola based on the losses incurred. In case of such Breach the EdZola shall at its liberty choose to retain or terminate the employment.

8. **Non-Disclosure of Salary and other benefits :** The Employee covenants and agrees not to reveal to any person/other employee within or outside EdZola any information pertaining to the salary or the perks and other benefits given to him/her by EdZola.

5.2.1. Average percentage of placement of outgoing students during the last five years

9. **Conflict of Interest:** While you are employed at EdZola, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with EdZola (e.g. freelance coding work for our competitor. You may with the written consent of EdZola work part-time elsewhere. You also confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for EdZola.

10. **Guarantee:** You guarantee that whatever information provided by you (verbally and in writing) up to present-day including but not limited to your qualifications, skills etc are true to the best of your knowledge.

11. **Indemnity:** You shall not do any act/ of omit any act that may cause damage to the reputation of EdZola, the Products created or the Services rendered. You shall under no circumstance sacrifice the privacy of the data of the clients. In the event of any such act, you shall indemnify EdZola for the loss suffered and your employment shall stand terminated immediately.

12. Termination Clause

11.1 Voluntary Termination conditions: The employment can be terminated voluntarily by either party with a 1 month period written notice.

11.2 In a case where you terminate the agreement by 1 month notice, EdZola shall relieve you within a maximum period of 30 days from the date of the notice. EdZola shall also settle the dues to you within a maximum period of 30 days from the date of termination.

11.3 On death of the employee the contract de facto comes to an end.

11.4 This Contract of Employment shall be terminated immediately for any breach of the terms of employment committed by you under this Offer letter and EdZola's Policy.

11.5 The employer may at any time during the Term, by immediate notice, terminate your employment for malfeasance, misfeasance, or nonfeasance in connection with the performance of Employee's duties, the cause to be specified in the notice of termination.

11.6 In the event of termination (voluntary or Involuntary), you will duly return all the tangible and intangible property available at your end relating to EdZola before your last date of work. You shall also prepare a knowledge base on the current work and projects that you are /were involved and handover it to your concerned superior.

11.7 In the event of violation of any terms in this Employment offer letter, EdZola is at the liberty to terminate you by a notice.You won't be issued an experience certificate in case your job is terminated because of a breach of any condition clause of this employment contract.

5.2.1. Average percentage of placement of outgoing students during the last five years

13. Intellectual property Rights

12.1 It is agreed that anything you create, contribute or collaborate (examples: illustrations, scripts, software, accounts, mockups, prototypes, software, collateral, curriculum, lesson plans, training materials, customer data, contact lists, marketing brochures, and business plans etc) during your work with EdZola will be considered the property of EdZola and you will have no ownership claims on such direct or derivative work.

12.2 Fair Use Clause: If any of the projects you have worked on are to be used for educational purposes or other job recruitment, you can share the same after written approval from the founder. EdZola has the prerogative to decide on the data that shall be shared / disclosed.

This letter agreement supersedes and replaces any prior agreements, representations or understandings (whether written, oral, implied or otherwise) between you and the EdZola and constitute the complete agreement between you and the EdZola regarding the subject matter set forth herein. This letter agreement may not be amended or modified, except by an express written agreement signed by both you and a duly authorized officer of Edzola.

We would like to take this opportunity to welcome you to EdZola and wish you a rich learning experience and a successful career.

Sincerely,

Akshay V
Founder,
EdZola Technologies

I , hereby accept the employment offer and assure to work to the best of my abilities.

Archunan R

(Please sign above your name)
Name: Archunan R
Date: 15/1/2023
Place: illuppur

5.2.1. Average percentage of placement of outgoing students during the last five years

Letter of Appointment
February 7, 2023

HASNA TECHNOLOGY
BUILD THE BEAUTIFUL WORLD

Hasna Technology
Old No 178 New No 2, 2nd Floor
Coral Merchant Street, George Town
Chennai - 600001

Dear Mr. Ahamed Salman,

Hasna Technology is a software consulting and service-oriented company to a diversified client base in India and throughout the Asia Pacific region. Hasna Technology, headquartered in Singapore, was established in 2018. The HT website is www.hasnatech.com.

With reference to your Employment Application, we are pleased to offer you the position of **JUNIOR WEB PROGRAMMER** in Hasna Technology (India). (the "Company") upon your acceptance of the following terms and conditions:

1. **Commencement Date / Service Date**
   Your employment will commence on February 8, 2023. This date will be used for calculating your date of service and gratuity.

2. **Pay**
   You will be paid Rs 12000/- per month on these probationary periods and will be increased based on your performance.

3. **Appointment Location**
   Your primary place of duties will be Chennai in India.

4. **Probationary Period**
   Your Probation Period will be six (6) months from the date of commencement. The Company may extend the probation period based on your performance.

5. **Appointment Confirmation**
   Upon satisfactory completion of your probationary period, and upon receipt of a satisfactory performance report, the Company shall confirm your appointment in writing.

6. **Performance Management**

   Your Employment Category is Regular full time. Your first scheduled performance review will occur upon completing six months of service followed by a performance review and salary review upon completing one year of service from the date of appointment and annually thereafter. Additional performance management terms are Company Employee Handbook.

7. **Compensation**

   Your annual gross consolidated salary, inclusive of all perks, will 1,08,000 Indian Rs (INR One Lakh Eight Thousand only), as per the attached Cost to Company (CTC).

   Your monthly salary will be paid on the last working day of the month following services provided. Any adjustments required will be added or deducted from the following months 'pay. The Company shall deduct from your salary and bonus all such sums it is authorized to

deduct under the laws of India.

Any bonus or declarations of bonus shall be made at the sole and absolute discretion of the Company in accordance with the laws of the land at that time.

8. **Business Travel**

In the event you are requested by the Company to render services outside of your primary location within India or to overseas locations, standard travel & living allowances that are applicable in such a situation shall be extended to you in accordance with the Company Employee Handbook. These will be identified to you prior to travel.

9. **Local travel**

You will be totally responsible for your land transportation while being employed with the Company in your primary location in India. You are not entitled to any transport allowance from residence to work location during normal working hours. You may be eligible for an allowance after normal working hours.

10. **Duties**

Your primary duties as **JUNIOR WEB PROGRAMMER** are as follows:

- Duties as assigned to you by HT India Project Manager.

11. **Working Hours**

You will adhere to the Company normal working hours, or the Company's clients working hours, while being assigned at the Company's client site. The Company normal working hours are Monday to Friday, 9:00 a.m. to 7.00 p.m. with a one-hour lunch break at 1.00 p.m.

The Company reserves the right, at its sole discretion, to revise, amend or extend the working hours should the need arise. You may be required to work beyond the normal working hours to discharge your duties at the sole discretion of the Company. India law will prevail for hours other than identified.

12. **Holidays & Leave**

You are entitled to paid leave for the National Public Holidays of India.

Annual Leave

As a regular full time, employee, you shall be entitled to eighteen (18) work days of privilege paid leave and six (6) work days of casual paid leave per annum, on a calendar year basis, for every 12 months of continuous service, accrued over each full month of employment, and it shall be taken at the Company ' s convenience.

Sick Leave

As a regular full time employee, you are entitled to a maximum of twelve (12) days of paid sick leave calendar year.

You must notify the Company and/or your immediate supervisor as soon as practicable if you are unable to work for medical reasons. You are required to produce, without demand, a medical certificate in all cases where you are absent from work for medical for more than three (3) consecutive days.

Maternity Leave

As a regular full time employee, you will eligible for (90) calendar days of paid maternity leave as per India law. Such leave is to be taken on doctor's certificate. The maternity leave will be on a fully paid basis as long you have served for at least one hundred and eighty (180) calendar days before the date of first confinement.

13. **Termination and Notice**

All notices of termination by either party shall be via written/electronic correspondence. The Company reserves the right to terminate employment without assigning any reason.

With Notice

During the probationary period, either party may terminate the contract by giving two (2) weeks' notice or the equivalent of two (2) weeks salary in lieu of notice, which period or part thereof, the Company may waive at its sole discretion on payment of salary equivalent to such notice period waived.

Upon confirmation of your employment, the Company may terminate the contract by giving thirty (30) days' notice or thirty (30) days salary in lieu of notice, which period or part thereof, the Company may waive at its sole discretion on payment of salary equivalent to such notice period waived.

Upon confirmation of your employment, you may terminate the contract by giving sixty (60) days' notice. In lieu of notice, the Company at its sole discretion may waive such period or part thereof on payment of salary equivalent to the notice period waived.

During your notice period, you shall handover all documents and materials of the Company and the client relating to your work and ensure a smooth transition of your duties and responsibilities. You shall not retain any copies (including electronic or soft copies) thereof. If you fail to complete the handover during the notice period, the Company shall be fully entitled to require and compel you to stay two (2) more weeks after the notice period has ended to complete the hand over.

Without Notice

The Company reserves the right to give notice forthwith without prior compensation, notice or payment in lieu, terminating your employment immediately if you are guilty of misdemeanor, misconduct, negligence, providing incorrect information or representation or suppressing information during the hiring process, or breach of any of the terms of this Letter of Appointment or the Company Employee Handbook which may be deemed detrimental in any way to the Company's interest or for any reason which in the sole opinion of the Company justifies summary dismissal.

If you are unable to properly perform your duties because of ill health, accident, or otherwise for a period or periods aggregating at least 180 days in any consecutive twelve (12) calendar months or for a continuous period of 180 working days, your employment will be terminated, as applicable.

Additionally, if you are unable to perform your duties due to deficiency or incompetence in discharging your duties under these terms of employment, your employment will be terminated, as applicable.

14. **Confidentiality**

You shall not disclose to any third party any confidential information obtained during your course of employment unless expressly authorized by the Company. Confidential information for the purposes of this contract includes and is not limited to trade secrets, business plans, strategies, financial information, and any other information that will affect the Company's competitive position.

Your obligations to maintain confidentiality and secrecy shall apply after your employment until such time that the information is no longer confidential or has been made public by the Company. You shall not without prior written consent of the Company destroy, make copies, duplicate, or reproduce in any form the Company's confidential information.

Additionally, you will refrain from soliciting or accepting employment with any company that competes with us while you are providing services as an employee of the Company and for a period of twenty-four (24) months after the end of that employment. You also agree to maintain the confidentiality of all Intellectual Property as well as the nature of the services performed for that same twenty-four (24) month period.

15. **Policies, Procedures, & Code of Conduct**

Your appointment in this Company is whole time, and therefore you will devote your whole time and attention exclusively to your office work to promote the interest of this company. You will not without our written permission carry out any trade or business, or be engaged, for any part of your time, in any capacity, in the services of any other firm, company or person, or be interested directly or indirectly (except as shareholder or holder) in any other trade or business.

Further details of the rules and code of conduct of the Company are provided in the Company Employee Handbook. You are bound to the policies and procedures in force and documented therein.

The Company reserves the right to modify, rescind, or append this document and shall be made know to employees in writing.

16. **Governing Law**
This Letter of Appointment shall be governed by and construed in accordance with the laws of India.

5.2.1. Average percentage of placement of outgoing students during the last five years

17. **Acceptance**

If you are agreeable to the above-mentioned terms and conditions, please confirm your acceptance of the above terms and conditions by signing and returning to us the duplicate copy of this Letter within four (4) days from the date of this Letter. Unless we receive information from you as stated, the appointment made by this letter, shall, unless otherwise decided by the Company, stand automatically revoked.

By,

HASNA TECHNOLOGY CHENNAI

M Cader Meera Sahib
CEO & Technology Specialist
Hasna Technology
Singapore | Chennai

5.2.1. Average percentage of placement of outgoing students during the last five years

dovyo

OFFER LETTER

Date of Issue: **01/11/2022**

Name of the Candidate: **Abu Syed Salman K**

Address: **1/29, Wahap Complex, Heber Road, Beemanagar, Trichy - 620001**

Designation: **Trainee- Flutter**

We are delighted to offer you the position of **Trainee - Flutter** in **"DOVYO TECHNOLOGIES PRIVATE LIMITED"** We believe your skills and experience are suitable for our working culture. You will be reporting directly to **Mr.Noushath Peer Mohammed (Director-IT).** You will be paid with annual salary of Rs.96,000 per annum. Referring to the employment as per the joining date you are required to undergo a probation period of **180** days excluding your training period of three months and you are entitled to sign a contract for 2 years including training period.

In acceptance of this offer you are requested to carry out a reply mail within 7 days from the date of issue.

We are glad to welcome you as a trainee.

Sincerely,

Raja Mohammed M

(Managing Director)

5.2.1. Average percentage of placement of outgoing students during the last five years

GSTIN : 33BCMPS6862F1Z7

Cell : 98424 - 70530
Off : 0431 - 4011122
Tel. / Fax : 0431 - 2705319
email : shajahan_btc@yahoo.com

பாரத் டிரேடிங் கம்பெனி
BHARATH TRADING COMPANY

77, MADURAI ROAD, (NATHAN BUILDING), Opp. RAJA THEATRE BUS STOP, TRICHY - 8.

BTC/

Date: 05 April 2022

Dear **Ajith Kumar**
Jamal Mohamed College

Congratulations! We are pleased to confirm that you have been selected to work for **BHARATH TRADING COMPANY**. We are delighted to make you the following job offer.

The position we are offering you is that of Sales Executive at a monthly salary of Rs. **15,000/.** This position reports to Mr. Shajahan. Your working hours will be from **[10.00 AM to 8.00 PM].**

We would like you to start work on at **03rd June 2022** Please report to Mr. Shajahan, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me 22nd April 2022 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our **BHARATH TRADING COMPANY** and look forward to working with you.

For BHARATH TRADING COMPANY

Proprietor

Dealers in :

INDEF Chain Pulley Blocks, **GREAVES** Gear Boxes, **USHAMARTIN / ORIENT** Steel Wire Ropes & Slings, **ROLON / DIAMOND** Industrial Roller Chains, **GARWARE / LION** P.P. Ropes, **ILCM** Alloy Steel Link Chains, **CHAMPION / FYSAX** Asbestos Products, **ESAB / UNICAB,** Copper & Aluminium Welding Cables, Welding Accessories, All Engg. Tools and General Order Suppliers.

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5.2.1. Average percentage of placement of outgoing students during the last five years

GSTIN : 33BCMPS6862F1Z7

Cell : 98424 - 70530
Off : 0431 - 4011122
Tel. / Fax : 0431 - 2705319
email : shajahan_btc@yahoo.com

பாரத் டிரேடிங் கம்பெனி
BHARATH TRADING COMPANY

77, MADURAI ROAD, (NATHAN BUILDING), Opp. RAJA THEATRE BUS STOP, TRICHY - 8.

BTC/

Date: 05 April 2022

Dear **SATHISH KUMAR**
Jamal Mohamed College

Congratulations! We are pleased to confirm that you have been selected to work for **BHARATH TRADING COMPANY**. We are delighted to make you the following job offer.

The position we are offering you is that of Business Development Executive at a monthly salary of Rs. **18,000/.** This position reports to Mr. Shajahan. Your working hours will be from **[10.00 AM to 8.00 PM].**

We would like you to start work on at **03rd June 2022** Please report to Mr. Shajahan, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me 22nd April 2022 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our **BHARATH TRADING COMPANY** and look forward to working with you.

For BHARATH TRADING COMPANY

Proprietor

Dealers in :

INDEF Chain Pulley Blocks, GREAVES Gear Boxes, USHAMARTIN / ORIENT Steel Wire Ropes & Slings, ROLON / DIAMOND Industrial Roller Chains, GARWARE / LION P.P. Ropes, ILCM Alloy Steel Link Chains, CHAMPION / FYSAX Asbestos Products, ESAB / UNICAB, Copper & Aluminium Welding Cables, Welding Accessories, All Engg. Tools and General Order Suppliers.

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5.2.1. Average percentage of placement of outgoing students during the last five years

GSTIN : 33BCMPS6862F1Z7

Cell : 98424 - 70530
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email : shajahan_btc@yahoo.com

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BHARATH TRADING COMPANY

77, MADURAI ROAD, (NATHAN BUILDING), Opp. RAJA THEATRE BUS STOP, TRICHY - 8.

BTC/

Date: 05 April 2022

Dear **MOHAMED ASIK**
Jamal Mohamed College

Congratulations! We are pleased to confirm that you have been selected to work for **BHARATH TRADING COMPANY**. We are delighted to make you the following job offer.

The position we are offering you is that of at an Office Assistant monthly salary of Rs. **12,000/.** This position reports to Mr. Shajahan. Your working hours will be from **[10.00 AM to 8.00 PM].**

We would like you to start work on at **03rd June 2022** Please report to Mr. Shajahan, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me 22nd April 2022 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our **BHARATH TRADING COMPANY** and look forward to working with you.

For BHARATH TRADING COMPANY

Proprietor

Dealers in :

INDEF Chain Pulley Blocks, **GREAVES** Gear Boxes, **USHAMARTIN / ORIENT** Steel Wire Ropes & Slings, **ROLON / DIAMOND** Industrial Roller Chains, **GARWARE / LION** P.P. Ropes, **ILCM** Alloy Steel Link Chains, **CHAMPION / FYSAX** Asbestos Products, **ESAB / UNICAB**, Copper & Aluminium Welding Cables, Welding Accessories, All Engg. Tools and General Order Suppliers.

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5.2.1. Average percentage of placement of outgoing students during the last five years

GSTIN : 33BCMPS6862F1Z7

Cell : 98424 - 70530
Off : 0431 - 4011122
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பாரத் டிரேடிங் கம்பெனி

BHARATH TRADING COMPANY

77, MADURAI ROAD, (NATHAN BUILDING), Opp. RAJA THEATRE BUS STOP, TRICHY - 8.

BTC/

Date: 05 April 2022

Dear **SYED MOHAMED**
Jamal Mohamed College

Congratulations! We are pleased to confirm that you have been selected to work for **BHARATH TRADING COMPANY**. We are delighted to make you the following job offer.

The position we are offering you is that of Cashier at a monthly salary of Rs. **13,500/.** This position reports to Mr. Shajahan. Your working hours will be from **[09.30 AM to 8.00 PM].**

We would like you to start work on at **03rd June 2022** Please report to Mr. Shajahan, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me 22nd April 2022 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our **BHARATH TRADING COMPANY** and look forward to working with you.

For *BHARATH TRADING COMPANY*

Proprietor

Dealers in :

INDEF Chain Pulley Blocks, GREAVES Gear Boxes, USHAMARTIN / ORIENT Steel Wire Ropes & Slings, ROLON / DIAMOND Industrial Roller Chains, GARWARE / LION P.P. Ropes, ILCM Alloy Steel Link Chains, CHAMPION / FYSAX Asbestos Products, ESAB / UNICAB, Copper & Aluminium Welding Cables, Welding Accessories, All Engg. Tools and General Order Suppliers.

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Cell: 98424 - 70530
Off : 0431 - 4011122
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email : shajahan_btc@yahoo.com

பாரத் டிரேடிங் கம்பெனி
BHARATH TRADING COMPANY

77, MADURAI ROAD, (NATHAN BUILDING), Opp. RAJA THEATRE BUS STOP, TRICHY - 8.

BTC/

Date: 05 April 2022

Dear **JEEVA**
Jamal Mohamed College

Congratulations! We are pleased to confirm that you have been selected to work for **BHARATH TRADING COMPANY**. We are delighted to make you the following job offer.

The position we are offering you is that of Sales Executive at a monthly salary of Rs. **15,000/.** This position reports to Mr. Shajahan. Your working hours will be from **[10.00 AM to 8.00 PM].**

We would like you to start work on at **03rd June 2022** Please report to Mr. Shajahan, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me 22nd April 2022 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our **BHARATH TRADING COMPANY** and look forward to working with you.

For BHARATH TRADING COMPANY,

Proprietor

Dealers in :

INDEF Chain Pulley Blocks, GREAVES Gear Boxes, USHAMARTIN / ORIENT Steel Wire Ropes & Slings, ROLON / DIAMOND Industrial Roller Chains, GARWARE / LION P.P. Ropes, ILCM Alloy Steel Link Chains, CHAMPION / FYSAX Asbestos Products, ESAB / UNICAB, Copper & Aluminium Welding Cables, Welding Accessories, All Engg. Tools and General Order Suppliers.

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Right Foundation

(Regd. No. 224/09)

No.105, Vanapattaral Street, Teppakkulam, Trichy-620 002. Tamil Nadu.
E-mail: rightfoundationn@gmail.com www.rightfoundationn.org

• Consultancy • Research • Training • Counselling • Publications • Outreach Programmes

06.08.2022

SERVICE CERTIFICATE

This is certification that **Mr. Manoj** who is working in Right Foundation, Trichy and has been designated as a **Content Writer** from 01.07.2022 and CTC will be paid Rs. 2,16,000 /- (Two Lakhs Sixteen Thousand Only).

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Right Foundation
(Regd. No. 224/09)
No.105, Vanapattarai Street, Teppakkulam, Trichy-620 002. Tamil Nadu.
E-mail: rightfoundationn@gmail.com www.rightfoundationn.org
• Consultancy • Research • Training • Counselling • Publications • Outreach Programmes

06.08.2022

SERVICE CERTIFICATE

This is certification that **Mr. Saran Raj** who is working in Right Foundation, Trichy and has been designated as a **Counselor** from 01.07.2022 and CTC will be paid Rs. 2,16,000 /- (Two Lakhs Sixteen Thousand Only).

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5.2.1. Average percentage of placement of outgoing students during the last five years

Right Foundation
(Regd. No. 224/09)
No.105, Vanapattaral Street, Teppakkulam, Trichy-620 002. Tamil Nadu.
E-mail: rightfoundationn@gmail.com www.rightfoundationn.org
• Consultancy • Research • Training • Counselling • Publications • Outreach Programmes

06.08.2022

SERVICE CERTIFICATE

This is certification that **Mr. Bharathan** who is working in Right Foundation, Trichy and has been designated as a **Trainer** from 01.07.2022 and CTC will be paid Rs. 1,80,000 /- (One Lakhs Eighty Thousand Only).

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5.2.1. Average percentage of placement of outgoing students during the last five years

Fursan Consultants

FURSAN CONSULTANTS

+91 95004 65757 | +91 73731 46444 | +91 73732 46444
fursanconsultants@gmail.com
No.13, Samadh School Street, Khaja Nagar, Tiruchirappalli-20
GSTN: 33ACKPF1104A2ZN IEC: ACKPF1104A

Air Ticketing | Hotel Bookings | Holidays | Visa Services | Rent A Car | Money Transfer

Date : 19.03.2022

To

The Placement Officer
Jamal Mohamed College
Tiruchirappalli

Selected List - Reg.

The following list of students has attended the recruitment drive on March 18, 2022 at our premises and the selection offer letter will be issued shortly.

Name of the candidate	Designation	CTC
Anas Mohamed	Customer Service Executive	1,74,000.00
Kathiravan	Reservation Agent	1,50,000.00
Mohamed Ismail	Marketing Executive	1,98,000.00
Noortheen	Travel Agent	1,80,000.00
Sheyn	Accountant	2,40,000.00
Hari Ganesh	BDE	1,98,000.00

We congratulate all the selected students and look forward to having them join the Fursan family.

Regards!

FURSAN CONSULTANTS Cell No: 9500465757 TRICHY

We are Associated with

IndiGo via Dhanshind JustClick4Pay Parveen Travels IRCTC

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5.2.1. Average percentage of placement of outgoing students during the last five years

FURSAN CONSULTANTS
+91 95004 65757 | +91 73731 46444 | +91 73732 46444
fursanconsultants@gmail.com
No.13, Samadh School Street, Khaja Nagar, Tiruchirappalli-20
GSTN: 33ACKPF1104A2ZN IEC: ACKPF1104A
Air Ticketing | Hotel Bookings | Holidays | Visa Services | Rent A Car | Money Transfer

Date : 20.03.2022

To

The Placement Officer
Jamal Mohamed College
Tiruchirappalli

Selected List - Reg.

The following list of students has attended the recruitment drive on March 19, 2022 at our premises and the selection offer letter will be issued shortly.

Name of the candidate	Designation	CTC
Abdul Azeez.S.A	Marketing Executive	2,50,000
Sathiya Moorthy R	Travel Agent	2,50,000
Ijaz Ahamed M	Reservation Agent	2,50,000
Parthiban B	BDE	2,40,000
Abdul Rahman.M	Accountant	2,40,000

We congratulate all the selected students and look forward to having them join the Fursan family.

Regards!

20.03.2022

FURSAN CONSULTANTS Cell No: 9500465757 TRICHY

We are Associated with

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5.2.1. Average percentage of placement of outgoing students during the last five years

GSTIN : 33BCMPS6862F1Z7
Cell : 98424 - 70530
Off : 0431 - 4011122
Tel. / Fax : 0431 - 2705319
email : shajahan_btc@yahoo.com

பாரத் டிரேடிங் கம்பெனி

BHARATH TRADING COMPANY

77, MADURAI ROAD, (NATHAN BUILDING), Opp. RAJA THEATRE BUS STOP, TRICHY - 8.

BTC/

Date: 05 April 2022

Dear **Mohamed Mathar Fasal S**
Jamal Mohamed College

Congratulations! We are pleased to confirm that you have been selected to work for **BHARATH TRADING COMPANY**. We are delighted to make you the following job offer.

The position we are offering you is that of at an Marketing Executive monthly salary of Rs. **18,000/-**. This position reports to Mr. Shajahan. Your working hours will be from **[10.00 AM to 8.00 PM]**.

We would like you to start work on at **03rd June 2022** Please report to Mr. Shajahan, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me 22nd April 2022 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our **BHARATH TRADING COMPANY** and look forward to working with you.

For BHARATH TRADING COMPANY

Proprietor

Dealers in :

INDEF Chain Pulley Blocks, **GREAVES** Gear Boxes, **USHAMARTIN / ORIENT** Steel Wire Ropes & Slings, **ROLON / DIAMOND** Industrial Roller Chains, **GARWARE / LION** P.P. Ropes, **ILCM** Alloy Steel Link Chains, **CHAMPION / FYSAX** Asbestos Products, **ESAB / UNICAB**, Copper & Aluminium Welding Cables, Welding Accessories, All Engg. Tools and General Order Suppliers.

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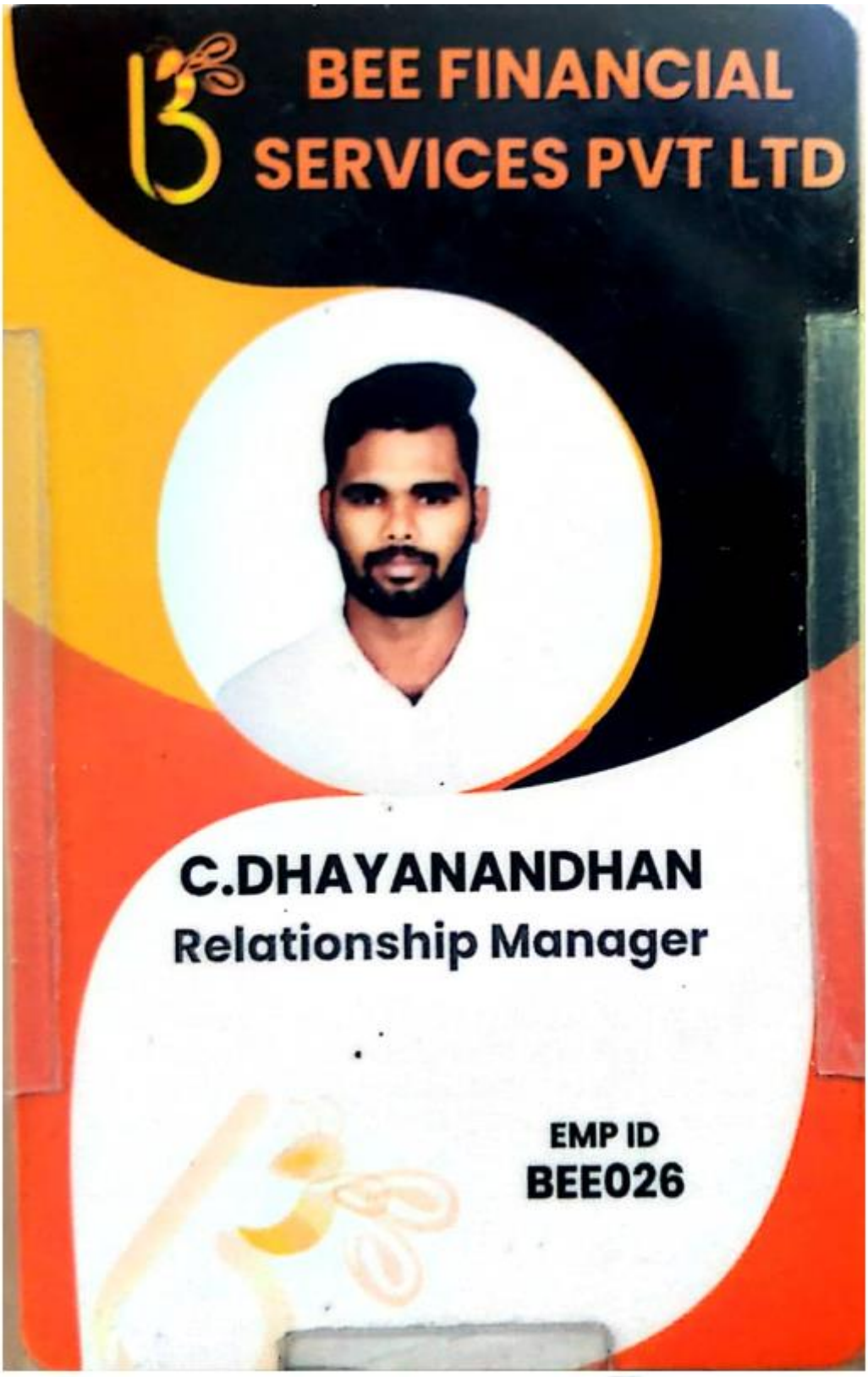
5.2.1. Average percentage of placement of outgoing students during the last five years



Scanned with OKEN Scanner

5.2.1. Average percentage of placement of outgoing students during the last five years

Blood Group : B+ve

DOB : 02-06-1999

Address : C137 East Vipoothi Prakharam,
Srirangam, Thiruvanaikovil,
Trichy - 620005

Email Id : dhayanandhan99@gmail.com

Emergency Contact No : 83448 91792

Contact No : 96006 76618

Issusing Authority

BEE FINANCIAL SERVICES PVT LTD

No:172, 1st Floor, Satthara Street, Sri Rangam,
Trichy - 620 006. Email: beefinloans@gmail.com

Always carry your card during office
Kindly report to issusing authority for lost Stolen Card

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5.2.1. Average percentage of placement of outgoing students during the last five years

SHRIRAM Life Insurance
YOUR PARTNER FOR PROSPERITY

16th December 2022

Mr. Abinesh P
NO.61-2,W-7, Odai Street
Eluvampatty, Uthamapalayam
Chinnaovalapuram, Theni.

Dear **Mr. Abinesh P,**

With reference to your candidature and the subsequent interview you had with us, we are pleased to appoint you as **Assistant Business Manager** on the following terms and conditions:

1. Your place of posting will be at **Chinnamannur, Tamil Nadu.**
2. You will be reporting to **Mr. Thiyagarajan A, Area Manager.**
3. Your compensation will be **Rs. 1,71,456/- per annum (Rupees One Lakh Seventy One Thousand Four Hundred and Fifty Six Per Annum Only)** for which, the following is the breakup:

Compensation Heads	Amount Rs. (per month)	Amount Rs. (per annum)
Basic Pay	5,000	60,000
House Rent Allowance	2,500	30,000
Conveyance Allowance	1,100	13,200
*Statutory Bonus	1,400	16,800
Gross Salary	**10,000**	**1,20,000**
Co.'s contribution to PF	600	7,200
Gratuity	240	2,880
Co.'s contribution to ESI	280	3,360
Co.'s contribution to Insurance	168	2,016
Fuel Reimbursement	2,000	24,000
Mobile Reimbursement	1,000	12,000
Total CTC	**14,288**	**1,71,456**

*Statutory Bonus indicated above will be paid as per the Payment of Bonus Act. **The Statutory Bonus will be paid as part of Gross Salary.** Gratuity is payable as per the payment of Gratuity Act.

4. In addition to the above the following benefits will be applicable to you as per company policy.
   a. Group Term Insurance
   b. Group Personal Accident
   c. Group Mediclaim Insurance / ESI as applicable
5. Incentive shall be payable to an employee only if they are on rolls of the Company on the day of pay-out.
6. You will be on probation for a period of **Six months** from the date of joining. During probation period, your services shall be terminated without giving any notice / reasons whatsoever. However, after confirmation of your services, **One month (15 day's mandatory)** notice shall be given on either side at the time of leaving the organization or in the event of Termination of services.

Shriram Life Insurance Company Limited
Plot No. 31 & 32, 5th & 6th floor Ramky Selenium,
Beside Andhra Bank Training Centre, Financial District,
Gachibowli, Hyderabad - 500 032. Telangana State
Phone: 91 40 2300 9400 (Board) Web: www.shriramlife.com
CIN : U66010TG2005PLC045616

associated with Sanlam group

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5.2.1. Average percentage of placement of outgoing students during the last five years

SHRIRAM Life Insurance
YOUR PARTNER FOR PROSPERITY

7. You will be eligible for other statutory benefits as admissible from time to time.
8. Your services are liable for transfer from one station to another station in India, wherever we have the business interests and also from one Company to another Company of the group.
9. You shall be governed by the rules and regulations of the Company.
10. You will appreciate, compensation details are strictly confidential and hence you are requested to refrain from discussing the same with others due to its sensitivity. The management takes a serious view on any one sharing his/her compensation with other employees.

We advise you to report for joining the services of the Company on or before **30th December, 2022** at the following address:

Shriram Life Insurance Company Ltd.
Chinnamannur, Tamil Nadu.

Please sign and return the duplicate copy of this letter as token of your acceptance.

Please bring the following documents at time of Joining, failing which your salary will not be processed till such time where-in all the below documents are submitted.

1. Copy of certificates, in proof of your Age & Qualifications.
2. 3 copies of passport size photographs
3. Copy of Relieving letter of all the previous organizations, you have worked in.
4. Last 2 months' salary slips.
5. Copy of PAN Card.
6. Copy of Aadhaar Card
7. Duly filled Joining Forms. (Joining Report, Bank Form along with cancelled cheque, Family Particular Form, Photo Id Form and Form 11).

For Shriram Life Insurance Company Ltd

Arvind J
Vice President-HR

ACCEPTANCE OF THE EMPLOYMENT

I have read and understood the enclosed Service Terms and Conditions forming part of appointment and accept the same.

Place:
Date:

Signature
(Abinesh P)

Shriram Life Insurance Company Limited
Plot No. 31 & 32, 5th & 6th floor Ramky Selenium,
Beside Andhra Bank Training Centre, Financial District,
Gachibowli, Hyderabad - 500 032. Telangana State
Phone: 91 40 2300 9400 (Board) Web: www.shriramlife.com
CIN : U66010TG2005PLC045616

associated with Sanlam group

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5.2.1. Average percentage of placement of outgoing students during the last five years

Clover Group

JOINING LETTER

Date: February 1, 2023

Dear Aashwina P,

We would like to congratulate you on being selected for the Internship with our organization as **Trainee**. Your Internship is scheduled for the period of 2 months, following based on your performance & skills you may get offered as a fulltime employee of Clover Design Group. Your Internship is scheduled on **February 6, 2023** and you will receive stipend of Rs. 10,000 per month.

You are requested to submit the following documents on or before the joining date.

- **10th, 12th, Graduation Mark sheets**
- **Photo ID Proof (Aadhar & PanCard)**
- **2 Passport Size Photographs**
- **Bank Account Passbook or Cheque leaf Photocopy**

Please sign in the duplicate copy of this letter as a token of your acceptance along with intimation of tentative date of Joining within the period mentioned above, failing which it will be presumed that you are not interested in this offer and the offer will stand withdrawn.

We wish you all the best.

Thanking You,

For Clover Design Group

Avinash

HR - Manager

Clover Design Group
No 6/9, TNS Tower, Karur Bypass Road, Trichy 620 002
Website: www.cloverdesigngroup.com | Email: hr@cloverdesigngroup.com

5.2.1. Average percentage of placement of outgoing students during the last five years

5.2.1. Average percentage of placement of outgoing students during the last five years

Meshira®
Luxury Handcrafted

DATE 22/11/2022

To
Ms. Charulatha.C
233A, GANESHPURAM ROAD WEST,
DEVASTHANAM,PETTAVAITHALAI,
TIRUCHIRAPALLI,
TAMILNADU-639112

Dear Charulatha.C ,

With reference to your application for employment and the recent discussions you have had with us, we are pleased to offer you employment with ***Meshira Luxury Handcrafted*** as Designer at our Chennai (Neelankarai) Branch and you will be expected to carry out duties appropriate to this appointment.

Your compensation will be on the basis of "Cost to the Company" (CTC) concept and is detailed. Accordingly, Your Initial Net CTC will be INR 13,000 per Month.

Please Sign and return the attached copy of this letter to signify your acceptance of the offer. You are required to join the Company on November 22 nd 2022.

We welcome you to ***Meshira Luxury Handcrafted*** and wish you a long and successful career with us.

Yours Sincerely,

For Meshira Luxury Handcrafted.

Rajashree Gopinath

Managing director

I accept the offer and will join on _____

Sign: Name: Date:

7401179779 | info@meshira.in | www.meshira.in

504, 4th South Main Road, Kapaleeshwarar Nagar, Neelankarai, Chennai-600115.

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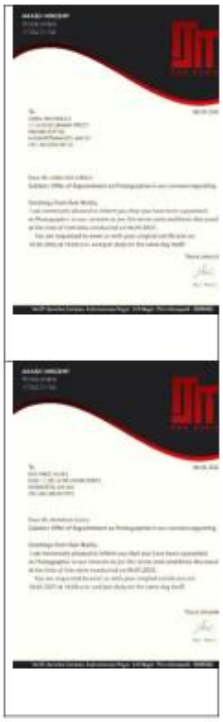

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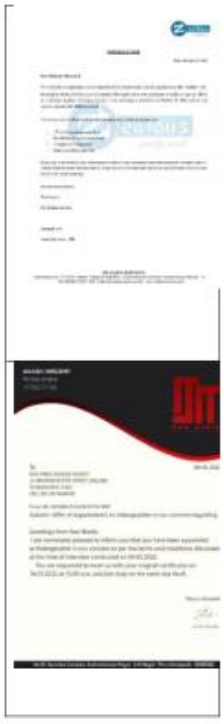

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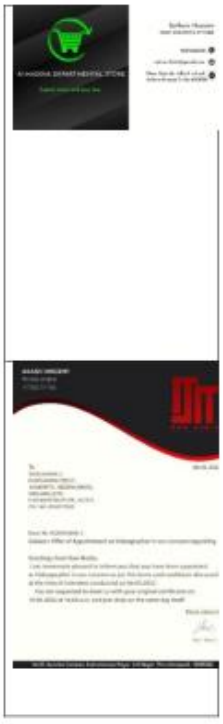

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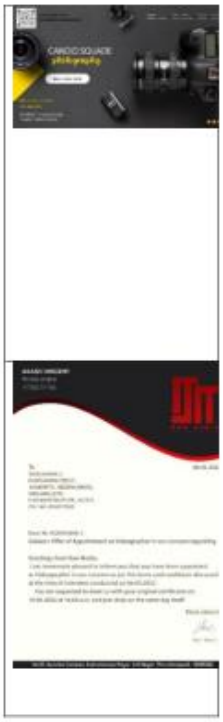

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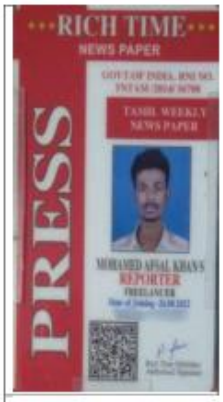

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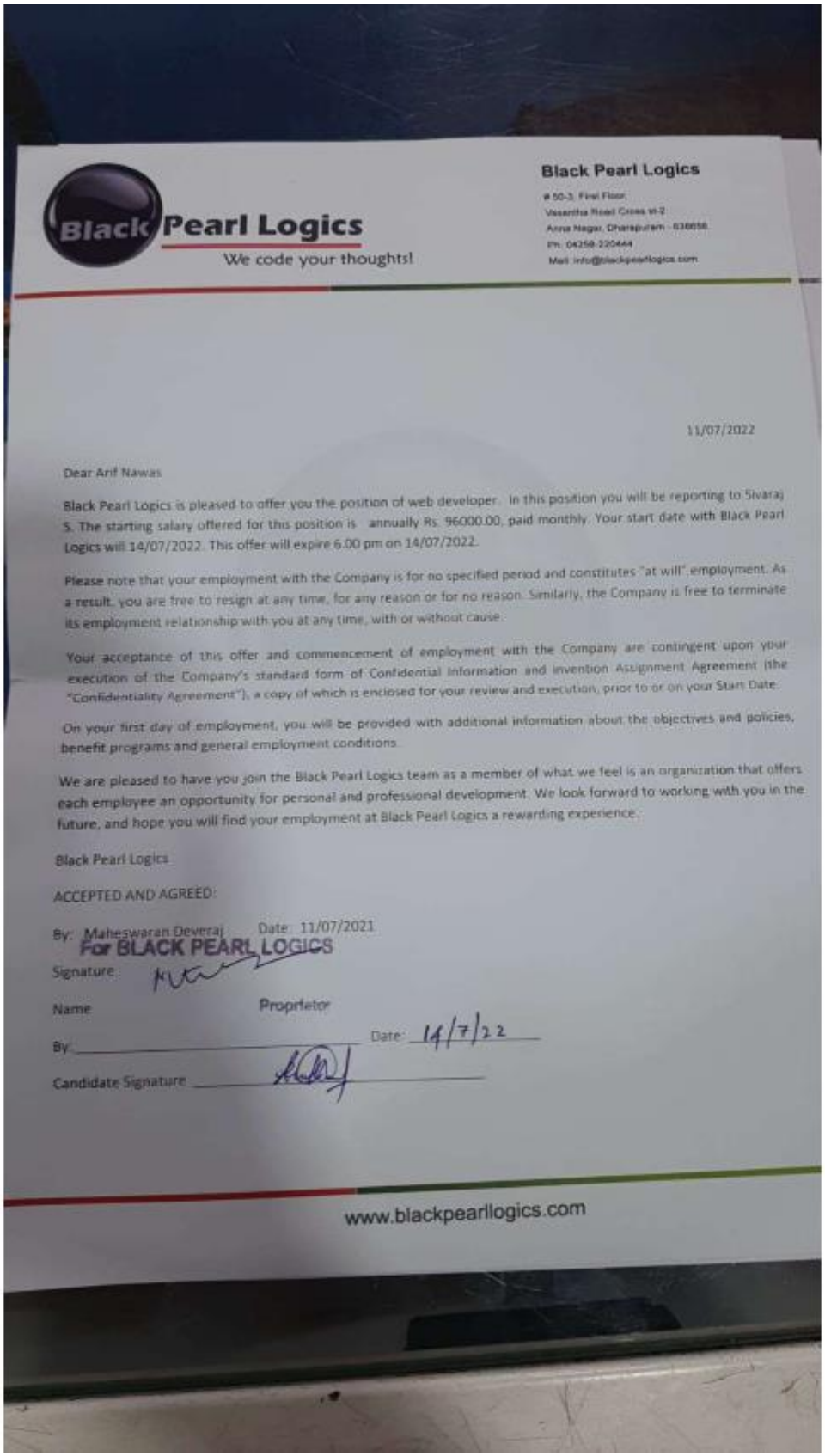

Black Pearl Logics
We code your thoughts!

Black Pearl Logics
50-3, First Floor,
Vasantha Road Cross st-2
Anna Nagar, Dharapuram - 638656.
Ph: 04258-220444
Mail: info@blackpearllogics.com

11/07/2022

Dear Arif Nawas

Black Pearl Logics is pleased to offer you the position of web developer. In this position you will be reporting to Sivaraj S. The starting salary offered for this position is annually Rs. 96000.00, paid monthly. Your start date with Black Pearl Logics will 14/07/2022. This offer will expire 6.00 pm on 14/07/2022.

Please note that your employment with the Company is for no specified period and constitutes "at will" employment. As a result, you are free to resign at any time, for any reason or for no reason. Similarly, the Company is free to terminate its employment relationship with you at any time, with or without cause.

Your acceptance of this offer and commencement of employment with the Company are contingent upon your execution of the Company's standard form of Confidential Information and Invention Assignment Agreement (the "Confidentiality Agreement"), a copy of which is enclosed for your review and execution, prior to or on your Start Date.

On your first day of employment, you will be provided with additional information about the objectives and policies, benefit programs and general employment conditions.

We are pleased to have you join the Black Pearl Logics team as a member of what we feel is an organization that offers each employee an opportunity for personal and professional development. We look forward to working with you in the future, and hope you will find your employment at Black Pearl Logics a rewarding experience.

Black Pearl Logics

ACCEPTED AND AGREED:

By: Maheswaran Deveraj Date: 11/07/2021
For BLACK PEARL LOGICS
Signature
Name Proprietor
By _____ Date: 14/7/22
Candidate Signature _____

www.blackpearllogics.com

5.2.1. Average percentage of placement of outgoing students during the last five years

Off... content://

Back | Print

Offer Letter

RP - Sanjiv Goenka Group

firstsource

Date: August 11, 2022

Sub: Offer of Employment

Dear Harish,

We are pleased to make you an offer of employment at Firstsource Solutions Limited("Company"), for the position of CSA, HC in the company's Chennai office.

The break-up of the salary offered is provided below.

COMPONENT	AMOUNT (Rs.)
Basic	7500.00
House Rent Allowance	3,000
Special Allowance	2,000
Statutory Bonus / Incentive/ Ex Gratia *	2,917
GROSS SALARY	15,000
PF (12% of Basic) – Ee. Contribution	900
Gratuity(4.81% of Basic)*	240
ESI (0.75% of Gross) - Ee. Contribution	113
NET SALE	1,253
Conduct Incentive p.m	2,700
SALARY (p.m.)	10,810
SALARY (p.a.)	129,720

A Statutory Applicability and other Allowances:

- Gratuity will be paid in accordance with the Payment of Gratuity Act, 1972.
- Provident Fund contribution will be in accordance with the Employees' Provident Fund and Miscellaneous Provisions Act, 1952.
- Statutory bonus will be paid in accordance with the Payment of Bonus Act, 1965.
- Taxes as per the Income Tax Act, 1961 will be deducted in each month's salary. Please provide proof of income earned and tax computation sheet of your previous employment so that the same can be considered and appropriate adjustments made.

B Appointment Details:

Date of joining	August 18, 2022
Time of joining	9.00 AM

Statutory deductions & payments will be applicable in accordance with your eligibility under law. Any incentive / performance / variable, pay will be applicable as per your eligibility under company policies.
You will be given an appointment letter with the terms and conditions of your employment if you accept this offer and are appointed in the Company.

Your appointment in the Company is subject to the submission of documents as requested and a successful background verification check which will be conducted by the Company.

This offer is valid till August 18, 2022 from the date of issue for your acceptance and will be rescinded by the Company in the absence of acceptance by you.

We hope that your association with the Company will be a long and fruitful one.

Thanking You,

For Firstsource Solutions Limited

Shahul Karim
SVP – Human Resources

eSignature

Please sign using your Last Name

Date

IP Address

5.2.1. Average percentage of placement of outgoing students during the last five years

QR SOLUTIONS
Focused | Collaborative | Consistent

Date: 01st August 2022

To,
Mr. Irfan S
IND-20251
Trichy

Sub: Letter of Appointment

Dear Mr. Irfan,

Further to our letter of offer / interview dated 15th July 2022, we are pleased to inform you that you are hereby appointed as **"Software Engineer - Trainee"** in our Organization based at Trichy (No.79, 2nd Floor, Ramakrishna Nagar Main Road, Kallukuzhi, Trichy – 620 020) as per terms and conditions discussed and agreed upon as under :-

1. This appointment is effective from **01st August 2022,** the date of your joining our Organization.

2. Your salary and other allowances shall be **as per enclosed Statement.**

   Your job functions and responsibilities as **"Software Engineer - Trainee"** are under preparation and shall be issued within four weeks.

   You will be placed on probation for a period of Six months and the said period can be extended by another three months and on the expiry of the period of probation or extended period of probation.

   Your probation is liable to be extended at the discretion of the management if your performance /conduct is not found satisfactory during your probation.

3. During probation, the notice period for termination / resignation will be Three month from employee and Fifteen days from employer. After confirmation, the written notice required for termination of employment will be Three months or salary in lieu of notice from the employee and One month notice or salary in lieu of notice from employer.

4. After successful completion of your probation, you will be confirmed in writing as a regular employee of the Company. You will be considered as confirmed employee once you successfully complete your probation period for the purpose of this agreement even if you are not confirmed in writing and your probation period is purposefully not extended by the authority concerned through mail or letter. You will be entitled to statutory and other service benefits and such other benefits as applicable to employees from time to time based on location / place where you are working, as may be intimated to you.

QR Solutions (India) Private Limited
Corporate Office : No.79, 2nd Floor, Ramakrishna Nagar Main Road, Kallukuzhi, Trichy - 620020
Registered Office : Viswam Flats, No.6, Balaji Street, Kodambakkam, Chennai - 600 024.
Phone : +91 431-2312880 , Mobile : +91 - 9962096111
www.qrsolutions.in

5.2.1. Average percentage of placement of outgoing students during the last five years

PAYMENT ADVICE
DIGIVAL SOLUTIONS PRIVATE LIMITED
C/O DIGIVAL SOLUTIONS PRIVATE LIMIT
NO 1A RAILWAY STATION ROAD
ALANDUR
CHENNAI, TAMIL NADU. Pin : 600016

Beneficiary Name	:	MOHAMED ADIL M M
Beneficiary Code	:	
Beneficiary Account Number	:	046701000080583
Beneficiary Address	:	

Client Reference No	:	SALARY
Date	:	05/11/2022
UTR / RRN No	:	N309222194328717
Amount	:	7947.00
Amount in Words	:	Seven Thousand Nine Hundred Forty Seven Rupees

Dear Sir / Madam,

We have initiated your payment to RBI for the amount of 7947.00 for the services rendered, vide NEFT, for below mentioned details

IFSC Code	:	IOBA0000467
Beneficiary Bank Name	:	INDIAN OVERSEAS BANK
Beneficiary Branch Name	:	JAMAL MOHD COLLEGE
Payment Details 1	:	
Payment Details 2	:	
Payment Details 3	:	
Payment Details 4	:	
Payment Details 5	:	
Payment Details 6	:	
Payment Details 7	:	

This is Computer generated advice. Does not require any signature.

5.2.1. Average percentage of placement of outgoing students during the last five years

HDB Financial Services Limited
2nd Floor, Wilson House,
Old Nagardas Road,
Near Amboli Subway,
Andheri East, Mumbai - 400069
Tel. : 022 - 7945 5000
Email : hdb.hrcompliance@hdbfs.com
Web : www.hdbfs.com
CIN - U65993GJ2007PLC051028

October 6, 2022

Ref:HDBFS/22-23/HRIC381296/Appt/M43749

Mr.Mohamed Thawfiq Sahabudeen ,
H No 4A/3,
Indira Nagar ,
Edaiyakkadu,Madukkur ,
Sivakottalai,
Thanjavur-614903

Dear Mr.Mohamed Thawfiq Sahabudeen ,

LETTER OF APPOINTMENT

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as CORPORATE SALES EXECUTIVE on the terms and conditions as set out below.

Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.

Terms and Conditions:

a) Your duties and responsibilities will be explained to you on your joining the Company.

b) Your initial place of posting will be at CHENNAI. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.

c) You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.

d) You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.

e) You will be responsible for the safe keeping and return in good condition and order, of any properties and / or assets which may be entrusted to you by the Company. The Company shall have the right to deduct the money value of all such properties and / or other assets from your dues and take such other action as it may deem proper in the event of your failure to account for such properties to the Company's satisfaction.

f) You shall not, during your employment with the Company or at any time thereafter, discuss, divulge, or make public, directly or indirectly, to any individual, firm, company or person of any nature whatsoever, any information, processes, policies, documents, research, development, finances, properties, contracts, methods, trade secrets, transactions, or generally in relation to the business and affairs of the Company (including its subsidiaries and associate companies) or its clients, customers, employees, management, or business associates, which you may acquire during the course of, or which may otherwise come to your knowledge or possession during the course of your employment with the Company.

g) This letter of appointment can be terminated by either party by giving One month's notice in writing. It is clarified that, in the event of a termination of this Agreement by you, the decision whether or not to accept salary in lieu of the notice period will rest solely with the Company and you may be required to serve the applicable notice period instead of paying to the Company an amount equivalent to your salary in lieu thereof. The Company may, at its sole discretion, require you to proceed on leave during your notice period. Upon the termination of this letter of appointment, you will be required to comply with the Company's exit formalities.

h) If at any time, you are found to be overstaying your sanctioned leave or are absent from work without permission for a period exceeding 5 (five) consecutive days or are found to be habitually absent or are otherwise found guilty of dishonesty, disobedience, fraud, insubordination, riotous and disorderly behaviour, negligence, indiscipline or any other act of misconduct (as determined by the Company in its sole discretion), then the Company will be entitled to terminate your services with immediate effect without giving you a notice or salary in lieu thereof.

i) Nothing contained herein constitutes a guarantee of employment. Your performance shall continuously be evaluated by the Company. If you are found to be incompetent in the discharge of your duty or do not meet the productivity norms, your services shall be terminated. The Company reserves the sole right to terminate your employment on grounds of performance not being up to expected standards. The final decision of the management in this regard shall be final.

j) Notwithstanding anything contained in the above paragraphs, your services may be terminated by the organization if you are found to be indulging in acts of commission / omission which may be prejudicial to the interest of the organization, or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in discharge of duty on your part.

k) In the event of any allegation of misconduct against you, the Company will initiate disciplinary proceedings against you as per its rules in this regard.

l) You will keep the Company informed of any change in your residential address or in any of the other information pertaining to you as provided to the Company. All communication sent by the Company on the address registered in our records, will be construed as communication served on you.

HDB FINANCIAL SERVICES

m) You will retire from the employment of the Company on your completing 60 (Sixty) years of age. It will be necessary for you to produce proper proof of your age within 7 (seven) days on receipt of this letter as may be required by the Company.

n) This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.

o) You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.

p) You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data or information" (as defined in the policies of the Company). The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law. You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.

q) If at any time during your employment you make, develop, discover or participate in the making or discovery of any "Intellectual Property Rights"(as defined in the policies of the Company) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.

r) You hereby acknowledge and undertake that you do not have and shall not have at any point of time, any ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.

s) You shall not, at any time during the course of your employment and any time after the termination of your employment with the Company, make any statement, representation, post commentary, content or image or communicate in writing, orally or otherwise or take any action directly or indirectly in public or private, in any manner or through any medium whatsoever including but not limited to newspaper, social media, e-mail, SMS, internet, blog, social networking websites etc., which may directly or indirectly, defame or disparage the image, credibility, good name, goodwill and reputation of the Company or any of its officers, directors, employees, agents, consultants, representatives etc. or create an hostile work environment.

t) Your appointment will be subject to the organization receiving satisfactory references and Contact Point verification report.

u) Any variation of the above terms and conditions will not be valid until expressly made in writing by the Company.

v) This letter of appointment (together with all its annexures) shall supersede all prior, oral or written agreements or communications, formal or informal, in relation to your employment with the Company.

As your acceptance to these terms of employment, please sign the duplicate copy of this letter of appointment in the space provided below and return the same to us.

You are requested to join no later than October 21, 2022.

Kindly arrange to bring self-attested copies of the following documents along with their originals for verification on the date of your joining:

a) Copy of Educational Certificates and Marksheets (Xth, XIIth, Graduation, Post Graduation)
b) Proof of date of birth (Copy of driving license, Voter ID, Passport)
c) Duly signed duplicate copy of Appointment Letter
d) Copy of Pan Card and Aadhaar Card (Both documents are required for Salary processing)

You will be required to complete the Company's prescribed joining formalities within 3 (three) working days from the date of your joining and submit the same to the Human Resources Department for necessary processing of your Salary.

Yours Sincerely,
For HDB Financial Services Ltd.

Smily Mehra
HBL Global - a division of HDB Financial Services Limited.

AGREED AND ACCEPTED

Mr.Mohamed Thawfiq Sahabudeen

5.2.1. Average percentage of placement of outgoing students during the last five years

Annexure A

HDB FINANCIAL SERVICES	Compensation Breakup	
Name	MR.MOHAMED THAWFIQ SAHABUDEEN	
Role	Corporate Sales Executive	
Grade	G7	
Location	Chennai	
Annual Compensation Break up		**HDBFS Monthly**
Basic	1,01,256	8,438
HRA	40,500	3,375
Conveyance Allowance	20,244	1,687
Provident Fund (Employer's contribution)	14,580	1,215
Gross Salary (A)	**1,76,580**	**14,715**
ESIC (Employer's contribution)----(B)	4,607	384
Gratuity---------- (C)	4,870	406
Total Fixed Compensation (D=A+B+C)	**1,86,057**	**15,505**

Note:

This Offer is subject to positive Contact Point Verification, Reference checks & CIBIL/SAS check. Your consent for candidature of the company will be considered as consent for accessing your CIBIL report.

Employee and Employer's contribution towards ESI will be 0.75% & 3.25% respectively

You will be entitled to Performance Incentive Plan as per Company Policy

Gratuity is as per "The Payment of Gratuity Act".

You will be covered under Group Personal Accident Insurance as per policy of the Organization

Ref:HDBFS/22-23/HRIC381296/Appt/M43749

I accept the terms and conditions as mentioned in the Appointment letter.

Mr.Mohamed Thawfiq Sahabudeen

5.2.1. Average percentage of placement of outgoing students during the last five years

5.2.1. Average percentage of placement of outgoing students during the last five years

3:22 PM

Offer for US IT Recruiter - Trainee - Sabiyul Rahman

Inbox

Aadi MS 24/8/2022
to me, Shabin, Jaganathan

Hello Sabiyul Rahman,

This has reference to the discussion you had with **VITA TECH INC**; We are pleased to offer you the position of **US IT Recruiter - Trainee** in our Organization.

Training Period will be for 12 Months, You will be paid Monthly stipend of **Rs. 7,500/- (Rupees Seven Thousand and Five Hundreds Only)** and Upon completing successful 2 months training your Salary will be revised to **Rs. 15,000/- (Rupees Fifteen Thousand Only) based on your performance**.

Terms and conditions of the Offer:

1. The Training will be of **3 months**

5.2.1. Average percentage of placement of outgoing students during the last five years

genpact
Transformation Happens Here

ANA005986–5250389

Date: October 13, 2022
Salman Basha S
Chennai

Dear Salman

Sub: Appointment letter

We are pleased to offer you an appointment with Genpact ("Company") as **Associate** under the following terms and conditions:

TERMS AND CONDITIONS

1. Your annual Cost to Company (CTC) will be as indicated in Annexure II attached herewith.

2. Your initial place of work will **be India>Chennai>Chennai Cambridge Tower IN – Office.** However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any of its associated or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

3. if at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The guest house can be availed for a period of 15days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 Months. Further, incase of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.

4. The Company will be working 7 days a week, twenty–four hours a day. You will be expected to attend office – except while traveling on business as assigned to you by your supervisors and as per applicable laws in force. Weekly off will be governed as per applicable regulations & Company policies.

5. You shall be required to provide the Company all documents and information as set forth in Annexure I of this appointment letter.

6. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry–forward of leave and related aspects will be governed as per the existing Company Policy- on the subject.

7. You will be on probation for six months from the date of joining, which may be extended by the Company at its discretion. Your services at the end of the Probation period shall be treated as confirmed, unless specifically extended by the company in writing. During the probation period, either party may terminate this contract by giving 60 (Sixty) days' notice in writing in the manner referred to in clause 9 or payment of 60 days salary in lieu thereof. If you chose not to serve the notice period, if applicable, the Company also reserves the right to recover from you all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company in addition to notice pay. However the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

5.2.1. Average percentage of placement of outgoing students during the last five years

genpact
Transformation Happens Here

8. Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with original signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement.

9. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 8 for 60 (Sixty) days or payment of salary in lieu thereof. If you chose not to serve the notice period, if applicable, the Company reserves the right to recover from you all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company in addition to notice pay. However the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

10. The Company reserves the right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

11. Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, up skilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.

12. You will automatically retire on attaining the age of 60 years.

13. Whilst employed by the Company:

- You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
- You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.
- Except in the ordinary course of your employment, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of the Company policies and treated in accordance of clause
- You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.
- You confirm that you have disclosed fully all of your business interests in the Company – whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between Genpact and you or any immediate relatives, Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7, Tolstoy Marg, New Delhi–110001

5.2.1. Average percentage of placement of outgoing students during the last five years

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14. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to any amount in lieu of notice.

15. Upon separation from the Company on account of either resignation or termination, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard of soft copy which is in your possession or custody.

16. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

17. You are required to submit your relieving letter in original from your previous employer (if applicable) within 45 days of your joining the Company failing which your employment with the Company shall be liable for termination without prior notice.

18. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies.

19. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.

20. Any and all disputes arising in connection with the appointment letter shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act,1996 by a Sole Arbitrator appointed by the General Counsel of the Company. The venue of the Arbitration shall be **Hyderabad** and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of courts at **Hyderabad**.

Your assignment is effective from **November 21, 2022**.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days from the issuance of the letter else this offer stands automatically withdrawn.
We welcome you and wish you every success in your career with Genpact.
You are requested to come on the joining date at 9:15 am at Genpact, **India>Chennai>Chennai Cambridge Tower IN – Office**.

Warm regards,

For Genpact India Pvt. Ltd.

Ritu Bhatia
Vice President

Accepted and Agreed

Salman Basha S

Genpact India Private Limited
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Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of joining.

1. Professional Relieving letter from previous employer (last employment) only.
2. If already a member of a provident fund (PF) scheme with previous employer, then;
   a. Employer's name
   b. Provident Fund account number from your previous employer
   c. Universal account number provided by your previous employer
   d. Employee Pension number provided by your previous employer

   OR

   e. Date of joining & leaving from previous employer
   f. Copy of Passport in case of International Workers(it should contain Nationality, Passport number, Country of issue, Date of issue, Valid up to)
3. Below mentioned KYC (Know Your Customer) Documents
   a. Copy of PAN
   b. Copy of Aadhaar Card.
   c. Signed Cancelled Cheque with your name printed on it (In case your name is not printed on the Cheque, please attach last 3 months bank statement along with the Cheque)
4. If your salary is less than or equal to the applicable limit mentioned in the ESI Act, 1948[1] you will need to enroll for ESIC (Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
   a. 3 Post card size (4X7) photographs of yourself

   Or

   b. If you would like your family covered Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.

   *Please check the company policy for the applicable limit
5. 4 recent Passport size Photograph
   a. One for Genpact ID card
   b. One for opening a new account if you do not have an one with ICICI/HDFC/Axis
   c. Two for PAN card application if you do not have one

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ANNEXURE – II

COMPENSATION DETAILS

NAME	**Salman Basha S**
BAND	**5A**
DESIGNATION	**Associate**
LOCATION	**India>Chennai>Chennai Cambridge Tower IN – Office**
COMPONENTS	**AMOUNT (PER ANNUM)**
BASIC PAY	223,214.00
EMPLOYER CONTRIBUTION TO PF	26,786.00
HOUSING RENT ALLOWANCE	0.00
FIXED PAY	**250,000.00**
ANNUAL PERFORMANCE BONUS*(APB)	**7200**
PERFORMANCE/PRODUCTION LINKED INCENTIVE(VIC)**	**AMOUNT (PER ANNUM)**
Best Performer	48,000.00
Average Performer	27,600.00
Low Performer	0.00
Total Earning Potential	**Amount (Per Annum)**
Best Performer	305,200.00
Average Performer	284,800.00
Low Performer	257,200.00
Benefits	**Amount (Per Annum)**
Life Insurance	14,00,000.00
Employee Deposit Linked Insurance Scheme(EDLIS)	As per Act
Personal Accident/Disability Insurance (For Employee)	14,00,000.00
Medical Insurance (For Employee)	100,000.00
Interest Free Soft Loan (Post 6 Months)	10,000.00
Out Patient Medical Facilities at Office	Free

For Genpact India Pvt. Ltd.

Ritu Bhatia

Ritu Bhatia
Vice President

Accepted and Agreed

Salman Basha S

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Company Contribution ESIC	As per Act
Gratuity	10,731.00
Other Attractions	
Parichay (Employee Referral Scheme)	As Per Scheme
Rewards & Recognition	As Per Performance
Education@Work : Professional Advancement Programs	As Per Scheme
Concierge Services	Subsidized Rates

Notes:

* The APB amount mentioned above reflects indicative average payouts for your band. The eligibility for APB will depend on the performance of Genpact and your performance as per the company policy and the Performance Management System (For example, employees who are rated as "Least Effective" are not eligible for APB).An eligible employee will be paid APB at fixed rates in March/ April for the preceding calendar year (January – December) and the same will be prorated based on the date of joining.

**Performance Linked Incentive mentioned above is an indicative average amount possible for the said performance level. Eligibility for such incentives, actual amount and payout timelines may vary with business/Process. For Employees who are not on Performance Linked Incentive Plan (VIC), the Company will pay a different Annual Performance Bonus (APB) In such cases; Annual Performance Bonus potential is similar to the indicative Average Performance Linked Incentives as mentioned in table above.

- The aggregate of all bonus payouts paid to you during an accounting year including APB, VIC (if any) and other bonus payouts (if any) shall be in lieu of profit based bonus (if any) payable to you for such accounting year under Section 31A of the Payment of Bonus Act, 1961 ("**PBA**") (if applicable).
- In the event that the PBA is applicable to you and the aggregate of APB, VIC (if any) and any other bonus payout made to you during the year is less than the stipulated payout mentioned in the PBA, for such accounting year, Genpact will pay you the difference at a later date. You are not entitled to any bonus payout other than those mentioned above, either under applicable laws or as per your employment terms with Genpact. All amounts payable to you will be after deduction of applicable taxes.
- Genpact reviews its compensation structure and policies from time to time. The compensation structure and benefits offered to you in this letter are subject to change and the same will be communicated to you at the joining date or at a later date when such change becomes applicable.
- Any employee deduction will be governed by applicable laws and prevalent company policy, and will be subject to change.

5.2.1. Average percentage of placement of outgoing students during the last five years

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Dear Salman Basha S,

Welcome to Genpact!

This letter is in furtherance to your Offer Letter / LOI / Appointment Letter dated October 13, 2022

In order to make your on–boarding to Genpact seamless and compliant with the various laws related to Provident Fund (PF) and Employees' State Insurance (ESIC), **it is mandatory for you to submit the below mentioned documents and details before/on your joining date:**

- Copy of recently downloaded E–Aadhaar Card
- Copy of confirmation screenshot of KYC verification on Aadhaar from the member portal*
- Copy of self–attested cancelled cheque *(**if you are eligible for ESIC enrolment as per government norms)*
- Copy of E–Aadhaar card for dependents and nominees for ESIC
- Insured Person number (**IP number) of any existing ESIC account where you are enrolled, in case you were eligible for ESIC benefit in your previous organization.
- Active Mobile number

** SOPs to facilitate e–KYC confirmation from the member portal have been attached with this communication.*

***The ESI section are applicable only for the employees whose CTC is not exceeding beyond 2.6 lakhs which does not include overtime, bonus, leave encashment are liable to avail this scheme.*
if your CTC is more than 2.6 lakhs. you may ignore the same.

The above documents/details are required and shall be obtained, stored and processed by Genpact strictly on a need to know basis as required for statutory requirements pertaining to compensation and benefits. Your records and information will be kept secure and handled strictly in accordance with the Genpact Data Privacy Policy.

We would encourage you to refer to the Standard Operating Procedure (SOP) attached here with, for help and guidance in procuring the above documents/details. Click Here

Wishing you all the best!

Note: Failure to furnish the above–mentioned documents and details at the time of joining might lead to delay in your joining date

Please sign and return a copy of this letter to confirm your understanding and agreement to the requirements of your onboarding as stated above, which are in addition to those as may be provided in your Offer Letter / LOI / Appointment Letter and other communications from time to time.

Regards,
Genpact Hiring Team

Accepted and Agreed

_____
Salman Basha S

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7, Tolstoy Marg, New Delhi–110001

5.2.1. Average percentage of placement of outgoing students during the last five years

Tenpath

TENPATH SOLUTIONS PRIVATE LIMITED

Payslip for the month of September-2022

EmpCode	:	1017206	PAN	:	FYEPR2601K
Name	:	Shahul Hameed R	SBAccNo	:	50100433767807
Designation	:	Trainee	Bank	:	HDFC Bank
Date Of Joining	:	01/08/2022	Total Days	:	30.00
Absent	:	0.00	Paid Days	:	30.00
PF No.	:	AP/HYD/53301	ESIC No.	:	6382469506
Uan No	:	101845517214		:	

Earnings	Amount	Deductions	Amount
BASIC	5000.00	Provident Fund	720.00
House Rent Allowance	2000.00	E.S.I.C	75.00
Conveyance	500.00	Professional Tax	143.00
Medical Allowance	500.00		
Other Allowances	2000.00		
Gross Earning	**10000.00**	**Gross Deduction**	**938.00**

Net Amount **9062.00**

Net Pay in words : Nine Thousand Sixty Two Only

This is a computer generated statement. Signature not required.

Tds Estimation Summary for the month of September-2022

I	Gross Salary (a + b + c - d)	:	78335	v	OtherIncome	:	0
a	Salary	:	39167	vi	Total Income (iv + v)	:	43858
b	Allowance	:	39168	vii	Ded VIA	:	5640
c	Perk	:	0	viii	Taxable Income (vi - vii)	:	38220
d	TaxFree	:	0	ix	Income Tax + Cess	:	0
II	Standard Deduction		33333	x	Prev TDS	:	0
III	PTax	:	1144	xi	TDS Deducted	:	0
iv	Salary Income (I - II-III)	:	43858	xii	Balance (ix -x -xi)	:	0

Tds deduction already done (including current month) :0

Monthly Tds Details

Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar

Tds Deductable henceforth : (0) per month

5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

Offer: Computer Consultancy
Ref: TCSL/DT20217680076/Chennai
Date: 04/02/2022

Mr. Shibi Krishnaa Shibi
P 41,Thiyagarajanagar Alagappan Street Pandamangalam Woriyur Trichy-03Alagappan Street,
Aurobindo School,
Trichy-620003,
Tamilnadu.
Tel# 91-9952729215

Dear Shibi Krishnaa Shibi,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹7,950/-** per month.

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
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BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹3,180/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹0/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,500/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Training Period**
   You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

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This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions 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.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Shibi Krishnaa Shibi**
Designation	**Graduate Trainee**
Institute Name	**Jamal Mohd. College ,Trichy**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

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5.2.1. Average percentage of placement of outgoing students during the last five years

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. **Prior knowledge**
Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. **Use of third party material**
Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**
Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. **Working in SBWS Framework:**
Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. **Restriction on Associate's Rights**
Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. **No License**
TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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5.2.1. Average percentage of placement of outgoing students during the last five years

Sangam Hotels

Dear Dr. D Gunaseelan,

We are delighted to grant this employment offer for your students to the positions of Waiters and Commis - III with Sangam Hotels, Trichy.

Joining date of your students will be 18.07.2022 and they have to report to the HR Department.

We look forward to your response by 01.07.2022. If you have any questions regarding the same, contact me or the Manager via email or phone 04314244555.

Herewith we have enclosed the list of selected students for your reference.

For Sangam Hotels, Trichy.

HR Manager

Collectorate's Office, Road, SBI Officers Colony, Raja Colony, Tiruchirappalli, Tamil Nadu 620001
Ph: 0431 424 4555, Web : www.sangamhotels.com

5.2.1. Average percentage of placement of outgoing students during the last five years

Sangam Hotels

List of Students Selected for Job Offer

S.NO	NAME OF THE STUDENTS
1.	I ARUN
2.	STALIN A
3.	MUJIPUR RAHMAN H
4.	MOHAMED FARDEEN F
5.	S ARSHAD PARVEEZ
6.	D DHINAKARAN
7.	NOOR AHAMED L
8.	T MOHAMED RIYASUDEEN
9.	PRAKASH
10.	J HAJI MOHAIDEEN KHAN
11.	A MOHAMED BAHURUDEEN
12.	RENGANATHAN G
13.	I AZARUDEEN
14.	MOHAMED ISMAIL.S
15.	A MOHAMED ROSHAN

For Sangam Hotels, Trichy.

HR Manager

Collectorate's Office, Road, SBI Officers Colony, Raja Colony, Tiruchirappalli, Tamil Nadu 620001
Ph: 0431 424 4555, Web : www.sangamhotels.com

5.2.1. Average percentage of placement of outgoing students during the last five years

Ramyas Hotels PRIVATE LTD

Enclosure - I

S.No	Name of the Students
1	Mohamed Sharifrahman S
2	A Arsath Hanifa
3	Mohammed Musthafa K
4	S Jafarulla
5	S. Mathanbabu
6	Saravanakumar G
7	R Chandru
8	Selva S
9	S Avul Ansar
10	Siva Subramanian S
11	A Beer Mohamed
12	Praveen M
13	M Dhanush Kumar
14	Santhosh Kumar S
15	A Asarudeen

For Ramyas Hotels

HR Manager

13-D/2, Williams Road, Trichy - 620 001. Tamilnadu, India. Ph: 4000 400, 2414646 , 2414747.
E-mail : ramyashotel@gmail.com Web : www.ramyas.com

5.2.1. Average percentage of placement of outgoing students during the last five years

Ramyas Hotels
PRIVATE LTD

Job Offer Letter

Date: 04.07.2022

Dear Sir,

We are pleased to offer the full-time positions of waiters and Commis III at Food and Beverage Service Department and Kitchen to the students of your esteemed institution. Your students will be reporting directly to HR Manager at Ramyas Hotel, Williams Road, Trichy. We believe your students skills and experience are an excellent match for our company.

The annual starting salary for this position is Rs.11500 to be paid on a monthly basis starting on 25th July 2022. Your student's employment with our hotel will be on an at-will basis. This letter is not a contract or guarantee of employment for a definitive period of time.

As an employee of Ramyas Hotel, Williams Road, Trichy, your students are also eligible for our benefits program, which includes medical insurance, and other benefits which will be described in more detail in the employee handbook. Herewith, we are enclosing the list of selected students for your reference. Please confirm your acceptance of this offer. We are excited to have your students join our team. If you have any queries, please feel free to reach out at any time.

Sincerely,

For Ramyas Hotels

HR Manager

13-D/2, Williams Road, Trichy - 620 001. Tamilnadu, India. Ph: 4000 400, 2414646 , 2414747.
E-mail : ramyashotel@gmail.com Web : www.ramyas.com

5.2.1. Average percentage of placement of outgoing students during the last five years

Coastal GRAND
HOTELS & RESORTS

Date: 08.07.2022

Dear Sir,

Greetings!

I am happy to inform you that your students are selected by our Hotel Coastal Grand.

Furthermore, I am designated to inform you that the company will provide the on the job training with a monthly stipend of Rs.12600. which will be given on a monthly basis. Your students will also be lectured about the policies and rules of the hotel on 01.08.2022. If they have any further questions and concerns about the internship program, please ask them to contact me through mail or phone. Also, please instruct them to bring and submit all the designated requirements to our office on or before 15th July 2022.

Sincerely,

For Hotel Coastal Grand.

Human Resource Manager

5.2.1. Average percentage of placement of outgoing students during the last five years

Coastal GRAND HOTELS & RESORTS

List of Students

S.No	Name of the Students	Stipend per month
1	Mohamed Sharukhan S	Rs 12600
2	H Habib Rahman	Rs 12600
3	Nowsath S	Rs 12600
4	B Mohamed ALthakeer	Rs 12600
5	Nowsath S	Rs 12600
6	A Mohamed Ariffin	Rs 12600
7	Mohammed Idris S	Rs 12600
8	X Michael Idaya Doni	Rs 12600
9	Mohammed Thaslik M	Rs 12600
10	C Karthick	Rs 12600
11	Muhammadu Nowsath S	Rs 12600
12	S Kovil Vasan	Rs 12600
13	Mubarak Ali S	Rs 12600
14	A Kamal	Rs 12600
15	S Mohamed Ashik	Rs 12600
16	K A Mohamed Basith	Rs 12600

For Hotel Coastal Grand.

Human Resource Manager

TIRUCHENGODE ROAD NEAR NALLIPALAYAM NH-7 BY-PASS,
NAMAKKAL 637003 INDIA

5.2.1. Average percentage of placement of outgoing students during the last five years

TREEBO Hotels

4, 4th Cross St,
Kalaimagal Nagar,
Ekkatuthangal, Chennai,
Tamil Nadu 600032
Phone: 093228 00100

6th July 2022

Dear Sir

We are pleased to inform you that the following list of students of your institution has been selected for the position of kitchen Associate/ Food and Beverage Associate/ Front office Associate/ Housekeeping Associate in our organization. As discussed and agreed with you, your students will be eligible to receive the following Salary Package as per the norms of our organization.

S.No	Name of the Students
1.	Sivakumar S
2.	B Dinesh
3.	Syed Asick S
4.	M Thavasi Raman
5.	Priyatharshan G
6.	Usmansha V
7.	A Eraiyanbu
8.	Umar Farook M
9.	A Arsath Riboy
10.	Sheik Mohammed P
11.	S Abdul Kathar
12.	Pradeep J
13.	M Gunal
14.	Mohammed Aasim A
15.	M Gunal

Their Appointment Letter will be issued on the date of joining. The joining formalities and induction will be carried out in our organization.

Please submit the following documents to HR at the time of their joining.

(1) Photocopies of your Aadhar card,
(2) Vaccination certificates,
(3) Training experience,
(4) Two color passport-size photos,
(5) Proof of address.

We look forward to welcome your students aboard.

Sincerely,

Human Resource Manager

TREEBO Hotels

5.2.1. Average percentage of placement of outgoing students during the last five years

Le Rêve Multi Cuisine Restaurant

We are delighted to grant this employment offer for your students to the positions of Waiters in our restaurant. You are requested to instruct your students to join the duty on 18.07.2022.

We have attached herewith the list of selected students for your reference.

S.No	Name of the Students
1.	Mohamed Noful J
2.	R Haroon Ahamed
3.	Mohamed Mujamil S
4.	Muthu Samy B S
5.	Mohamed Riyaz S
6.	Z Syed Wasif Hussain
7.	Nijam A
8.	K Mohamed Asif
9.	Nivash S
10.	S Abubakkar Siddiq
11.	S Harri Paul
12.	Mohamed Fazil M
13.	Noorul Hasan A
14.	J Imran
15.	Mohamed Hussain M
16.	M Amir Amzaa
17.	Mohamed Idhris M
18.	S Ahamed Sharif
19.	Mohamed Hussain A

For LE REVE MULTI CUISINE RESTAURANT

Manager

841/5b2, Vengatachalam Nagar, Renganathapuram, Tamil Nadu-613006

5.2.1. Average percentage of placement of outgoing students during the last five years

mabia
BOUTIQUE

Mabia Boutique

05-11-2022

From

Geethavani K.S.

Mabia Boutique

Chennai

To

M. Rajeshwari

93,Vivekananda nagar,

2nd cross street

Tiruvannamalai 606601

Dear Rajeshwari ,

We are happy to offer you appointment as trainee designer at Mabia Boutique, following your internship with us, effective from September 1st, 2022.

Detailed offer letter with terms and conditions will be issued separately.

Congratulations on your appointment and we wish you a long career with us.

Sincerely

Geethavani. KS.

Geethavani KS

Registered Office
Mabyo Business House,
14A, SKR Nagar,
Koundampalayam
Coimbatore – 641 030

Boutique
Mabia Boutique,
No 1, Vijayaraghava Lane,
T. Nagar
Chennai – 600 017
Tel: 044 4358 6196

5.2.1. Average percentage of placement of outgoing students during the last five years

July 30, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear E AKASH,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP") that prepares you to

5.2.1. Average percentage of placement of outgoing students during the last five years

participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/- .** You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-.** This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

5.2.1. Average percentage of placement of outgoing students during the last five years

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester (8^{th} semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective

of the circumstances of, or the reasons for, the cessation).

vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

iv. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

5.2.1. Average percentage of placement of outgoing students during the last five years

For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I E AKASH, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

a. validating my application form and retaining records on the same for any future reference/verification;

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioural intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

Skill Preferences 1 : CIS - Data Centre
Location Preferences 1 : Coimbatore
Skill Preferences 2 : JAVA-J2EE
Location Preferences 2 : Bangalore
Skill Preferences 3 : .NET-FS
Location Preferences 3 : Chennai

☑ Accept ☐ Decline

☑ **Signature** E AKASH 30/7/2022 11:19 AM

5.2.1. Average percentage of placement of outgoing students during the last five years

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

23433384

5.2.1. Average percentage of placement of outgoing students during the last five years

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Division: Business Services
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Date: October 11, 2022

Private and Confidential

Mohamed Ashraf A

2/26 2nd Street
Anna nagar Vallam Thanjavur,
Thanjavur,
Tamil Nadu,
India - 613403

Dear Mohamed Ashraf,

Congratulations! With reference to your application and subsequent interview, we are pleased to make you an offer –cum - appointment with **HCL Technologies Ltd., - Digital Process Operations ("DPO" or "HCL" or "Company")** as **ASSOCIATE.** You are required to report on October 11, 2022 at 09:00 a.m., at the address: **HCL Technologies Ltd., - Digital Process Operations, Chennai-SEZ, SDB2 Sholinganallur 602/3.**

- Your annual compensation would be **Rs. 200000 Per annum** as per compensation structure outlined in Annexure I. A detailed structure of your compensation will be shared on your joining. Explanation of compensation structure and employee benefits have been detailed out in **Annexure III.**
- This is a system generated (offer and appointment letter) document. Agreeing to the terms and conditions in the workflow of iTap (Company's web based application) is as good as signing of physical contract form on mutual agreement between you and the Company. It has legal binding as per the law if mutual trust is breached. You are requested to accept the offer within 07 days and mail the confirmation of acceptance to recruiter's email id sobiya.e@hcl.com , failing which the offer will stand null and void.
- Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement.
- All our operations function **24x7, 365 days in a calendar year.** Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.

Signature of the employee

HCLTech

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- In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the client** and genuineness of documents or information provided by you to the Company. You are being provisionally offered on the presumption that you have no criminal background as per law of the land and the particulars furnished by you in your Application and/or Bio-data are correct. We will also be contacting your referrals. **Please note that this offer is subject to satisfactory references being obtained.**

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure II to facilitate the joining and background verification process.

- The company may also undertake reference check through at least two professional references submitted during the process of selection.

- In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies

- In case the aforesaid particulars are found to be incorrect or it is found that you have **concealed or withheld** some other relevant facts, your offer/employment with the Company shall stand terminated/cancelled forthwith, without any notice.
- Your growth in terms of role, compensation etc., in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 6 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and affected from the first day of the subsequent quarter thereafter. **Probation period & Performance Appraisal / Compensation Review shall be deemed to be changed with the change in position / process / function**.

- Please note that if you **chose to resign** from services of **HCL Technologies – Digital Process Operations within six(6) months from your date of joining, a sum of up to Rs. 50,000/- will be recovered towards training expenses**.

- Your services during or after the period of probation shall be liable to be terminated giving 60 days' notice or 60 days basic salary in lieu thereof without assigning any reason thereof. Likewise, you will also be competent to terminate your contract of employment by giving 60 days' notice. The waiver of the notice period fully or partially or acceptance of such basic salary

Signature of the employee

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is at the Company's sole discretion. Further, the aforesaid requirement of notice period may be extended, if mutually agreed by you and the Company.

- The company shall be entitled to accept your prospective resignation with effect from a date earlier than the one offered by you and thus relieve you at any time during your notice period as the notice is for the benefit of the management and balance notice period can be waived at any time by the management. In such an event, however, you shall be paid basic salary for the remaining period of your notice. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

- At the time of joining, you must declare your family members / relatives working in a direct or indirect supervisory / subordinate relationship or as third party resources in the same work unit (Respective L3 Organization Unit Level). This is required to avoid any conflict of interest. During your employment with the Company, if any of your direct relatives are offered by HCL or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives herein include parents, spouse, brother/s, sister/s and children of the employee.

- On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

- All Employees are entitled to avail the Company Transport within the defined limits and subject to company's policy.

- During your employment if the company identifies any negative instances/ irregularities relating to your previous employment, your employment will be terminated with immediate effect.

- You and your family (spouse, dependent children, dependent parents) will be covered under comprehensive Medical Insurance scheme/ESI as per policy

- Your resignation shall become effective as soon as the management accepts it. The management shall be competent to withhold its acceptance in respect of your resignation in case dues are recoverable from you or if you are under suspension and/or disciplinary proceedings are pending or contemplated against you or for any other similar reasons. After having opted to resign and given the intimation to this effect, you shall be debarred from withdrawing your resignation except with the written permission of the management.

Signature of the employee

HCLTech

5.2.1. Average percentage of placement of outgoing students during the last five years

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- Subject to other terms of the instant letter, company reserves the right to terminate your services without any cause assigned to the termination. In such a case, the company at its discretion would consider to pay the terminated employee one-month basic salary only.

- During your employment with the Company, you will be liable to be transferred to any of the offices/ departments /manufacturing units of the Company or of associate companies/ group companies, client location, whether existing or to be set up, anywhere in India or abroad, on the same terms and conditions of employment at the sole discretion of the management. Provided that if you are deputed to any associate/ subsidiary/ group company outside India by the Company, you shall be treated as having bound yourself to serve the Company for the deputation period, and for the stipulated period thereafter, if any, and the same shall be treated as the contract period vis-à-vis this contract of service.

- You may be required to attend specialized training, either in India, or abroad, and it is expected that you will be ready and willing to undertake such training, as the same is necessary to enable you to effectively discharge your duties with the Company. The training period would be any six days of a week. The Company shall be spending considerable amount of money on the said training, and it is expected that you shall work for the Company for a certain minimum stipulated period of time after completion of the said training, so as to enable the Company to get the benefit of the amount spend by it. It is the practice of the Company to execute a training and/or Service agreement at the commencement of training in which the rights and liabilities of the respective parties are set out. You will be required to compensate the company for the amounts spend by it on the training in the event of your committing breach of your obligations under the training - cum - service agreement. You may also be required to furnish at least one surety to guarantee due compliance with the terms of the training and/or service agreement as per the policy. Subject to above, during your employment with the company, you may also be required to execute agreement(s) in the nature of NDA (Non-disclosure agreement) or any other agreement/undertaking/affidavit due to client/process/business requirements.

- During your employment with the company, you will be governed by the policies, service rules and regulations of the company being in force or introduced/amended later. In this regard, a confidentiality undertaking at the time of joining and/or any other agreement that may be required from time to time will be required to be executed by you.

- You shall not divulge, communicate or pass on any information, secrets directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. At all times you shall maintain absolute integrity. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of HR Department. Indulgence in such activities or any violation of this norm shall lead to termination of your employment immediately.

Signature of the employee

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- You shall agree to abide by all terms and conditions listed in the Software Asset Management (SAM) Policy at all times. As an employee, you will ensure that software will be installed on the machine only after you have received the requisite approvals for the same. You shall also agree to keep track of the software inventory on your machine(s), and to take necessary corrective actions if any installation is not in accordance with the SAM Policy. You further agree that the company will not accept any liability in respect of any unauthorized use of software and you shall be personally liable for any damages or other liability arising on account of violation of SAM policy.

- You would be initially posted at Chennai, where you are requested to report to Human Resources Group on joining. Upon joining, you will be required to sign a standard undertaking on your obligations to conform to organizational discipline, policies and norms.

- During your employment with the company, you will not take up employment elsewhere either part time or otherwise. Besides you will not engage in any commercial activity. In case of defiance of this provision, Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

- In case you absent yourself from duty for 7 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

- You will be retired from service on attaining superannuation age of 58 years or earlier in case you are found physically and/or mentally unfit to work any longer or for continued ill-health as certified by the medical officer nominated by the Company.

- You are requested to submit 10 passport size photographs and the attested copies of the following documents, at the time of joining:
  - School leaving certificate / birth certificate
  - Educational qualification certificate (from 10th std onwards) along with mark sheets
  - Passport (The first 4 and the last 4 pages)
  - Relieving letter or duly accepted resignation letter from your present and previous employers
  - Salary certificate from your present and previous employers

Please ensure to accept the Online Offer Letter once you have gone through all the clauses. Your acceptance to the Letter is mandatory before you report to joining.

Signature of the employee

HCLTech

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Please note that no commitments other than what is mentioned in this letter & its annexure(s) will be applicable to you or entertained by us.

You are advised to go through the contents of this offer letter and the annexure(s) before signing the duplicate copy.

With best wishes and looking forward to a mutually fruitful association.

Yours sincerely,
For HCL TECH LTD BPO SERVICES

Amrita Das
Senior Vice President
Head-Global Rewards

AMRITA KUMAR
SENIOR VICE PRESIDENT

Signature of the employee

HCLTech

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DECLARATION

I, Mohamed Ashraf A, hereby declare that I have completely understood the contents of the instant Letter and I agree to abide by the below mentioned clauses:

1. Flexible to work in any shifts, process, Centre and location.
2. All the required documents to be submitted on the date of joining.
3. Salary will be subject to revision in case of non-submission of the required experience certificates.
   - Unsatisfactory responses from the previous employment references may lead to reduction in salary or/and termination of employment with us.
4. Non-disclosure of prior experience with HCL will lead to termination of employment.

In case, the aforesaid particulars are found to be incorrect or it is found that I have withheld some relevant facts, HCL Technologies Ltd. – Digital Process Operations has the right to withdraw the instant Letter of Offer and/or terminate my employment with immediate effect.

Annexure II

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	**Particulars (To be submitted to the Recruiter/Online of the BGV link)**
1	**Highest Qualification -** Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	**Identity Verification -** Copy of valid passport and PAN card required

Signature of the employee

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Additional documents (To be submitted on request – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining (Must be mandatorily uploaded on Discover HCL Portal)	
S. No	**Document Name**
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)
2	Extension Letter (if the Date of Joining in the offer letter is past dated)
3	Passport –Front copy only - for Name & DOB proof.
4	10th Mark sheet, only if passport is not available.
5	PAN CARD as ID Proof (Only if passport is not available)
6	Passport Size Photographs (Only with white background)

- Please ensure that the copies uploaded are clearly visible as dark and hazy copies are not accepted.
- Please avoid clicking pictures of documents and uploading.
- Please do not send soft copies through Emails.
- Employee must enter/submit correct/accurate Aadhar number on joining portal so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.

Signature of the employee

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- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required at the time of filling details on the portal.
- Induction Timings will be circulated to you separately.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. personal laptop, Pen Drives etc. are not allowed inside the campus.

If requested by recruiter, you may be required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 10:00 a.m. at your respective location of joining.

If your joining is completed remotely, please submit the requested documents to the HCL Onboarding team within 7 days of your date of joining, either in person or through courier.

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, Gate No. -1, Akashi Induction Room, Ground Floor, Tower – 1, Hub SEZ, Plot No 3A, Sector 126, Noida - 201303. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd, Himalaya Induction Room, Level-2, H-01B, Special Economic Zone, Phoenix Infocity Pvt Ltd, -Survey No. 30,34,35 & 38, Hitech city 2, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd, IT City, Near Chack Gajaria Farms, Sultanpur Road, Gate No. 1,

Signature of the employee

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		Tower SDC-02, First Floor – Induction Room-1, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Elcot, IT SEZ , , , Plot No. 5 & 7, Ilanthaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur -441108
11	Coimbatore	State Street Hcl Services | Human Resources | Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526|
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

Please go through the contents of this letter of offer and the annexure before accepting it. Your acceptance of the e-offer will be deemed as you have read and accepted all the clauses mentioned here-with.

Besides the above policies HCL Technologies Ltd. – Digital Process Operations is governed by policies* which are listed in corporate intranet.

Annexure III

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

PROCESS ALLOWANCE

As part of your CTC, you would also be eligible for a process allowance based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC annexure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference. The structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company.

Signature of the employee

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House Rent Allowance (HRA)

The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

Food Wallet: Food Wallet is a voluntary benefit and is applicable for payments related to food and non- alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

Advance Statutory Bonus

Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

Food Allowance

Food Allowance is payable up to a maximum of INR.750/- per month in line with cafeteria expenses.

Attendance Allowance

Attendance Allowance is payable max. up to INR.1000/- per month.

Compensatory Allowance

Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

Medical Insurance

Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.

Signature of the employee

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- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:**
  Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

  The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

  Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

  *The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

  *The percentage and amount is in compliance with the current PF Act.

Gratuity

As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

Annexure IV

This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

Signature of the employee

5.2.1. Average percentage of placement of outgoing students during the last five years

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CIN- L74140DL1991PLC046369
www.hclbpo.com
www.hcl.com

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

1. **Confidential Information:**

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "**Company Parties**"), to which I have been privy to by virtue of being an employee of the Company. I understand that "**Confidential Information**" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.

Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

2. **Inventions:**

Inventions Retained and Licensed: I have shared and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment with the Company (collectively referred to as "**Prior Inventions**"), which belong to me, which relate to the Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior

Signature of the employee

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Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions: I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any/all invention(s), original works of authorship, development, concepts improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as "**Inventions**"), except as provided in sub-section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are protectable by copyright are "works made for hire", as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records: I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the terms of my employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations: I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

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Exception to Assignments: I understand that the provisions of this Annexure requiring assignment of Inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the Invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company's actual or demonstrably anticipated research or development; or (ii) the Invention resulted from any work performed by me for the Company. I understand further that the laws of certain states would prohibit the assignment of such Inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

3. **Returning Company Documents:** I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.

4. **Notification to New Employer:** If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.

5. **Non-Solicitation**: For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.

6. **Non-Competition**: During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so. I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

For the purposes of these non-compete provisions, "Similar Services" means, services which meet all or any of the following criteria(s):

i. work in the competing business / product (e.g. Digital Business; Security; Customer Experience; Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the

ii. nature of work remains the same (e.g. selling ITBS Services; Product Architect) and involves the same end clients or prospects, and is

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iii. performed in the same geography / market where I provided services for the Company.

The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion; the Employee hereby acknowledges and agrees to the same.

In case, the Company initiates separation by way of involuntary termination or redundancy, then this non-compete will not apply.

6. **General Provisions Regarding Covenants**

Extension of Covenants: If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

Attachment Read, Understood and Fair: I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

7. **Protection of Systems & Environment:** I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM root kits), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems,. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.

8. **Remedies:** By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific

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performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.

9. **Representations:** I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.

10. **Integration:** I understand and agree that this Attachment is part of my integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

_____

Mohamed Ashraf A
October 11, 2022

[#blurb:E0NonContactCenterDisclaimerbserv#]

Signature of the employee

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

STRICTLY CONFIDENTIAL

Date: 30-Aug-2022

To:

MOHAMED HAKKIM S
EMP ID: 1049773
Tiruchirappalli-I

Dear MOHAMED,

This is with reference to your offer letter dated **30-Aug-2022**. We are pleased to appoint you as **PROCESS ASSOCIATE** in Grade **1A,** with effect from **30-Aug-2022.**
The offer is subject to the following terms and conditions.

1. Your appointment and continuance in service is subject to the Company receiving:
   a. A satisfactory reference from the list of referees furnished by you at the time of interview / joining.
   b. Correct particulars regarding your age, qualification, experience, etc.
2. You will be on Training cum Probation and will be confirmed on rolls upon satisfactory completion of the training and probation period, as **PROCESS EXECUTIVE**. The normal probation period is six months, but is liable for extension if the performance is not found satisfactory.
3. Your remuneration shall be as detailed in the annexure.
4. You shall be considered as being employed at **Tiruchirappalli-I,** your services are transferable at short notice to any office, division of this Company, you will be sent on deputation to any subsidiary company/holding/group company/sister concern of this Company in India and or abroad. In the event of your transfer/deputation, as the case may be, the terms and conditions of the employment outlined herein shall continue to apply along with any modifications thereof as may be applicable. However, you shall be required to adhere to the rules and regulations as prevalent at the new place of posting to which you are sent on deputation.
5. Your appointment will be governed by the terms and conditions of employment presented in this letter of appointment. You will also be governed by the rules of the Company as applicable, enforced, amended or altered from time to time during the course of employment. Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by the HR manual and other policies and procedures of the Company as presently applicable and as may be amended from time to time.
6. You shall devote yourself exclusively to the business and no outside appointments are allowed without prior consent of the company in writing. In particular, you shall not in any way provide your services or accept any commission or remuneration from any other company, or individual.
7. Your service with the company can be terminated under the following conditions:
   a. On resignation, by giving a written notice of at least **30** days during probation / **60** days after confirmation or as a special case, Basic Salary in lieu to the Company.
   b. The right to decide whether to collect basic salary in lieu of employee not serving notice period is solely based on the discretion of management. Company also reserves the right to issue relieving letter in such cases.
   c. In case, not completing relieving formalities with-in 7 days of last working day after resignation, the same will be treated as Voluntary Abandonment of services.
   d. Without any notice in case of serious misconduct on your part.
   e. Voluntarily abandonment of your services in case you abstain from work for more than 7 days without prior intimation in writing to the company.
   f. Upon failure to complete the process training / assessment criteria to perform the given assignment.
8. The retirement age is 58.
9. You shall maintain utmost secrecy with regard to confidential and proprietary information

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relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.

10. You shall not either during the continuance of your employment or thereafter divulge to any person and shall use your best endeavors to prevent the unauthorized publication or disclosure of any information concerning the business.
11. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
12. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
13. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
14. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager, you report to.
15. You should adhere to the organizational Quality and Security policies and procedures formulated and communicated from time to time.
16. You will have to sign Non-Disclosure Agreement and Code of Business Conduct and Ethics separately during the course of employment.
17. You will be required to execute a separate employment agreement in case you are sent abroad for any client specific training or an on-site assignment etc., during the course of your employment.
18. You will be required to execute a separate 'Service Bond' in case you take up any certification program through company, during the course of your employment.
19. Although your normal work will consist of the duties assigned to you from time to time, you may at any time be called upon to discharge any other duties which in the opinion of the Company are within your capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.
20. You shall be responsible to meet all requirements under the Indian Tax laws, including tax compliance and filing tax returns. The company may withhold from any compensation or benefits payable to you, all central, state or other taxes as may be required to be paid by you pursuant to any legislation, regulation or notification.
21. You shall not do anything or cause to do anything, which shall bring dishonor and /or disrepute to the Company or engage in any unlawful/immoral activities. If at any time you get involved into any legal/administrative/qusai-judicial proceeding(s) you shall immediately inform the company thereof. You shall not at any time use your association with the Company to gain unfair advantage for personal purposes.
22. **INTELLECTUAL PROPERTY :** All works developed by you during the course of your employment with the company, shall belong exclusively to the Company and you hereby assign the ownership of copyrights of such works and those of any others derivative works, to the Company. You will promptly provide to the Company a complete written disclosure for each such work identifying the features or concepts you or the Company believe to be new or different. You grant to the Company an irrevocable, nonexclusive, worldwide, perpetual, paid-up license under these works. The license scope is to make, have made, used, sell, license or transfer items of such Works and to practice and have practiced methods pertaining to such Works. You are specifically made aware that you will not be liable to any compensation for such acts of yours, and that any rewards which the company may choose to bestow will not be deemed to confer any rights towards that invention, discovery or improvement in system or method, for you.
23. **INDEMNITY :** You shall indemnify the Company against any loss, damage, proceedings which

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the Company might suffer due to any wrongful acts, malafides acts, negligence and/or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Company to terminate your services on such account or the right of the Company to seek other remedies, which the Company may have to make good the loss/damage.

24. **RELATIONSHIP WITH DIRECTORS :** You will declare your relationship, if any, with any of the Directors of the Company in terms of section 6 of The Companies Act, 2013. In case you become related to any of the Directors of the Company, you will inform the Company within 7 days of becoming so.

25. **LEAVE :** You will be entitled for availing leave and paid holidays as per the policy of the Company as presently applicable and as may be modified from time to time. However, even if there is sufficient leave balance to your credit, you cannot remain absent from duty/office [for the reason other than due to sickness or similar urgency which is beyond your control] without prior sanction from competent authority. Further, any such unauthorized absence continuously for more than the specified number of days as per policy will be treated as "Absconding/disappearing" in which case your services are liable to be terminated, at the option of the Company.

26. **NON-SOLICITATION** : You agree to undertake that during the term of your employment with the Company and for a period of 2 years thereafter immediately following the termination of your employment with the Company, you shall not:-

(a) Directly or indirectly solicit, induce, recruit or encourage any of the Company's employees to leave their employment, or join any other employment or undertake any other activity that is of similar nature so as to give any sort of competition to the business of the Company.

(b) Take away any clients or customers of the Company or attempt to solicit, induce, recruit, encourage or take away clients or customers of the Company, either for yourself or for any other person or entity.

(c) Join the services or be associated in any manner with any organization which is undertaking or seeks to undertake any activity in India, competing with the business of the Company.

You also acknowledge and agree that the above restriction are considered reasonable for the legitimate protection of the business and the goodwill of the Company, in the event that such restriction shall be found to be void, but will be valid if some part therefore was deleted or the scope, period or area of application were reduced. The above restriction shall apply with the deletion of such words or such reduction of scope, period or area of application as may be required to make the restrictions contained in this clause valid, binding and effective. Notwithstanding the limitation of this provision by any law for the time being in force, you undertake to, at all times, observe and be bound by the spirit of this clause. Any dispute arising out from this shall be resolved through arbitration process under the India
Arbitration and Conciliation Act. Arbitration language shall be in English only and place of Arbitration and jurisdiction of courts shall be Bengaluru city only.

27. I hereby accept and agree that my pictures, videos or voice recordings, taken during the employment for the official purposes, may be used and displayed on the Company website, TV channel, advertisements, brochures, catalogues, flyers, theatres, banners, hoardings, radios or any other medium for any events or activities organized by the Company for branding, advertisements, commercial, official or other purposes. I acknowledge that the Company will not be under the obligation to remove or delete pictures, videos or voice recordings from the social media after termination of my employment with the Company.

28. **FORCE MAJEURE:** In the event of either party being rendered unable by force majeure to perform any obligation required to be performed by them under this agreement, the relative obligation of the affected party by such force majeure shall be suspended for the period during which such cause lasts. The term "force majeure" as employed herein shall mean, acts of god, war, revolt, riot, fire, flood, pandemic, endemic occurrences and acts and regulations of the Government of India/respective State Government or any of its authorized agencies. Upon the occurrence of such cause and upon its termination the party alleging that it has been rendered

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unable as aforesaid thereby shall notify the other party in writing within 7 (seven) day of the alleged beginning and ending thereof giving full particulars. If the work is suspended by force majeure conditions lasting for more than 15 days, the Company shall have the option of cancelling the employment in whole or in part thereof at its own discretion. For the period of force majeure, no remuneration shall be payable on account of no work being assigned or carried out by you for whatsoever reason.

29. **BACKGROUND VERIFICATION/ PAST RECORDS/ ASSURANCE AND UNDERTAKINGS:** we are offering you the employment in our Company as per the details mentioned in the appointment letter basing it on your assurance, undertaking and agreement that the education/qualification certificates, work experience certificates, previous employer's certificate, and all other certificates, information, declarations and undertakings are true and correct. However, our Company reserve its right to examine, verify and investigate [on our own or through our agent's/consultants team] the correctness, truth or veracity of the various documents submitted by you and all other information and undertakings. If any declaration given or information furnished by you to the Company proves to be false or if you are found to have willfully or concealed any material information, in such cases company reserves right to take appropriate disciplinary action as deemed fit including removal from services without any notice.

30. **NOTICE :** Any notice or other communication to be served upon you as per terms and conditions of this appointment letter may be by sending letter in physical form or by way of email or other electronic modes of services and accordingly any mode of service is sufficient service of notice or any other communication upon you and no further confirmation of email or electronic communication is required.

31. **SEVERABILITY :** if any provision of this agreement shall be invalid or unenforceable by any court of competent jurisdiction, the remainder of this agreement, other than that portion determined to be invalid or unenforceable, shall be unaffected thereby and each valid provision of this agreement shall be enforced to the fullest extent permitted by law.

32. We take this opportunity to welcome you to the organization and look forward to having you on board as part of the team. Please acknowledge this letter by clicking on the link as a token of your acceptance to the terms and conditions mentioned.

Yours sincerely,

for **Omega Healthcare Management Services Private Limited**

Lalitha M Shetty
Associate Vice President - Human Resources

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Annexure 1

Annexure to Appointment Letter - Salary & Benefits

NAME	MOHAMED HAKKIM S
Designation	PROCESS ASSOCIATE

Salary Component	Amount - Monthly	Amount - Yearly
Basic	10,210.00	1,22,520.00
Advance Statutory Bonus	1,021.00	12,252.00
Fixed Cash (Gross)	**11,231.00**	**1,34,772.00**
PF	1,225.00	14,700.00
ESIC	365.00	4,380.00
GTLI	100.00	1,200.00
Gratuity	491.00	5,892.00
Total Benefits	**2,181.00**	**26,172.00**
Total Fixed Cash + Benefits	**13,412.00**	**1,60,944.00**
Total Cost PA (CTC)		**1,60,944.00**

Benefits (A) Statutory

- **Provident Fund -** Employer contribution at the Act
- **Gratuity -** As per the Gratuity Act.

Benefits (B) Welfare

- **Insurance**
  - Medical Insurance: You will be entitled to Medical Insurance coverage for self, spouse and two children as per your grade.
    - Band 1A to 3B – Upto 1,50,000 per annum
    - Band 3 C- Upto 2,50,000 per annum
    - Band 4 & Above- Upto 5,00,000 per annum
  - Personal Accident Coverage: You will be entitled to personal accident coverage as per the company policy.

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- **Leave Entitlement** –
  - Casual cum Sick Leave – 12 days per annum
  - Privilege Leave – 12 days per annum

  Refer Leave Rules for eligibility to avail the same.
- **Transport**
  - Subsidized Transport pick-up and drop for those who work in the night shift.

Yours sincerely,

for **Omega Healthcare Management Services Private Limited**

Lalitha M Shetty
Associate Vice President - Human Resources

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ZUBAID INFOTECH

Mob : 98411 49656 Ph : 044-22272050 E: zubaidinfotech4u@gmail.com

17-Aug-2022

Letter of Appointment

To,
Mr. M.Mohamed Imran
S.Mohamed Yahaya
Pallivasal Street, Eravanchery
PO Kudavasal,
Thiruvarur,
Tamilnadu
PIN 609501

Dear Mohamed Imran

This is in reference to your interview with us; we are pleased to inform you that you have been selected for the post of **Service Engineer**. We offer you this post with our company with immediate effect under the following terms and conditions,

- Work Location: Chennai

Notice Period: If the employee desires to leave the company, he/she needs to serve a notice period of **30 days** and should ensure the company materials in his/her possession are returned as expected by the management.

We congratulate you on your appointment and wish you a long successful career with us.

For **ZUBAID INFOTECH**

Signature:

#7, Masjid-e-Al Harmain Shopping Complex, Vallal Yusuf Nagar, Mahalakshmi Nagar, Selaiyur, Chennai - 600 073.

5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

STRICTLY CONFIDENTIAL

Date: 17-Aug-2022

To:

MOHAMED NOVFIL SIRAJUDEEN
EMP ID: 1048940
Tiruchirappalli-I

Dear MOHAMED,

This is with reference to your offer letter dated **17-Aug-2022**. We are pleased to appoint you as **ASSOCIATE - AR (PROCESSOR)** in Grade **1A,** with effect from **17-Aug-2022.**
The offer is subject to the following terms and conditions.

1. Your appointment and continuance in service is subject to the Company receiving:
   a. A satisfactory reference from the list of referees furnished by you at the time of interview / joining.
   b. Correct particulars regarding your age, qualification, experience, etc.
2. You will be on Training cum Probation and will be confirmed on rolls upon satisfactory completion of the training and probation period, as **EXECUTIVE - AR (PROCESSOR)**. The normal probation period is six months, but is liable for extension if the performance is not found satisfactory.
3. Your remuneration shall be as detailed in the annexure.
4. You shall be considered as being employed at **Tiruchirappalli-I,** your services are transferable at short notice to any office, division of this Company, you will be sent on deputation to any subsidiary company/holding/group company/sister concern of this Company in India and or abroad. In the event of your transfer/deputation, as the case may be, the terms and conditions of the employment outlined herein shall continue to apply along with any modifications thereof as may be applicable. However, you shall be required to adhere to the rules and regulations as prevalent at the new place of posting to which you are sent on deputation.
5. Your appointment will be governed by the terms and conditions of employment presented in this letter of appointment. You will also be governed by the rules of the Company as applicable, enforced, amended or altered from time to time during the course of employment. Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by the HR manual and other policies and procedures of the Company as presently applicable and as may be amended from time to time.
6. You shall devote yourself exclusively to the business and no outside appointments are allowed without prior consent of the company in writing. In particular, you shall not in any way provide your services or accept any commission or remuneration from any other company, or individual.
7. Your service with the company can be terminated under the following conditions:
   a. On resignation, by giving a written notice of at least **30** days during probation / **60** days after confirmation or as a special case, Basic Salary in lieu to the Company.
   b. The right to decide whether to collect basic salary in lieu of employee not serving notice period is solely based on the discretion of management. Company also reserves the right to issue relieving letter in such cases.
   c. In case, not completing relieving formalities with-in 7 days of last working day after resignation, the same will be treated as Voluntary Abandonment of services.
   d. Without any notice in case of serious misconduct on your part.
   e. Voluntarily abandonment of your services in case you abstain from work for more than 7 days without prior intimation in writing to the company.
   f. Upon failure to complete the process training / assessment criteria to perform the given assignment.
8. The retirement age is 58.
9. You shall maintain utmost secrecy with regard to confidential and proprietary information

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5.2.1. Average percentage of placement of outgoing students during the last five years

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relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.

10. You shall not either during the continuance of your employment or thereafter divulge to any person and shall use your best endeavors to prevent the unauthorized publication or disclosure of any information concerning the business.
11. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
12. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
13. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
14. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager, you report to.
15. You should adhere to the organizational Quality and Security policies and procedures formulated and communicated from time to time.
16. You will have to sign Non-Disclosure Agreement and Code of Business Conduct and Ethics separately during the course of employment.
17. You will be required to execute a separate employment agreement in case you are sent abroad for any client specific training or an on-site assignment etc., during the course of your employment.
18. You will be required to execute a separate 'Service Bond' in case you take up any certification program through company, during the course of your employment.
19. Although your normal work will consist of the duties assigned to you from time to time, you may at any time be called upon to discharge any other duties which in the opinion of the Company are within your capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.
20. You shall be responsible to meet all requirements under the Indian Tax laws, including tax compliance and filing tax returns. The company may withhold from any compensation or benefits payable to you, all central, state or other taxes as may be required to be paid by you pursuant to any legislation, regulation or notification.
21. You shall not do anything or cause to do anything, which shall bring dishonor and /or disrepute to the Company or engage in any unlawful/immoral activities. If at any time you get involved into any legal/administrative/qusai-judicial proceeding(s) you shall immediately inform the company thereof. You shall not at any time use your association with the Company to gain unfair advantage for personal purposes.
22. **INTELLECTUAL PROPERTY :** All works developed by you during the course of your employment with the company, shall belong exclusively to the Company and you hereby assign the ownership of copyrights of such works and those of any others derivative works, to the Company. You will promptly provide to the Company a complete written disclosure for each such work identifying the features or concepts you or the Company believe to be new or different. You grant to the Company an irrevocable, nonexclusive, worldwide, perpetual, paid-up license under these works. The license scope is to make, have made, used, sell, license or transfer items of such Works and to practice and have practiced methods pertaining to such Works. You are specifically made aware that you will not be liable to any compensation for such acts of yours, and that any rewards which the company may choose to bestow will not be deemed to confer any rights towards that invention, discovery or improvement in system or method, for you.
23. **INDEMNITY :** You shall indemnify the Company against any loss, damage, proceedings which

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5.2.1. Average percentage of placement of outgoing students during the last five years

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the Company might suffer due to any wrongful acts, malafides acts, negligence and/or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Company to terminate your services on such account or the right of the Company to seek other remedies, which the Company may have to make good the loss/damage.

24. **RELATIONSHIP WITH DIRECTORS :** You will declare your relationship, if any, with any of the Directors of the Company in terms of section 6 of The Companies Act, 2013. In case you become related to any of the Directors of the Company, you will inform the Company within 7 days of becoming so.

25. **LEAVE :** You will be entitled for availing leave and paid holidays as per the policy of the Company as presently applicable and as may be modified from time to time. However, even if there is sufficient leave balance to your credit, you cannot remain absent from duty/office [for the reason other than due to sickness or similar urgency which is beyond your control] without prior sanction from competent authority. Further, any such unauthorized absence continuously for more than the specified number of days as per policy will be treated as "Absconding/disappearing" in which case your services are liable to be terminated, at the option of the Company.

26. **NON-SOLICITATION** : You agree to undertake that during the term of your employment with the Company and for a period of 2 years thereafter immediately following the termination of your employment with the Company, you shall not:-

(a) Directly or indirectly solicit, induce, recruit or encourage any of the Company's employees to leave their employment, or join any other employment or undertake any other activity that is of similar nature so as to give any sort of competition to the business of the Company.

(b) Take away any clients or customers of the Company or attempt to solicit, induce, recruit, encourage or take away clients or customers of the Company, either for yourself or for any other person or entity.

(c) Join the services or be associated in any manner with any organization which is undertaking or seeks to undertake any activity in India, competing with the business of the Company.

You also acknowledge and agree that the above restriction are considered reasonable for the legitimate protection of the business and the goodwill of the Company, in the event that such restriction shall be found to be void, but will be valid if some part therefore was deleted or the scope, period or area of application were reduced. The above restriction shall apply with the deletion of such words or such reduction of scope, period or area of application as may be required to make the restrictions contained in this clause valid, binding and effective. Notwithstanding the limitation of this provision by any law for the time being in force, you undertake to, at all times, observe and be bound by the spirit of this clause. Any dispute arising out from this shall be resolved through arbitration process under the India
Arbitration and Conciliation Act. Arbitration language shall be in English only and place of Arbitration and jurisdiction of courts shall be Bengaluru city only.

27. I hereby accept and agree that my pictures, videos or voice recordings, taken during the employment for the official purposes, may be used and displayed on the Company website, TV channel, advertisements, brochures, catalogues, flyers, theatres, banners, hoardings, radios or any other medium for any events or activities organized by the Company for branding, advertisements, commercial, official or other purposes. I acknowledge that the Company will not be under the obligation to remove or delete pictures, videos or voice recordings from the social media after termination of my employment with the Company.

28. **FORCE MAJEURE:** In the event of either party being rendered unable by force majeure to perform any obligation required to be performed by them under this agreement, the relative obligation of the affected party by such force majeure shall be suspended for the period during which such cause lasts. The term "force majeure" as employed herein shall mean, acts of god, war, revolt, riot, fire, flood, pandemic, endemic occurrences and acts and regulations of the Government of India/respective State Government or any of its authorized agencies. Upon the occurrence of such cause and upon its termination the party alleging that it has been rendered

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5.2.1. Average percentage of placement of outgoing students during the last five years

Omega Healthcare

unable as aforesaid thereby shall notify the other party in writing within 7 (seven) day of the alleged beginning and ending thereof giving full particulars. If the work is suspended by force majeure conditions lasting for more than 15 days, the Company shall have the option of cancelling the employment in whole or in part thereof at its own discretion. For the period of force majeure, no remuneration shall be payable on account of no work being assigned or carried out by you for whatsoever reason.

29. **BACKGROUND VERIFICATION/ PAST RECORDS/ ASSURANCE AND UNDERTAKINGS:** we are offering you the employment in our Company as per the details mentioned in the appointment letter basing it on your assurance, undertaking and agreement that the education/qualification certificates, work experience certificates, previous employer's certificate, and all other certificates, information, declarations and undertakings are true and correct. However, our Company reserve its right to examine, verify and investigate [on our own or through our agent's/consultants team] the correctness, truth or veracity of the various documents submitted by you and all other information and undertakings. If any declaration given or information furnished by you to the Company proves to be false or if you are found to have willfully or concealed any material information, in such cases company reserves right to take appropriate disciplinary action as deemed fit including removal from services without any notice.

30. **NOTICE :** Any notice or other communication to be served upon you as per terms and conditions of this appointment letter may be by sending letter in physical form or by way of email or other electronic modes of services and accordingly any mode of service is sufficient service of notice or any other communication upon you and no further confirmation of email or electronic communication is required.

31. **SEVERABILITY :** if any provision of this agreement shall be invalid or unenforceable by any court of competent jurisdiction, the remainder of this agreement, other than that portion determined to be invalid or unenforceable, shall be unaffected thereby and each valid provision of this agreement shall be enforced to the fullest extent permitted by law.

32. We take this opportunity to welcome you to the organization and look forward to having you on board as part of the team. Please acknowledge this letter by clicking on the link as a token of your acceptance to the terms and conditions mentioned.

Yours sincerely,

for **Omega Healthcare Management Services Private Limited**

Lalitha M Shetty
Associate Vice President - Human Resources

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Annexure 1

Annexure to Appointment Letter - Salary & Benefits

NAME	MOHAMED NOVFIL SIRAJUDEEN
Designation	ASSOCIATE - AR (PROCESSOR)

Salary Component	Amount - Monthly	Amount - Yearly
Basic	10,210.00	1,22,520.00
HRA	369.00	4,428.00
Advance Statutory Bonus	1,021.00	12,252.00
Fixed Cash (Gross)	**11,600.00**	**1,39,200.00**
PF	1,225.00	14,700.00
ESIC	377.00	4,524.00
GTLI	100.00	1,200.00
Gratuity	491.00	5,892.00
Total Benefits	**2,193.00**	**26,316.00**
Total Fixed Cash + Benefits	**13,793.00**	**1,65,516.00**
Total Cost PA (CTC)		**1,65,516.00**

Benefits (A) Statutory

- **Provident Fund -** Employer contribution at the Act
- **Gratuity -** As per the Gratuity Act.

Benefits (B) Welfare

- **Insurance**
  - Medical Insurance: You will be entitled to Medical Insurance coverage for self, spouse and two children as per your grade.
    - Band 1A to 3B – Upto 1,50,000 per annum
    - Band 3 C- Upto 2,50,000 per annum
    - Band 4 & Above- Upto 5,00,000 per annum
  - Personal Accident Coverage: You will be entitled to personal accident coverage as per the company policy.

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- **Leave Entitlement** –
  - Casual cum Sick Leave – 12 days per annum
  - Privilege Leave – 12 days per annum

  Refer Leave Rules for eligibility to avail the same.
- **Transport**
  - Subsidized Transport pick-up and drop for those who work in the night shift.

Yours sincerely,

for **Omega Healthcare Management Services Private Limited**

Lalitha M Shetty
Associate Vice President - Human Resources

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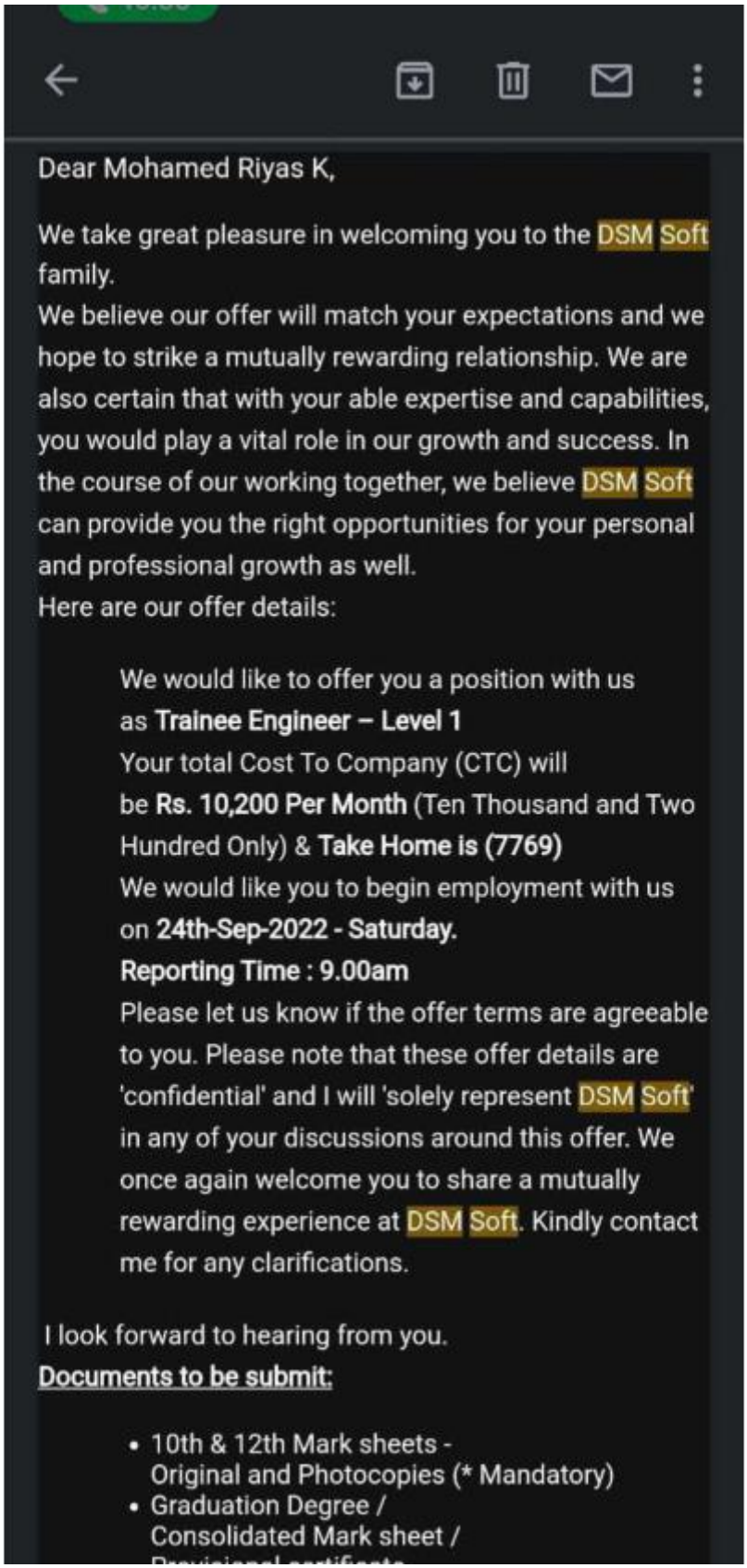

Dear Mohamed Riyas K,

We take great pleasure in welcoming you to the DSM Soft family.
We believe our offer will match your expectations and we hope to strike a mutually rewarding relationship. We are also certain that with your able expertise and capabilities, you would play a vital role in our growth and success. In the course of our working together, we believe DSM Soft can provide you the right opportunities for your personal and professional growth as well.
Here are our offer details:

We would like to offer you a position with us as **Trainee Engineer – Level 1**
Your total Cost To Company (CTC) will be **Rs. 10,200 Per Month** (Ten Thousand and Two Hundred Only) & **Take Home is (7769)**
We would like you to begin employment with us on **24th-Sep-2022 - Saturday.**
Reporting Time : 9.00am
Please let us know if the offer terms are agreeable to you. Please note that these offer details are 'confidential' and I will 'solely represent DSM Soft' in any of your discussions around this offer. We once again welcome you to share a mutually rewarding experience at DSM Soft. Kindly contact me for any clarifications.

I look forward to hearing from you.
Documents to be submit:

- 10th & 12th Mark sheets - Original and Photocopies (* Mandatory)
- Graduation Degree / Consolidated Mark sheet /

5.2.1. Average percentage of placement of outgoing students during the last five years

Infosys
Navigate your next

HRD/2T/1004838332/22-23

August 23, 2022

Mr. Mohamed Thahir J
30/31B,Chinna Arisikara Street,
Maharnonbuchavadi,
Thanjavur-613001
India

Ph: +91-9087540542

Dear Mohamed,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.08.23 19:32:04 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited

5.2.1. Average percentage of placement of outgoing students during the last five years

Infosys
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HRD/1004838332/22-23

August 23, 2022

Mr. Mohamed Thahir J
30/31B,Chinna Arisikara Street,
Maharnonbuchavadi,
Thanjavur-613001
India

Ph: +91-9087540542

Dear Mohamed,

Congratulations! We are delighted to make you an offer as **Systems Associate - Trainee** and your role is **Systems Associate** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **17-Oct-2022.**

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

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Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company`s Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Systems Associate** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Infosys
Navigate your next

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport and Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of **INR 461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2022-23 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

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You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200** . The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Infosys
Navigate your next

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Associate** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Associate, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company.
The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.
As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

_____
Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.08.23 19:32:04 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

5.2.1. Average percentage of placement of outgoing students during the last five years

Infosys
Navigate your next

ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Mohamed Thahir J**
ROLE	**Systems Associate**
ROLE DESIGNATION	**Systems Associate - Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	**16,162**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	**18,581**
TOTAL GROSS SALARY	**18,581**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

5.2.1. Average percentage of placement of outgoing students during the last five years

wipro

April 23, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Muhil Mohamed,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

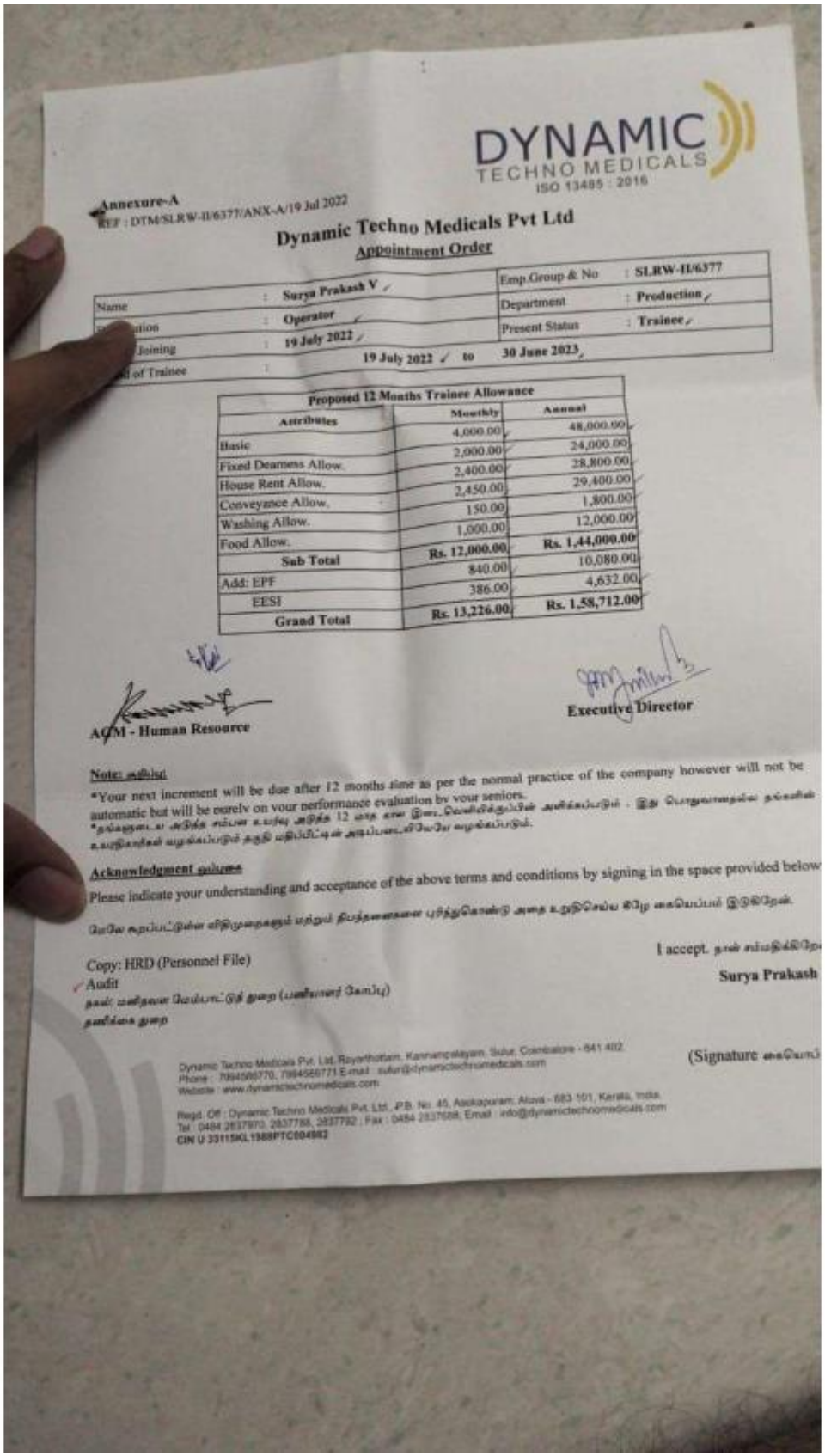
I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering institution / University** upon successful completion of

5.2.1. Average percentage of placement of outgoing students during the last five years



DYNAMIC TECHNO MEDICALS
ISO 13485 : 2016

Annexure-A
REF : DTM/SLRW-II/6377/ANX-A/19 Jul 2022

Dynamic Techno Medicals Pvt Ltd

Appointment Order

Name	: Surya Prakash V	Emp.Group & No	: SLRW-II/6377
[illegible]ation	: Operator	Department	: Production
[illegible] Joining	: 19 July 2022	Present Status	: Trainee
[illegible] of Trainee	: 19 July 2022 to 30 June 2023		

Proposed 12 Months Trainee Allowance

Attributes	Monthly	Annual
Basic	4,000.00	48,000.00
Fixed Deamess Allow.	2,000.00	24,000.00
House Rent Allow.	2,400.00	28,800.00
Conveyance Allow.	2,450.00	29,400.00
Washing Allow.	150.00	1,800.00
Food Allow.	1,000.00	12,000.00
Sub Total	**Rs. 12,000.00**	**Rs. 1,44,000.00**
Add: EPF	840.00	10,080.00
EESI	386.00	4,632.00
Grand Total	**Rs. 13,226.00**	**Rs. 1,58,712.00**

AGM - Human Resource

Executive Director

Note: குறிப்பு

*Your next increment will be due after 12 months time as per the normal practice of the company however will not be automatic but will be purely on your performance evaluation by your seniors.
*நிறுவனத்தின் வழக்கமான நடைமுறையின்படி உங்கள் அடுத்த 12 மாத கால இடைவெளிக்குப்பின் அளிக்கப்படும். இது தொடர்ச்சியான தானியங்கி முறையில் அல்லாமல் உயர்அதிகாரிகளால் உங்களின் பணித்திறன் மதிப்பீட்டின் அடிப்படையிலேயே வழங்கப்படும்.

Acknowledgment ஒப்புகை

Please indicate your understanding and acceptance of the above terms and conditions by signing in the space provided below

மேலே கூறப்பட்டுள்ள விதிமுறைகளும் மற்றும் நிபந்தனைகளை புரிந்துகொண்டு அதை உறுதிசெய்ய கீழே கையெழுத்து இடுகிறேன்.

I accept. நான் ஏற்றுக்கொள்கிறேன்

Surya Prakash

(Signature கையொப்

Copy: HRD (Personnel File)
Audit
நகல்: மனிதவள மேம்பாட்டுத் துறை (பணியாளர் கோப்பு)
தணிக்கை துறை

Dynamic Techno Medicals Pvt. Ltd, Rayarthottam, Kannampalayam, Sulur, Coimbatore - 641 402
Phone : 7904566770, 7904566771 E-mail : sulur@dynamictechnomedicals.com
Website : www.dynamictechnomedicals.com

Regd. Off : Dynamic Techno Medicals Pvt. Ltd., P.B. No. 45, Asokapuram, Aluva - 683 101, Kerala, India.
Tel : 0484 2837970, 2837788, 2837792 ; Fax : 0484 2837688, E-mail : info@dynamictechnomedicals.com
CIN U 33115KL1988PTC004982

5.2.1. Average percentage of placement of outgoing students during the last five years

metro

METRO COMAPNY LTD.
PO Box. 20448; AlKhobar 31952; Saudi Arabia
Phone: +966 3 889 2927 Ext: 116 Fax: +966 3 893 1345

EMPLOYMENT OFFER

Date: 30-Jul-22

1.	NAME	MR.UMER KATHAF M
2.	NATIONALITY	Indian
3.	PASSPORT / IQAMA NO.	
4.	POSITION	Store / Inventry Controller
5.	SALARY PER CALENDAR MONTH	SR. 1,500/- (Fixed per Calendar Month)
6.	PAY CODE	PC08
7.	WORKING HOURS	8 Hours per Day, 6 Days Per Week
8.	WEEKLY DAY OFF	Friday
9.	CONTRACT DURATION	Two (2) Years and it will be renewable based on good performance and mutual consent for further period.
10.	PROBATION PERIOD	Three Months (90 Days)
11.	CONTRACT STATUS	Single
12.	FOOD	SR 300/- as Food Allowance
13.	ACCOMMODATION	Provided by Company
14.	TRANSPORTATION	Provided by Company
15.	HEALTH BENEFITS	As per Medical Insurance Policy of Company
16.	INSURANCE	Provided by Company
17.	VACATION LEAVE CYCLE	2 years after 1st contract; 22.5 months in subsequent contract complete
18.	VACATION PAY	As per Saudi Labor Law (21 days paid leave per year)
19.	RIGHT COMPENSATION PAY	As per Saudi Labor Law
20.	AIR TICKET	Economy class round trip ticket - Provided by company or SAR 1800 /-
21.	LIQUIDATED DAMAGES	
a)	If resignation by the employee, after the probation period.	Pay the employer one (1) month Basic Salary and bear the Ticket, Iqama & Visa cost
b)	If terminated by the employer, after the probation period.	Pay the employee one (1) month Basic Salary

Notes:
1. Employment Offer subject to verification of all Qualifications against original certificates & Medical Fitness report.
2. The Employment Contract (GOSI / MADAD) will be signed upon joining and this Employment Offer shall be an integral part of the contract.

For and On Behalf of:
METRO COMPANY LTD.

Manager,
HR & Administration

7/21/2022
Date

I have read and understood the above terms and conditions of the employment offer and affix my signature below as token of my acceptance.

Signature: _____ Date: _____

5.2.1. Average percentage of placement of outgoing students during the last five years

5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20223635080/Chennai/BPS/BTN
Date: 13/12/2022

Mr. Padmanaban J
33b/85a
5th Street
Ex-Servicemen Colony Ponmalai
Tiruchirapalli-620004
Tamil Nadu
Tel# -

Dear Mr. Padmanaban J,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL).** 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. **16,000/-** 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.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
6th Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India
Ph.: +91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

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 3.25% 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:**
   If you are covered under Employees State Insurance Act (ESI Act), 1948 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.

   If you are 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 benefits under the Company's Afterlife Benefit Policy / Personal accident insurance scheme, whichever is applicable. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

   * Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

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.

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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.

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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, Data and Intellectual Property Protection:**
As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of **TCSL** and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

8. **Work in SBWS mode:**
TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

9. **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** .

10. **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.

11. **Medical Test:**
You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. 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 Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and futher employment(if absorbed in Regular 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 Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated 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.

12. **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

TATA CONSULTANCY SERVICES
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TATA

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.

13. **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.

14. **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.

15. **Letter of Appointment**
Your will be issued a letter of appointment on your joining and after completing joining formalities as per **TCSL** policy

16. **Personal Data Processing:**
Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

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5.2.1. Average percentage of placement of outgoing students during the last five years

TATA

In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

17. **Terms and conditions:**
The above terms and conditions of traineeship are specific to your traineeship period in India.

18. **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.

19. **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.

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TATA

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 Traineeship 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.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click Here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
6th Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India
Ph.: +91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

5.2.1. Average percentage of placement of outgoing students during the last five years

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/DT20223635080/Chennai/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:

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Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. **Confidential Information**
"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS and its subsidiaries as applicable (Collectively termed as TCS) (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS)

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

2. **Associate's Obligations**
Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly any Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with TCS . Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. **Intellectual Property Rights**
Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by

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TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

4. **Prior knowledge**
Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. **Use of third party material**
Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

6. **Security policies and Guidelines.**
6.1 Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Information Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,

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acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

(a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;

(b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;

(c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");

(d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;

(e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;

(f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and

(g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

7. **Working in SBWS Framework:**
Associate may be required to work in TCS offices or its Client's premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

a) Will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

b) Will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

c) Will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

d) Will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

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e) Will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

f) Will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

g) Will not allow anybody to share the official asset being used.

8. **Restriction on Associate's Rights**
Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. **No License**
TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

10. **Equitable Rights**
Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. **General**
(a)The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b)In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c)If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d)This Confidentiality, Data and IP Protection Terms along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

(e)This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized

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5.2.1. Average percentage of placement of outgoing students during the last five years

representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____ .

I hereby accept this Offer and intend to join service on_____.

Name:

Address:

Signature:

Date:

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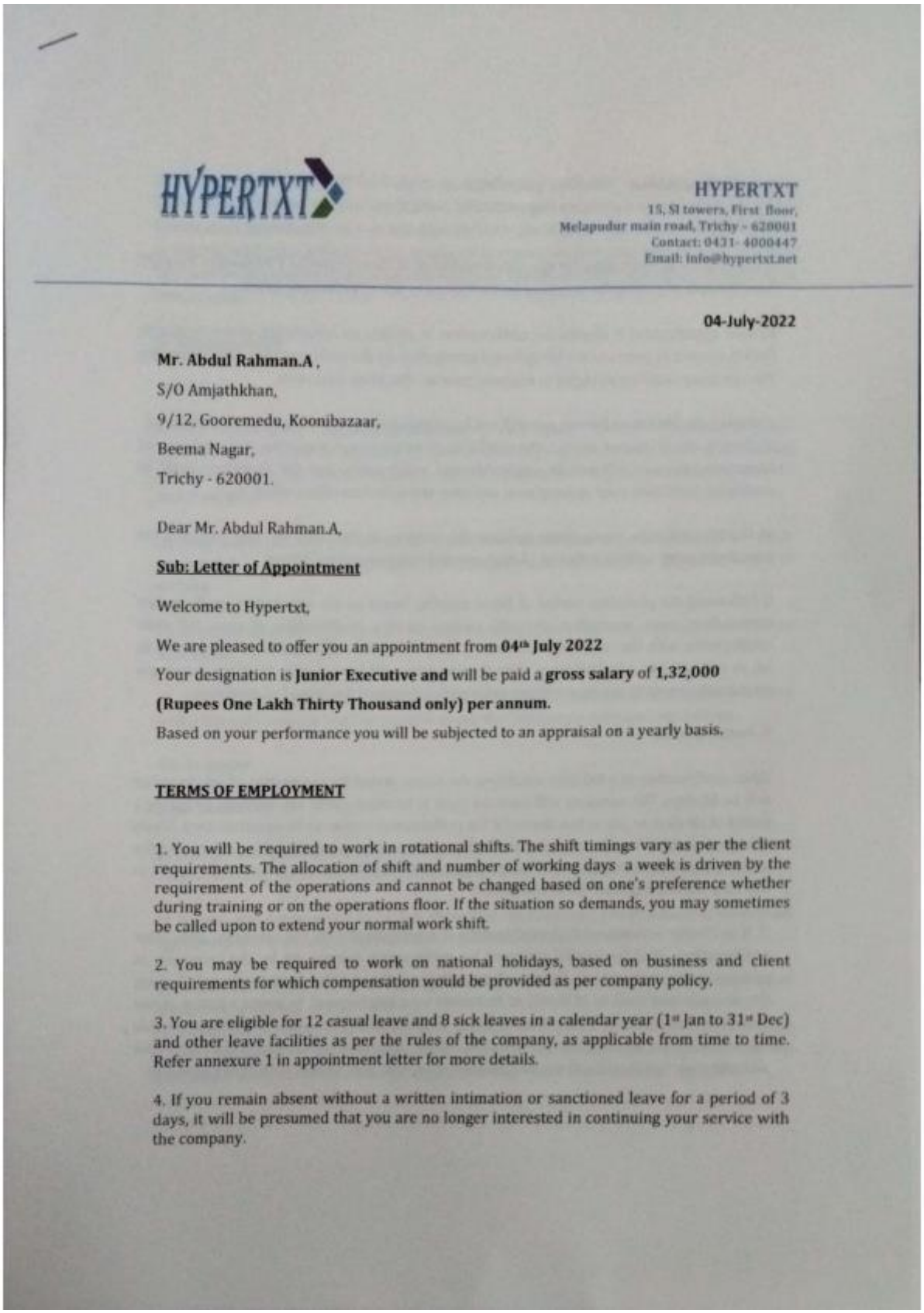


HYPERTXT

HYPERTXT
15, SI towers, First floor,
Melapudur main road, Trichy – 620001
Contact: 0431- 4000447
Email: info@hypertxt.net

04-July-2022

Mr. Abdul Rahman.A ,
S/O Amjathkhan,
9/12, Gooremedu, Koonibazaar,
Beema Nagar,
Trichy - 620001.

Dear Mr. Abdul Rahman.A,

Sub: Letter of Appointment

Welcome to Hypertxt,

We are pleased to offer you an appointment from **04th July 2022**
Your designation is **Junior Executive and** will be paid a **gross salary** of **1,32,000**
(Rupees One Lakh Thirty Thousand only) per annum.
Based on your performance you will be subjected to an appraisal on a yearly basis.

TERMS OF EMPLOYMENT

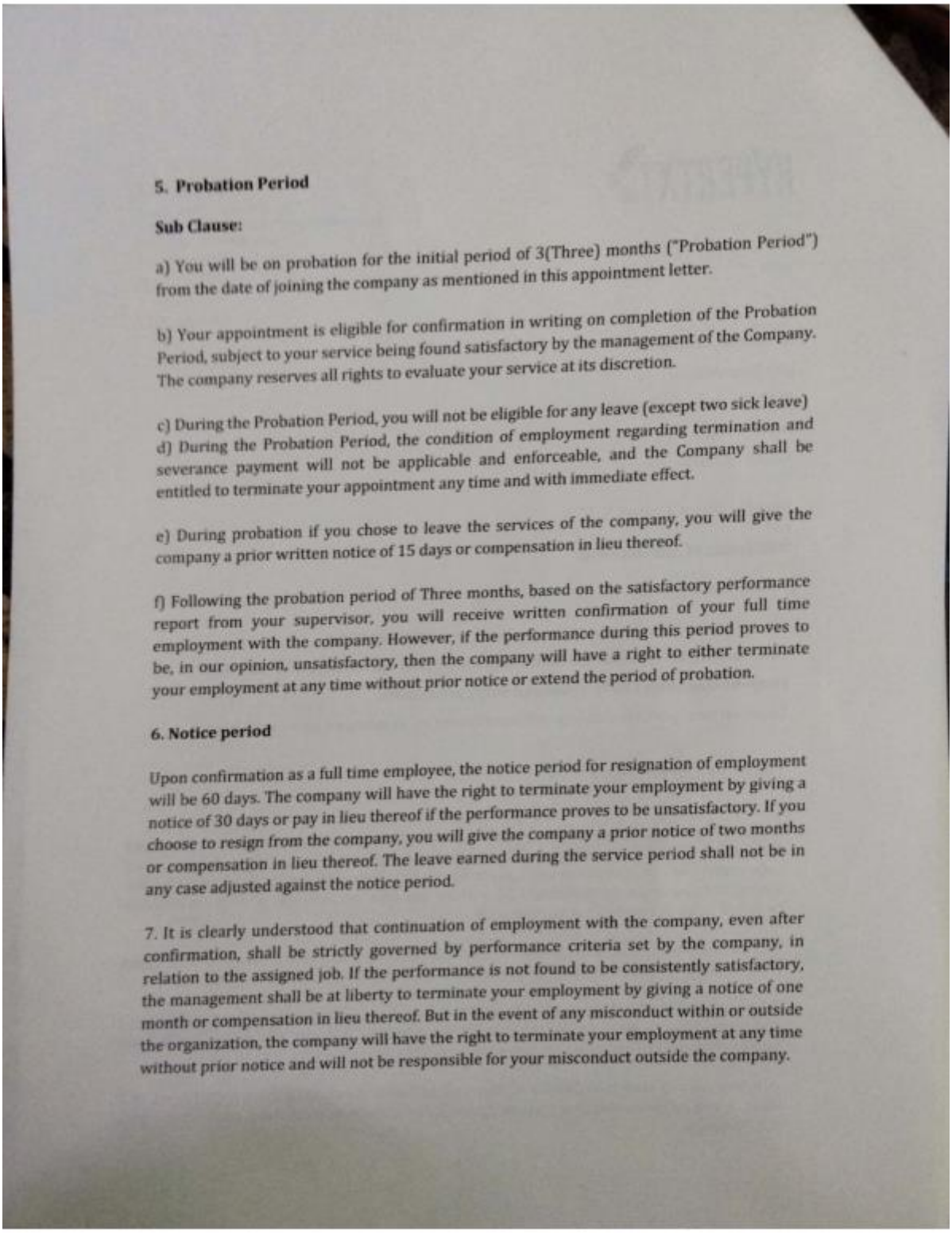
1. You will be required to work in rotational shifts. The shift timings vary as per the client requirements. The allocation of shift and number of working days a week is driven by the requirement of the operations and cannot be changed based on one's preference whether during training or on the operations floor. If the situation so demands, you may sometimes be called upon to extend your normal work shift.

2. You may be required to work on national holidays, based on business and client requirements for which compensation would be provided as per company policy.

3. You are eligible for 12 casual leave and 8 sick leaves in a calendar year (1st Jan to 31st Dec) and other leave facilities as per the rules of the company, as applicable from time to time. Refer annexure 1 in appointment letter for more details.

4. If you remain absent without a written intimation or sanctioned leave for a period of 3 days, it will be presumed that you are no longer interested in continuing your service with the company.

5.2.1. Average percentage of placement of outgoing students during the last five years



5. Probation Period

Sub Clause:

a) You will be on probation for the initial period of 3(Three) months ("Probation Period") from the date of joining the company as mentioned in this appointment letter.

b) Your appointment is eligible for confirmation in writing on completion of the Probation Period, subject to your service being found satisfactory by the management of the Company. The company reserves all rights to evaluate your service at its discretion.

c) During the Probation Period, you will not be eligible for any leave (except two sick leave)
d) During the Probation Period, the condition of employment regarding termination and severance payment will not be applicable and enforceable, and the Company shall be entitled to terminate your appointment any time and with immediate effect.

e) During probation if you chose to leave the services of the company, you will give the company a prior written notice of 15 days or compensation in lieu thereof.

f) Following the probation period of Three months, based on the satisfactory performance report from your supervisor, you will receive written confirmation of your full time employment with the company. However, if the performance during this period proves to be, in our opinion, unsatisfactory, then the company will have a right to either terminate your employment at any time without prior notice or extend the period of probation.

6. Notice period

Upon confirmation as a full time employee, the notice period for resignation of employment will be 60 days. The company will have the right to terminate your employment by giving a notice of 30 days or pay in lieu thereof if the performance proves to be unsatisfactory. If you choose to resign from the company, you will give the company a prior notice of two months or compensation in lieu thereof. The leave earned during the service period shall not be in any case adjusted against the notice period.

7. It is clearly understood that continuation of employment with the company, even after confirmation, shall be strictly governed by performance criteria set by the company, in relation to the assigned job. If the performance is not found to be consistently satisfactory, the management shall be at liberty to terminate your employment by giving a notice of one month or compensation in lieu thereof. But in the event of any misconduct within or outside the organization, the company will have the right to terminate your employment at any time without prior notice and will not be responsible for your misconduct outside the company.

5.2.1. Average percentage of placement of outgoing students during the last five years

8. Your appointment will be subject to satisfactory reference and background checks including verification of your application, education and employment history. If any of the information furnished by you, at any time, on the basis of which the contract of employment is entered with you, is found to be wrong or is concealed, this offer will stand invalidated and will be deemed to have been automatically cancelled which will result in immediate termination.

9. Remuneration

Sub Clause:

a) You will be paid a monthly **gross sum** of **Rs.11000/-** (Eleven Thousand Only) and reimbursed any expense incurred by you in discharge of your duties against supporting documents, provided that such expense shall not include your regular travelling expenses to and from office.

b) After successful completion of the Probation Period, your appointment will be made permanent at the sole discretion of the Company and on mutually agreeable terms in writing.

c) All payments to be made by the Company to you shall be subject to statutory deduction as applicable.

d) Other employment related payments and benefits, including holidays, appraisal, leave and other entitlements, shall be payable as per the Company's rules and regulations.

10. Transfer

Sub Clause:

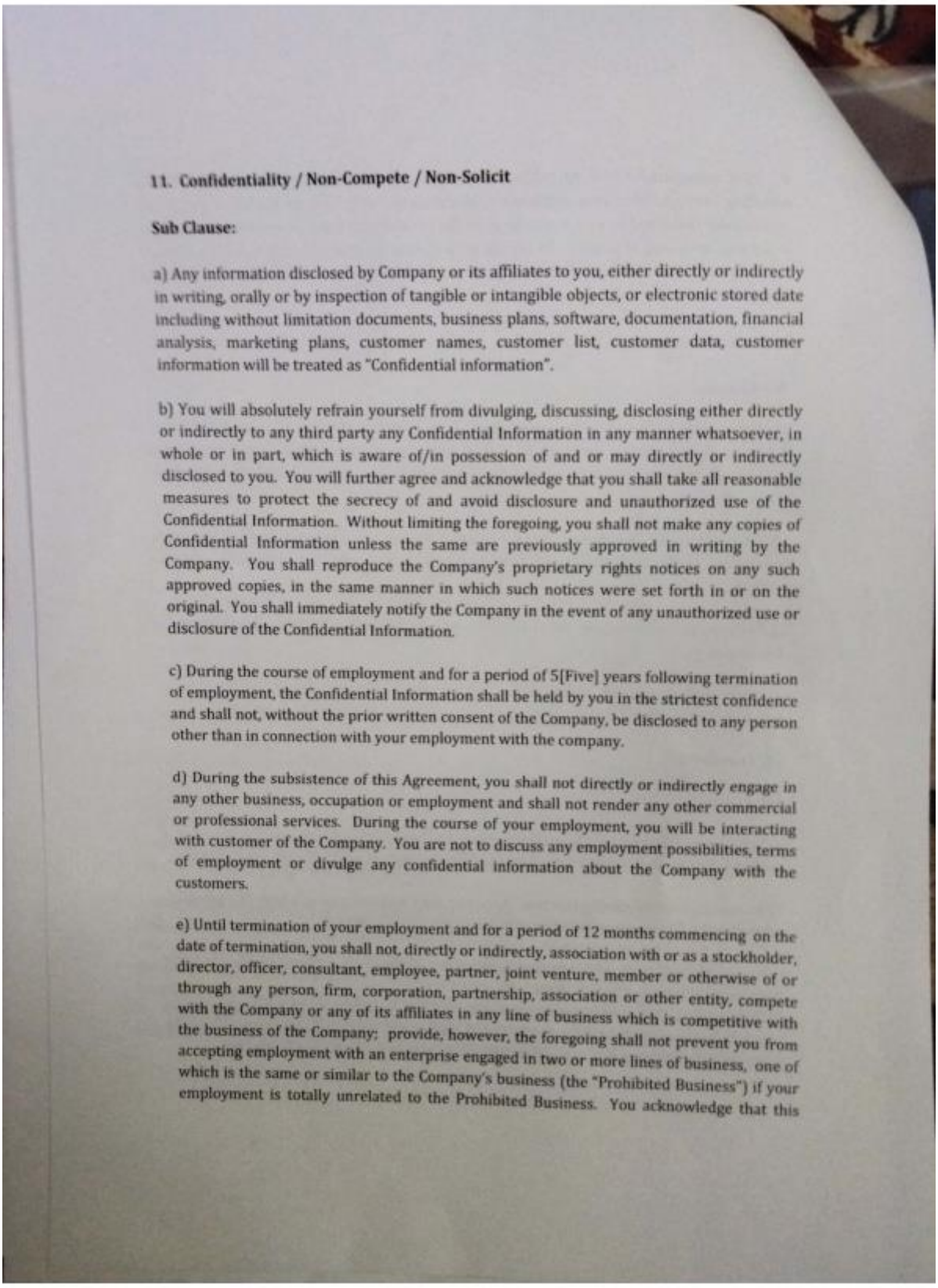
a) Your present posting and the function, either during the Probation Period or thereafter, is subject to change at the discretion of the management of the Company with prior notice.

b) In case, you are required to be sent abroad by the Company, you will have to execute an agreement and bond as per the rules and regulations of the Company.

c) No transfer will create for you any right to ask for revision in your Remuneration or other terms and conditions of your service.

d) During the period of your employment you may be required to serve anywhere in India as per requirement of the Company. You shall also accept transfers to any section or to the Company's sister concerns / associates /sites and are liable to be posted in any shift.

5.2.1. Average percentage of placement of outgoing students during the last five years



11. Confidentiality / Non-Compete / Non-Solicit

Sub Clause:

a) Any information disclosed by Company or its affiliates to you, either directly or indirectly in writing, orally or by inspection of tangible or intangible objects, or electronic stored date including without limitation documents, business plans, software, documentation, financial analysis, marketing plans, customer names, customer list, customer data, customer information will be treated as "Confidential information".

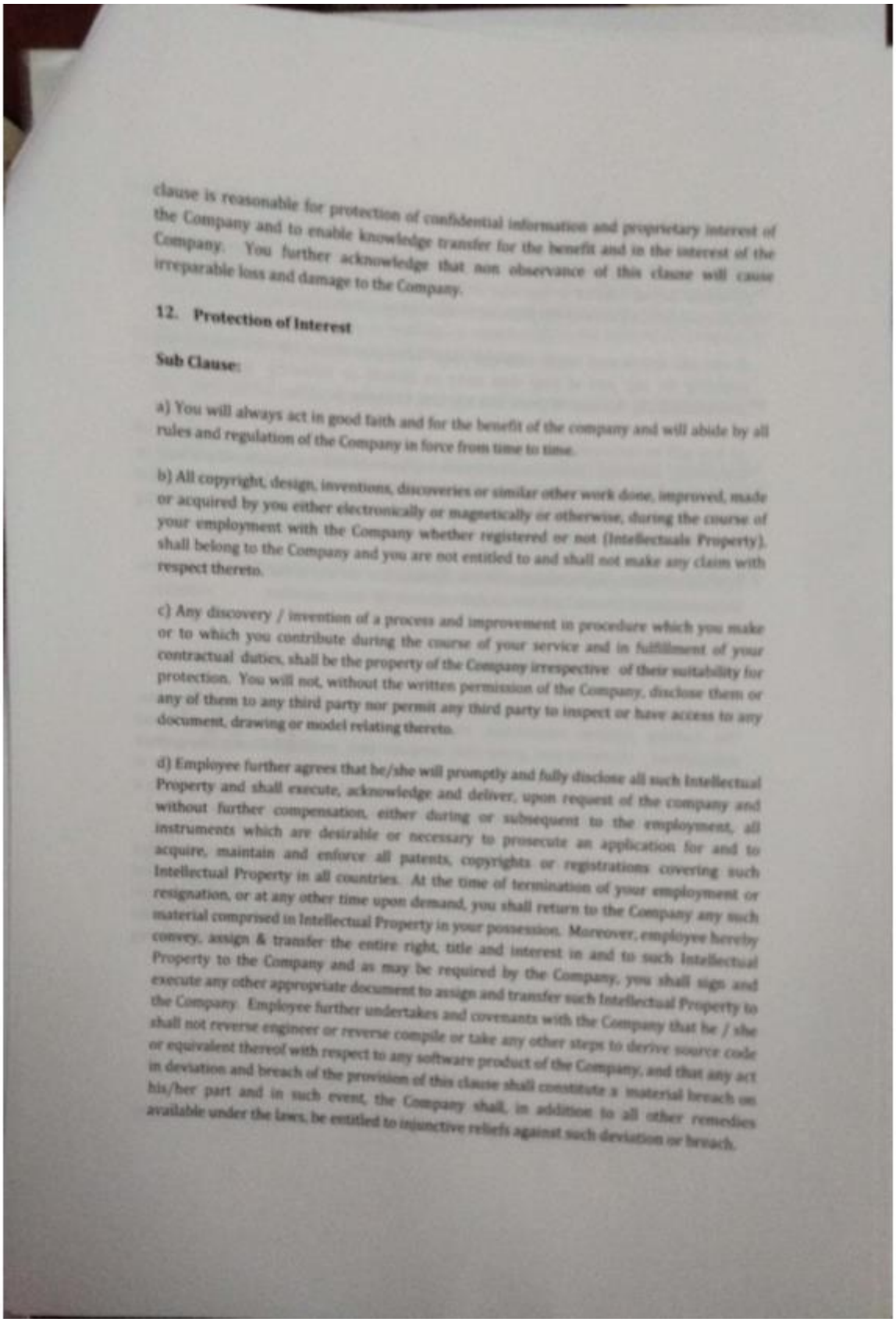
b) You will absolutely refrain yourself from divulging, discussing, disclosing either directly or indirectly to any third party any Confidential Information in any manner whatsoever, in whole or in part, which is aware of/in possession of and or may directly or indirectly disclosed to you. You will further agree and acknowledge that you shall take all reasonable measures to protect the secrecy of and avoid disclosure and unauthorized use of the Confidential Information. Without limiting the foregoing, you shall not make any copies of Confidential Information unless the same are previously approved in writing by the Company. You shall reproduce the Company's proprietary rights notices on any such approved copies, in the same manner in which such notices were set forth in or on the original. You shall immediately notify the Company in the event of any unauthorized use or disclosure of the Confidential Information.

c) During the course of employment and for a period of 5[Five] years following termination of employment, the Confidential Information shall be held by you in the strictest confidence and shall not, without the prior written consent of the Company, be disclosed to any person other than in connection with your employment with the company.

d) During the subsistence of this Agreement, you shall not directly or indirectly engage in any other business, occupation or employment and shall not render any other commercial or professional services. During the course of your employment, you will be interacting with customer of the Company. You are not to discuss any employment possibilities, terms of employment or divulge any confidential information about the Company with the customers.

e) Until termination of your employment and for a period of 12 months commencing on the date of termination, you shall not, directly or indirectly, association with or as a stockholder, director, officer, consultant, employee, partner, joint venture, member or otherwise of or through any person, firm, corporation, partnership, association or other entity, compete with the Company or any of its affiliates in any line of business which is competitive with the business of the Company; provide, however, the foregoing shall not prevent you from accepting employment with an enterprise engaged in two or more lines of business, one of which is the same or similar to the Company's business (the "Prohibited Business") if your employment is totally unrelated to the Prohibited Business. You acknowledge that this

5.2.1. Average percentage of placement of outgoing students during the last five years



clause is reasonable for protection of confidential information and proprietary interest of the Company and to enable knowledge transfer for the benefit and in the interest of the Company. You further acknowledge that non observance of this clause will cause irreparable loss and damage to the Company.

12. Protection of Interest

Sub Clause:

a) You will always act in good faith and for the benefit of the company and will abide by all rules and regulation of the Company in force from time to time.

b) All copyright, design, inventions, discoveries or similar other work done, improved, made or acquired by you either electronically or magnetically or otherwise, during the course of your employment with the Company whether registered or not (Intellectuals Property), shall belong to the Company and you are not entitled to and shall not make any claim with respect thereto.

c) Any discovery / invention of a process and improvement in procedure which you make or to which you contribute during the course of your service and in fulfillment of your contractual duties, shall be the property of the Company irrespective of their suitability for protection. You will not, without the written permission of the Company, disclose them or any of them to any third party nor permit any third party to inspect or have access to any document, drawing or model relating thereto.

d) Employee further agrees that he/she will promptly and fully disclose all such Intellectual Property and shall execute, acknowledge and deliver, upon request of the company and without further compensation, either during or subsequent to the employment, all instruments which are desirable or necessary to prosecute an application for and to acquire, maintain and enforce all patents, copyrights or registrations covering such Intellectual Property in all countries. At the time of termination of your employment or resignation, or at any other time upon demand, you shall return to the Company any such material comprised in Intellectual Property in your possession. Moreover, employee hereby convey, assign & transfer the entire right, title and interest in and to such Intellectual Property to the Company and as may be required by the Company, you shall sign and execute any other appropriate document to assign and transfer such Intellectual Property to the Company. Employee further undertakes and covenants with the Company that he / she shall not reverse engineer or reverse compile or take any other steps to derive source code or equivalent thereof with respect to any software product of the Company, and that any act in deviation and breach of the provision of this clause shall constitute a material breach on his/her part and in such event, the Company shall, in addition to all other remedies available under the laws, be entitled to injunctive reliefs against such deviation or breach.

5.2.1. Average percentage of placement of outgoing students during the last five years

e) You shall not, during the continuance of your employment, publish or cause to publish any material in any publication or contribute any article or review, or give an interview to any newspaper, magazine or other publication, whether for any payment/remuneration or otherwise on any subject in any way related to or connected with the Company or its products or polices, without the previous written consent of the Company.

f) You will devote your whole time and attention to your duties and will not directly or indirectly for any part of your time carry on directly or indirectly any business or association in any business or profit with any firm, Company or person.

g) You will be responsible for safekeeping and return in good condition and order of all documents, materials, Confidential Information properties and / or assets, which may be entrusted to you by the Company. The Company shall have the right to deduct money value of all such properties and / or assets from your dues and take such other action, as it may deem property in the event of your failure to account for such property to its satisfaction.

h) Notwithstanding any termination of this Agreement at the end of the Term or otherwise, the provisions of Clauses 7,8,9 and 10 shall remain in full force and effect.

13. Training for Up-gradation of Skill

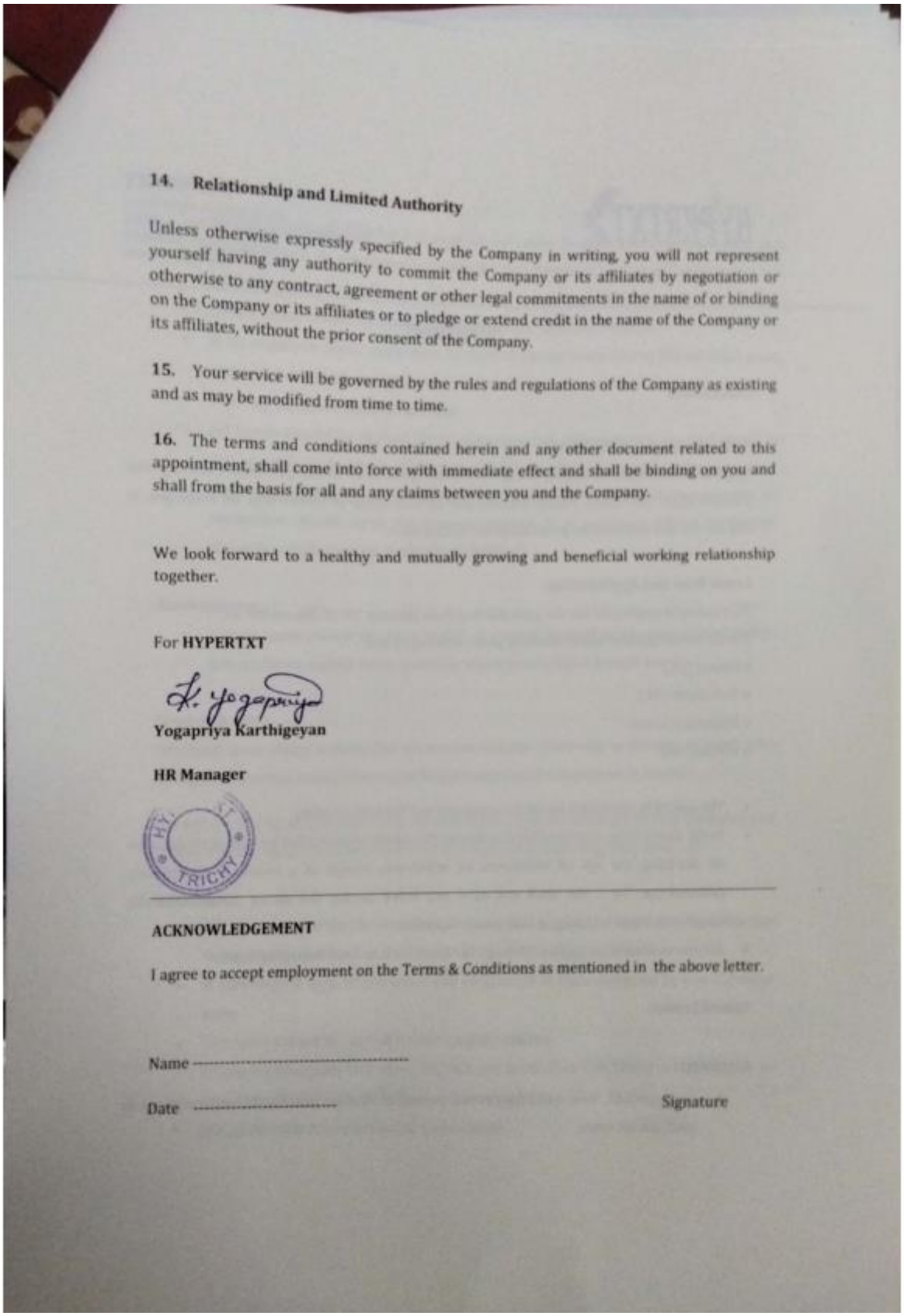
You will be imparted special training by the company in view of the scope of your services. The training involves considerable expenditure direct and indirect, financial and unliquidated – related to peer group time, computer time, support facilities, salary while under training. This training substantially improves your professional standing and it is imparted by Company at a considerable expenditure as in investment. Company expects a commitment (elaborated below) from you in view of the training and knowledge imparted.

You hereby acknowledge the expenditure incurred by the Company and undertake to serve for a minimum period of 1 year from the completion of the training period ("Assured Period"). The Employee shall not claim any right to continue with Employment on account of this clause and the Company reserves the rights and discretion to relieve you earlier. The Employee further acknowledges that termination of this Agreement by the Employee during the Assured Period can cause immense harm,, damage and loss to the Company.

Objectives of Assured Period:

- To protect confidential information
- To protect proprietary interests
- To enable knowledge transfer for the benefit and in the interest of Company

5.2.1. Average percentage of placement of outgoing students during the last five years



14. Relationship and Limited Authority

Unless otherwise expressly specified by the Company in writing, you will not represent yourself having any authority to commit the Company or its affiliates by negotiation or otherwise to any contract, agreement or other legal commitments in the name of or binding on the Company or its affiliates or to pledge or extend credit in the name of the Company or its affiliates, without the prior consent of the Company.

15. Your service will be governed by the rules and regulations of the Company as existing and as may be modified from time to time.

16. The terms and conditions contained herein and any other document related to this appointment, shall come into force with immediate effect and shall be binding on you and shall from the basis for all and any claims between you and the Company.

We look forward to a healthy and mutually growing and beneficial working relationship together.

For **HYPERTXT**

Yogapriya Karthigeyan

HR Manager

ACKNOWLEDGEMENT

I agree to accept employment on the Terms & Conditions as mentioned in the above letter.

Name ----------

Date ----------

Signature

5.2.1. Average percentage of placement of outgoing students during the last five years

SRI SAI POWER AND EQUIPMENTS PRIVATE LIMITED

(Formerly known as SRI SAI PUMPS AND ENERGY SYSTEMS PRIVATE LIMITED)
(ISO 9001:2015 Certified Company)
Admin. Office : B-101, I[st] Floor, Harihar Residency, No.20, Mannarpuram Main Road, Mannarpuram, Tiruchirappalli - 620 020, Tamil Nadu.
Ph : 0431 - 2422085 E-mail : info@salenergy.com Website: www.salenergy.com CIN: U29248TN2013PTC092333

SPEL/HR/2022/0439 Date : 26/11/2022

Mr.NANDHA KUMAR S
S/O SAKTHIVEL S
4/36, MELA STREET, PANAYAKURUCHI, SARKARPALAYAM POST,
THIRUVERUMBUR TK,
TRICHY DT, TAMILNADU - 620010
Email:-nandhakumars2220@gmail.com

Dear Mr.NANDHA KUMAR S

LETTER OF OFFER CUM APPOINTMENT

This is with reference to your application and subsequent interviews with us,we are pleased to offer you for the position of **SUPERVISOR TRAINEE** in our Company.

1 Designation & Grade : **SUPERVISOR TRAINEE & ST**
2 Field : **WTP**
3 CTC : **14500.0**

The Gross Salary emoluments as shown below.

I. GROSS SALARY			II. DEDUCTION FROM GROSS SALARY		
BASIC	Rs.	2,538.00	EMPLOYEE EPF	Rs.	1,241.00
HRA	Rs.	2,175.00	EMPLOYEE ESI	Rs.	94.00
CONVEYANCE	Rs.	1,600.00			
MEDICAL ALLOWANCE	Rs.	1,250.00			
OUTSTATION	Rs.	1,450.00			
PERFORMANCE	Rs.	3,506.00			
Gross Salary	**Rs.**	**12,519.00**	**Total Deductions**	**Rs.**	**1,335.00**
Net Pay. Rs (I-II)					**11,184.00**

Terms and conditions as follows:-

1. Your posting will be at any of our O&M establishment site, anywhere in India and liable for transfer to any site /HO/ unit of our group of companies in India.
2. You shall be under trainee for a period of 12 Months from the date of joining.
3. ESI contribution will be deducted based on ESI applicable area and working site as per ESI act.
4. After completion of training period, Confirmation of your service will be take in to consideration purely based on your performance. We are sure that you will meet our expectations in long run.
5. In case of Resignation, you shall give notice period of minimum one month or payment of one month gross salary in lieu thereof subject to acceptance by the Company. Company may require to extend the notice period till the Company finds an alternative person for your position.
6. TDS & Professional Tax will be deducted as per statutory norms from the Net pay.
7. You are eligible for Bonus and Gratuity as per" the payment of Gratuity act 1972 and the payment of Bonus act 1965".
8. You are advised to report at our O&M establishment project site at **M/s GARDEN SILK MILLS LIMITED** on or before **05/12/2022**
9. Please bring the following documents at the time of joining.
   1. Two copies of recent passport size photograph. 2. Original Certificates and Mark sheets of all examinations passed by you along with one set of photocopies. 3. Original experience Certificates. 4. Proof of your present emoluments and perquisites.5. Reliving letter from your last employer.6.Pancard.
10. This position will be reserved for you till the reporting date mentioned above.
11. You shall submit the following documents at the time of joining:-
    a. SPEL application form duly filled in. b. PF Nomination form / form - 11 duly filled in.
12. You will be governed in all matters by the rules and regulations of the company for the time being in force and as amended, added to or modified from time to time and it is subjected to the jurisdiction of Trichirappalli, Tamilnadu for any dispute arises.

You are requested to acknowledge the receipt of this Letter of Offer cum appointment and give your acceptance along with confirmed date of Joining.

For SRI SAI POWER AND EQUIPMENTS (P) LTD,
(K.VENKATACHALARAJA)
DIRECTOR

Accepted the offer letter cum appointment & its Terms & Conditions
S. Nandhakumar.
Signature of the Candidate.

Love All Serve All ; Help Ever Hurt Never

5.2.1. Average percentage of placement of outgoing students during the last five years

Sr No	Emp No	Emp Name	Dept	Present Days	Per Day Wages	Basic	HRA	Wash.Allo	Food Allowance	Gross Salary	ESI SALARY	PF deduction	ESI deduction	BUS - Employee	Canteen Deduct	Permission	NET WAGES
1	NM001	L.KARUPPIYAH	FS	24	634	9890.4	2282.4	1521.6	1521.6	15216	13694.4	1186.848	103	75	130	158	13563
2	NM002	V.GOVINDASAMY	FS	23	502	7504.9	1731.9	1154.6	1154.6	11546	10391.4	900.588	78	0	130	125	10312
3	NM003	S.NAGARAJAN	FS	25	615	9993.75	2306.25	1537.5	1537.5	15375	13837.5	1199.25	104	75	130	0	13867
4	NM004	P.KARTHIK	FS	23	569	8506.55	1963.05	1308.7	1308.7	13087	11778.3	1020.786	89	75	130	0	11772
5	NM005	V.DHANABAL	PF	25	615	9993.75	2306.25	1537.5	1537.5	15375	13837.5	1199.25	104	75	130	0	13867
6	NM006	P.GNANAMURUGAN	PF	24	615	9594	2214	1476	1476	14760	13284	1151.28	100	0	130	153	13226
7	NM032	S.NALLUSAMY	PF	20	415	5395	1245	830	830	8300	7470	647.4	57	0	130	0	7466
8	NM008	S.DINESH	MT	25	480	7800	1800	1200	1200	12000	10800	936	81	75	130	0	10778
9	NM009	S.GUNASEKARAN	MT	25	632	10270	2370	1580	1580	15800	14220	1232.4	107	0	130	0	14331
10	NM011	S.KAMARAJ	MT	25	542	8807.5	2032.5	1355	1355	13550	12195	1056.9	92	0	130	0	12271
11	NM036	P.ARUMUGAM	MT	25	450	7312.5	1687.5	1125	1125	11250	10125	877.5	76	75	130	0	10092
12	NM012	P.SEVANRAJ	TR	23	529	7908.55	1825.05	1216.7	1216.7	12167	10950.3	949.026	83	0	130	0	11005
13	NM026	M.RISIONGURU	HT	25	420	6825	1575	1050	1050	10500	9450	819	71	0	130	0	9480
14	NM038	S.ANAND	HT	23	420	6279	1449	966	966	9660	8694	753.48	66	0	130	0	8711
15	NM039	A.MUKESH	HT	16	420	4368	1008	672	672	6720	6048	524.16	46	0	130	0	6020
15	TOTAL			351	7858	120448.9	27795.9	18530.6	18530.6	185306	166775.4	14453.868	1257	450	1950	436	166759

A. Mukesh

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5.2.1. Average percentage of placement of outgoing students during the last five years

Name: **Karthik Bharathi**
Appointed as **Aptitude Trainer**
Nivedita Academy
Trichy

We refer to your recent interview for the above position and are pleased to inform that we are offering you the position with our company effective from 5/5/2022 under the following terms and conditions

- Salary: The salary offered to the candidate during the interview.
- Working Hours: The working hours to be followed by the employee, Monday to Friday working, (Saturday & Sunday off), Lunch Break: 1 pm to 2pm
- Leave Policy: Mention number of leaves granted per year. Details of sick leave, earned leave, casual leave, etc.
- Notice Period Clause: If the employee desire to leave the company, he/she needs to serve the notice period as per stated by the present company in the appointment letter

Karthik bharathi

sethuram

(MD. Nivedita eduinfotrends)

5.2.1. Average percentage of placement of outgoing students during the last five years

FIHALHOHI Island Resort
where the sands of time stand still...

Letter No: FIHA/HR/2023/0007
Date: 4th January 2023

Dear Mr. Lakshmi Narayanan,

Subject: JOB OFFER

We are pleased to inform you that after careful review of your application, Fihalhohi Island Resort has decided to make you this offer of employment.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Position:	Admin
Department:	F&B Production
Basic Salary:	USD 300.00
Monthly Service Charge:	USD 300.00 (Average Monthly)
Friday Allowance:	As per company policy

Position holder will Report to: HR Executive

Benefits:

- Health Insurance
- Sharing Accommodation
- Meals at Staff Canteen
- 30 days Annual vacation
- One off day for every six days worked

Probation Period: 03 Months

We are confident that you will be able to make a significant contribution to the success of Fihalhohi Island Resort and look forward to working with you.

Yours Sincerely,

Emilyn Chin
Sales and Marketing Manager
(Acting Resort Manager)

FIHALHOHI Island Resort

I accept the offer as outlined above.

Name:
ID No.:
Date:

South Male' Atoll, Rebublic of Maldives.
Tel: +960 664 2903 Fax: +960 664 3803 Email: info@fihalhohi.com.mv
www.fihalhohi.com.mv

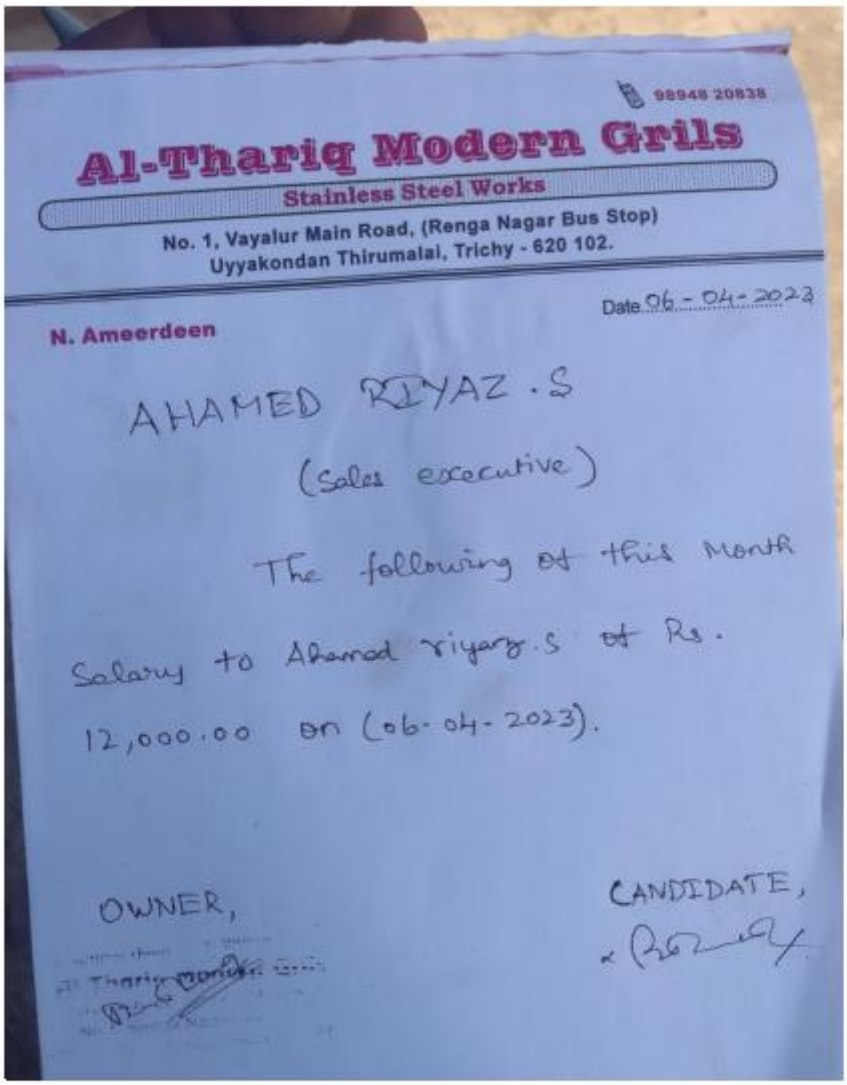
5.2.1. Average percentage of placement of outgoing students during the last five years

UG BOTANY 2022 passed out Students Placement

NAME: Leslie Jones
REG NO: 19UBO001

5.2.1. Average percentage of placement of outgoing students during the last five years

NAME: RIYAZ AHAMED.S
REG NO 19UBO004



98948 20838

Al-Thariq Modern Grils

Stainless Steel Works

No. 1, Vayalur Main Road, (Renga Nagar Bus Stop)
Uyyakondan Thirumalai, Trichy - 620 102.

N. Ameerdeen

Date 06-04-2023

AHAMED RIYAZ.S

(Sales executive)

The following of this month

Salary to Ahamed riyaz.S of Rs.

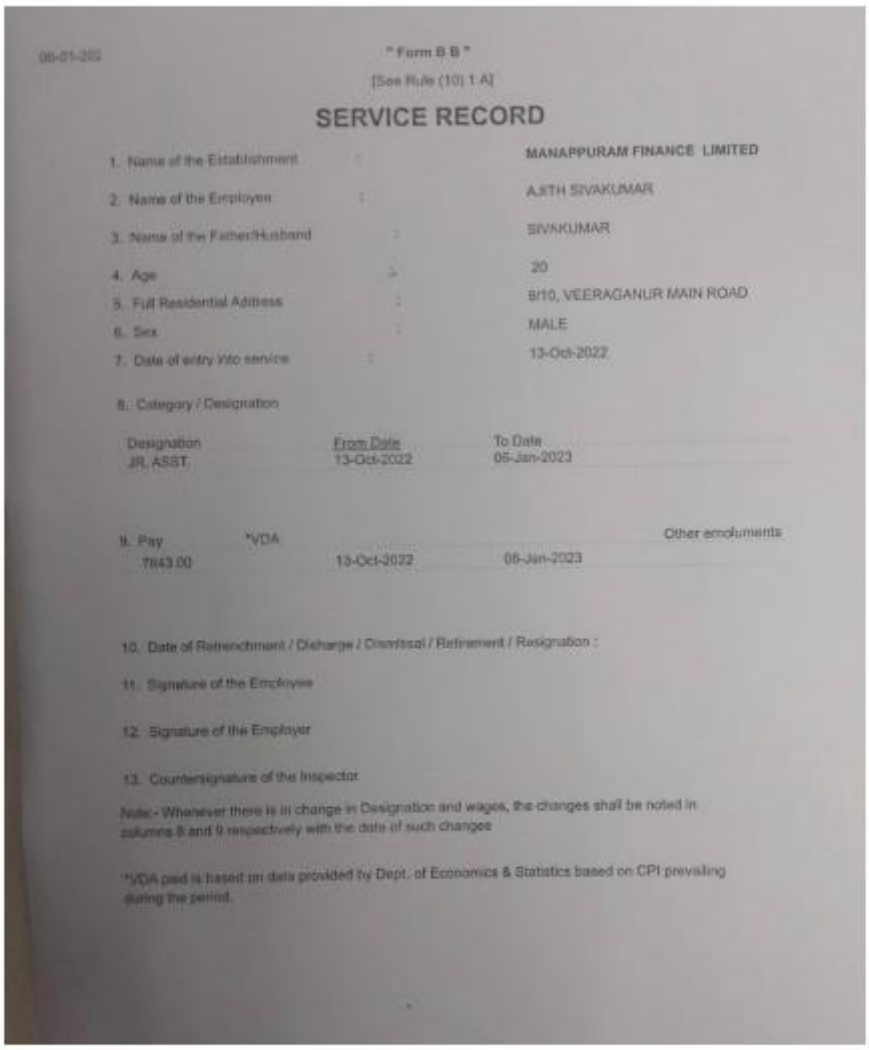
12,000.00 on (06-04-2023).

OWNER,

CANDIDATE,

5.2.1. Average percentage of placement of outgoing students during the last five years

NAME: AJITH S
REG NO: 19UBO005



"Form B B"

[See Rule (10) 1 A]

SERVICE RECORD

1. Name of the Establishment	:	MANAPPURAM FINANCE LIMITED
2. Name of the Employee	:	AJITH SIVAKUMAR
3. Name of the Father/Husband	:	SIVAKUMAR
4. Age	:	20
5. Full Residential Address	:	8/10, VEERAGANUR MAIN ROAD
6. Sex	:	MALE
7. Date of entry into service	:	13-Oct-2022

8. Category / Designation

Designation	From Date	To Date
JR. ASST.	13-Oct-2022	05-Jan-2023

9. Pay	*VDA		Other emoluments
7843.00	13-Oct-2022	05-Jan-2023	

10. Date of Retrenchment / Discharge / Dismissal / Retirement / Resignation :

11. Signature of the Employee

12. Signature of the Employer

13. Countersignature of the Inspector

Note:- Whenever there is in change in Designation and wages, the changes shall be noted in columns 8 and 9 respectively with the date of such changes

*VDA paid is based on data provided by Dept. of Economics & Statistics based on CPI prevailing during the period.

5.2.1. Average percentage of placement of outgoing students during the last five years

NAME: ARAVIND V
REG NO: 19UBO010

5.2.1. Average percentage of placement of outgoing students during the last five years

Manappuram AppSuite

SALARY STATEMENT FOR DECEMBER 2022

5.2.1. Average percentage of placement of outgoing students during the last five years

International Office
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Coventry CV1 5FB
Telephone +44 (0)24 7615 2152
Fax +44 (0)24 7615 2175
www.coventry.ac.uk/international

Postgraduate Masters Taught International Conditional Offer

Ms. Shenbaga Priya Parthiban
47, irudhya andavar street
Tiruchirappalli Urban
Tamil nadu
620001
India

Student ID:13896351

Date: 06 February 2023

Dear Ms. Parthiban,

Application Decision

Coventry University, Coventry University London, CU Coventry, CU London and CU Scarborough come together to form part of the Coventry University Group (the "University") with all degrees awarded by Coventry University.

With reference to your application to study at the University, we are delighted to offer you a place on the following course which is conditional on the 'offer conditions' detailed below being met:-

Course Title	MSc Biotechnology (RQF Level 7)
Location	Coventry University
Award on Successful Completion	MSc
Stage of Entry	Stage 1
Academic Course Start Date	15 May 2023
Usual Course Duration	1 Year
Total Anticipated Tuition Fees per Academic Stage/Year of the Course	£ 16,950.00 as advertised for the 2022/2023 Academic Year [use your student ID as a payment reference]
1st Tuition Fee Payment for the first Academic Stage(the Deposit to secure your place)	**£4000.00** to be received by the University as part of your offer conditions. On meeting your other offer conditions and by paying this Deposit, you formally accept your offer of a place with the University.
2nd Tuition Fee Payment for the first Academic Stage/Year to be received by the University before your arrival for enrolment (payable once your Visa has been issued to you)	**Additional £4000.00** to be received by the University before enrolment begins on **8th May 2023**
Remaining Tuition payment for the Academic Stage/Year	£8,950.00 to be received by the University by the payment deadlines detailed in the Tuition Fee Terms and Conditions. 50% of remaining tuition fees to be received by the University before 15th July 2023(TBC). Remaining balance to be received by the University before 15th September 2023(TBC). See details in the Tuition Fee Terms and Conditions on our website.
Scholarship/Tuition Award (subject to eligibility)	These are awarded based on specific requirements and **are subject to eligibility**. Please note final confirmation of any awards/scholarships will be confirmed on your CAS statement. *If awarded, this is only valid for your first year of study at the University*
Estimated Living Expenses (based on UKVI Guidance)[UKVI Student Route Policy Guidance]	Estimated at £1023.00 per month

We regularly review our course content, to make it relevant and current for the benefit of our students. Please check the current online course pages to read about the course on which you are being offered a Conditional place.

5.2.1. Average percentage of placement of outgoing students during the last five years

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www.coventry.ac.uk/international

Offer Conditions

You are required to accept your offer and meet all the following conditions **before 3rd April 2023 to be eligible to enrol** on your course:

- **Provide award certificate of your Bachelor degree.**
- **Complete and pass interview assessment with International Student Support team.**
- **Pay £4000.00 to secure your place onto the course. The 2nd payment must be paid and received at the University before your arrival for enrolment. You must have paid a minimum of £8000.00 in order to be able to complete your enrolment. Refunds may be given if you are refused a student visa (subject to the University Policy and Current UKVI Immigration Regulations).**

You are required to meet the following conditions before enrolment begins on 8th May 2023:

- **Obtain a UKVI Student Visa to permit you to study in the UK (Please ensure you apply for an ATAS certificate and include it with your visa application if your course requires you to hold one) Send a copy of your ATAS certificate once it's been issued to you.**
- **Pay the 2nd installment of your tuition fees which must be received by the University before your arrival for enrolment. [*Once you have received your visa, please make arrangements to pay your 2nd instalment before 8th May 2023. Please note, tuition awards and scholarships cannot be used to fulfil this requirement (they can only be applied towards the fulfilment of your final instalment).]***
- **Ensure you have and bring with you the originals of all the academic documents used in issuing your CAS to you. Photocopies or photos of these on your phone will not be accepted at enrolment**

Refunds may be given if you are refused a student visa (subject to the University Refund Policy and Current UKVI Immigration Regulations).

Important Information-please read

Enrolment onto your course is subject to you obtaining the right to study in the UK on a course at the University.

Confirmation of Acceptance for Studies ("CAS")

On confirmation of evidence that you have met all the entry conditions set out above, save for obtaining a visa, including receipt of your 1st Tuition payment (or an acceptable financial guarantee letter) by our finance department, we will e-mail you your unique CAS number. This will be a PDF copy of the CAS statement generated from the UKVI's SMS portal. You will need your CAS to apply for your student visa. Where applicable, we may be able to issue you an Unconditional Offer Letter as evidence that you have fulfilled all admissions entry requirements

Accepting Our Offer

If you wish to accept this offer and firmly reserve a place you must reply by email quoting your name and reference number (as above) and confirming the course you are accepting. Alternatively, on meeting your offer conditions and by paying the Deposit, on receipt of the Deposit by the University you formally accept your offer of a place with the University.

This offer has been made on the basis that you are an International Student. If this is not correct, this offer may be withdrawn at any time.

If you consider that you are a Home fee paying please contact ukadmissions@coventry.ac.uk who will review this offer.

By accepting your offer of a place, a Student Contract will be formed between you and the University. A copy of the 22/23 Student Contract will be sent in due course, which you will be signing up to when you enrol. A copy of the 22/23 Student Contract can be found on our website. This Offer Letter, the 22/23 Student Contract (and the

5.2.1. Average percentage of placement of outgoing students during the last five years

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documents referenced within it), detail the rights and the obligations you will be bound by during your time as a student and contain the obligations that the University will owe to you. You should read the Student Contract before you accept an offer of a place and before you enrol at the University.

Your Student Contract with the University begins as soon as you accept your offer. If you want to cancel your place, you have the right to do so within 14 days of accepting the offer. Within that 14 day cooling off period, you do not have to give a reason for cancelling. However, you must tell us that you want to cancel your place in a clear, written statement. If you need help making your statement clear, you can fill out the cancellation form attached to the enclosed 22/23 Student Contract and email it to applications.io@coventry.ac.uk .

Enrolment Details

Further information will be sent to you by email advising you on how to enrol, most importantly:

- Ensure you do bring originals of the academic documents used by the Admissions team to issue your CAS to you [these would be stated on your CAS in the evidence to obtain offer section.] for verification by the University's Compliance team
- Ensure your personal details including your full names and date of birth on your original academic documents **do match** the same details on your passport. If there are any discrepancies between these documents and your passport you need to provide a supporting letter from your previous institution confirming you are indeed the same person who studied with them and was awarded the qualification. Please note the University does not accept affidavits and these would not be accepted for enrolment.
- You must have paid up to £8000.00 before you arrive to enrol.

Further information can be found at https://www.coventry.ac.uk/study-at-coventry/get-ready/

Document Verification – Academics and Evidence of English Proficiency

At enrolment, we will need to verify your academic and English qualifications stated on your CAS or Unconditional Offer letter. You MUST bring these original documents with you to enrol onto your course. Photocopies or electronic copies will NOT be accepted and you will not be able to enrol. Likewise, you may not be allowed to attend classes if originals of these are not provided.

Tuition Fees

The University will charge tuition fees in accordance with the 'Tuition Fee Terms and Conditions and Refund Policy. **Please ensure that you read the 'tuition fee terms and conditions'**':

https://www.coventry.ac.uk/the-university/key-information/registry/withdrawal-refunds/

International Students (Non-EU) are required to pay a tuition fee deposit at each Academic Stage/Year to secure a place. Before you can fully enrol onto your course, or each Academic Stage/Year, £8000.00 of your full tuition fees for the relevant Academic Stage/Year must be received by the University. Please ensure you allow sufficient time (approx. 7- 10 working days) for your payment to be processed by your bank, received by the University and credited in to your student account. You may not be able to attend classes and have full access to University facilities, if you do not fulfil all the requirements for enrolment.

If you have to extend your studies beyond the normal duration of the course (e.g. to repeat a year or resit examinations) the University reserves the right to charge you fees at a higher rate during the additional period of study.

This offer is produced on our understanding that you are an overseas fee payer. If for any reason you believe you are a Home student, you need to complete a fee assessment form and provide all supporting documents for us to assess and confirm your fee status. We will need this completed at least 8 weeks to the start of your course. No applications for fee assessment will be accepted if we will not have enough time to process your request and make an informed decision to confirm your fee status before you are enrolled on the course. If you commence your

5.2.1. Average percentage of placement of outgoing students during the last five years

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studies as an overseas fee payer, without a fee assessment, you will remain an overseas fee payer for the duration of your course, unless there is a significant change in your immigration status and at the University's discretion.

Please note you may be asked to provide evidence of your financial documents before your CAS is released to you. Your financial documents must meet the requirements for a student visa application. You can find more information here: https://www.gov.uk/student-visa

EU Students

If you have the right to live in the UK, including under the UK Government's EU Settlement Scheme or because you are from the Republic of Ireland, you may be exempt from paying international fees and we encourage you to contact us via ukadmissions@coventry.ac.uk to discuss this further. Please note you will be required to provide documentation to prove your fee status eligibility.

Relevant Unspent Criminal Convictions

The University asks all individuals seeking sponsorship by the University to declare any relevant unspent criminal convictions in accordance with its 'Disclosure of Criminal Convictions Policy and Procedure'. If you accept this offer, you will receive an email with a declaration form which you must return to the University for consideration before your CAS will be issued to you.

You can see the 'Disclosure of Criminal Convictions Policy and Procedure' here

How to Pay (you will need to quote your Student ID number and full names when making payment):

- Online (for the Coventry Campus): here
- By bank transfer*** and other methods- see information here

*** In some instances, we may need to track your payment in order to process your application further, so please include a scanned copy of your MT103 form when you send us your evidence of payment by email.

Please note that students or 3rd parties may no longer be able to pay in Cash deposits at the branch counters at some UK banks. So we strongly advice you make your tuition payment(s) using one of the options highlighted above.

Tuition Awards and Scholarships

If you have been awarded a tuition award or scholarship, you will only be able to apply them onto your final tuition payment (not towards your second instalment). If paying your full fees upfront, at once before enrolment, we recommend that you deduct the value of the tuition award or scholarship before making your full payment. Refunds could take numerous weeks to process.

Academic Progression

If you have ever studied in the UK prior to joining the University, you must provide details of any study undertaken, including results and copies of visas held. You should also inform us of any courses you have failed or failed to complete for any reason. Failure to disclose this may result in visa refusal or withdrawal of our sponsorship of your study in the UK.

Sponsored Students

If you are being sponsored by a UKVI approved organisation (such as your Government or your employer), please ensure you provide us with a formal and acceptable letter of Sponsorship confirming the terms of the sponsorship, in accordance to the tuition and maintenance fees stated above.

Please note that the University does not accept MOHE sponsored student onto Undergraduate courses that are less than 3 years in length.

Completing the under- 18 Parental Consent and Guardianship Form (if required)

5.2.1. Average percentage of placement of outgoing students during the last five years

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If you are under the age of 18 at the time you accept this offer, you need your parent or guardian's consent and you must fill in the form providing us with contact details of a UK-based parent/guardian, who will be accessible to the University should the need arise.

We will not issue your CAS letter if this form is not completed fully and returned to us.

Alternative Offers

Please note that admissions onto our courses are subject to you fulfilling our minimum entry requirements. If we assess your application and qualification(s) (with you providing a portfolio, undergoing a faculty interview where required) for a particular course, we may have offered you an alternative course that is more suitable to you based on your qualifications and skill set. Please note, alternative courses offered may take place at one of our other campuses. Please read the offer details above very carefully.

MDes or MEng Programmes are over four years with the possibility of doing an Industry Enhancement year. This is reflected within the exit titles associated with the four-year courses, either Sandwich BA/BEng (Hons) qualification or an Integrated Masters course with an MDes/MEng qualification. The Integrated Masters route is designed for high achieving students to continue their studies and to develop advanced technical skills; as such, achievement attained during level 2 is used to determine suitability for progression. Additionally, a three year BA (Hons) degree is available for those wishing to omit the Industry Enhancement year. We would only issue an offer and CAS for a standard 3 year or 4 year BA/BSc Degree and not for an Integrated masters.

If you opt to extend the length of your course after your visa has been granted and this extension does not involve an Industrial placement, you will be required to return to your home country in order to extend your student visa. You will be responsible for covering all additional costs associated with this including visa applications and return travel.

Applying for an ATAS Certificate (if required)

If any of your subjects are listed in the attached ATAS list, you **must** apply and obtain an ATAS certificate (issued by the Academic Technology Approval Scheme), before you apply for or extend your Visa, Entry Clearance, or Extension of Stay. **If your course is not listed, it MAY STILL require ATAS, so please ensure you check the Home Office website for updates.** Please visit https://www.gov.uk/guidance/academic-technology-approval-scheme to apply online for your ATAS certificate **if required** and obtain more information on the scheme.

If an ATAS certificate is required, you will not be granted access to your learning materials or be permitted to enrol onto your course until you provide a relevant ATAS certificate to the University.

Data protection

The University has a comprehensive Data Protection Policy which can be found on our website.

You can find out more about how the University handles student data and your rights in relation to data protection in our Fair Processing Notice for students a copy of which can be found on our website at

https://www.coventry.ac.uk/the-university/gdpr-and-data-protection/fair-processing-notices-and-ico-registration-numbers/

It is important that you read this Fair Processing Notice as it will tell you what personal information we collect from you, why, what we do with it and who we may share it with.

Personal Details

Please notify us if you change your address, email or telephone contact details so that we will keep in touch with you until enrolment. Good luck with your preparations and we hope you will be able to join us at the University soon. If you have any further queries please do not hesitate to contact us.

Yours Sincerely

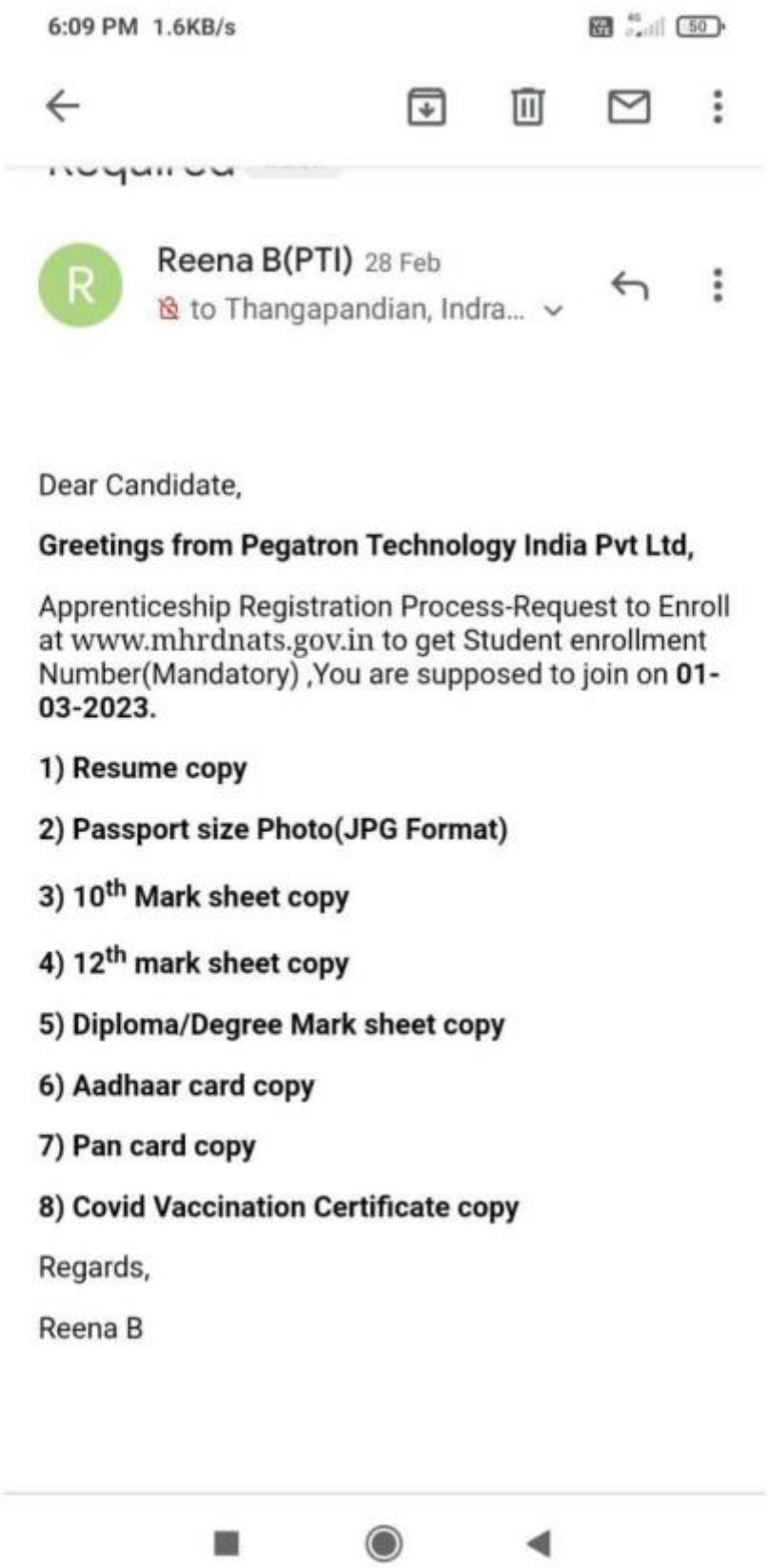
5.2.1. Average percentage of placement of outgoing students during the last five years

Coventry University

International Office
Coventry University
Priory Street
Coventry CV1 5FB
Telephone +44 (0)24 7615 2152
Fax +44 (0)24 7615 2175
www.coventry.ac.uk/international

Gary Armstrong
Group Director, Recruitment and Admissions
Coventry University

5.2.1. Average percentage of placement of outgoing students during the last five years



6:09 PM 1.6KB/s

Reena B(PTI) 28 Feb
to Thangapandian, Indra...

Dear Candidate,

Greetings from Pegatron Technology India Pvt Ltd,

Apprenticeship Registration Process-Request to Enroll at www.mhrdnats.gov.in to get Student enrollment Number(Mandatory) ,You are supposed to join on **01-03-2023.**

1) Resume copy

2) Passport size Photo(JPG Format)

3) 10th Mark sheet copy

4) 12th mark sheet copy

5) Diploma/Degree Mark sheet copy

6) Aadhaar card copy

7) Pan card copy

8) Covid Vaccination Certificate copy

Regards,

Reena B

5.2.1. Average percentage of placement of outgoing students during the last five years

Cognizant

Ref No: 16210231

28-Oct-2022

LAVANYA R

Dear **Lavanya R,**

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Associate - Projects** with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. Your place of posting will be **Chennai**.

Your annual total compensation will be **INR 1,80,000**. This includes an annual incentive target of **INR 15,000**. This amount may vary depending on individual and company performance. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered 39 months of your experience as relevant in this offer, which will be kept up-to-date in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on or before **29-Oct-2022**.

Please note:

- This offer is subject to satisfactory professional reference checks
- This offer is valid for three (3) months from the date of offer. Any extension shall be at the discretion of Cognizant and shall be communicated to you in writing
- Prior to beginning work with Cognizant, you must provide evidence of your right to work in India and other documentation requested by Cognizant

We are delighted to welcome you to the team! You are joining Cognizant at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us.

Best regards,
For **Cognizant Technology Solutions India Private Limited ("Cognizant")**,

Ardeshir R Dastur
AVP – Talent Acquisition

5.2.1. Average percentage of placement of outgoing students during the last five years

Cognizant

Ref No: 16210330

26-Nov-2022

PRIYA DHARSHINI V

Dear **Priya Dharshini V,**

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Associate - Projects** with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. Your place of posting will be **Chennai**.

Your annual total compensation will be **INR 1,80,000**. This includes an annual incentive target of **INR 15,000**. This amount may vary depending on individual and company performance. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered 39 months of your experience as relevant in this offer, which will be kept up-to-date in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on or before **27-Nov-2022**.

Please note:

- This offer is subject to satisfactory professional reference checks
- This offer is valid for three (3) months from the date of offer. Any extension shall be at the discretion of Cognizant and shall be communicated to you in writing
- Prior to beginning work with Cognizant, you must provide evidence of your right to work in India and other documentation requested by Cognizant

We are delighted to welcome you to the team! You are joining Cognizant at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us.

Best regards,
For **Cognizant Technology Solutions India Private Limited ("Cognizant")**,

Ardeshir R Dastur
AVP – Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Rl'qd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

5.2.1. Average percentage of placement of outgoing students during the last five years

SELF DECLARATION

I am AYMAN . N

(Reg. No. : 19UCOD18) son of Nasurullah

studied B.Com. Degree in the batch of 2019-20 to 2021-22 at Jamal Mohamed College (Autonomous), Tiruchirappalli – 620 020, Tamilnadu declare the following.

I am currently employed as / own a ✓ business as (Designation) Proia Store in M/s. _____

_____ (Place) Manachanloor w.e.f. _____

Address of the Business Unit:

Indian Store, Trichy
Manachanloor

Signature: _____

Name: AYMAN . N

Mobile No.: 8807337190, 8682 07

Business Unit Mail ID: indianstoremnc@gmail.com

5.2.1. Average percentage of placement of outgoing students during the last five years

5.2.1. Average percentage of placement of outgoing students during the last five years

SELF DECLARATION

I am K. FADHIL

(Reg. No. : 19UCO026) son of S. KAMAL

studied B.Com. Degree in the batch of 2019-20 to 2021-22 at Jamal Mohamed College (Autonomous), Tiruchirappalli – 620 020, Tamilnadu declare the following.

I am currently employed as / own a business as (Designation) ANAND VEG OIL INDRUSTRIES in M/s. _____

_____ (Place) GUINDY, CHENNAI w.e.f. _____

Address of the Business Unit:

ANAND VEG OIL INDRUSTRIES
GUINDY, CHENNAI.
600 032.

Signature: _____
Name: K. FADHIL.
Mobile No.: 6369909498.

Business Unit Mail ID: eniya.business@gmail.com

5.2.1. Average percentage of placement of outgoing students during the last five years

5.2.1. Average percentage of placement of outgoing students during the last five years

SELF DECLARATION

I am IRFAN ALI . B

(Reg. No. : 19UC0036) son of BAHURUDEEN . M

studied B.Com. Degree in the batch of 2019-20 to 2021-22 at Jamal Mohamed College (Autonomous), Tiruchirappalli – 620 020, Tamilnadu declare the following.

I am currently employed as / own a business as (Designation) NEW NATIONAL HARDWARES in M/s. RIZWAN ALI . B

(Place) ADIRAMPATTINAM w.e.f.

Address of the Business Unit:

6. BAZZAR STREET
ADIRAMPATTINAM
THANJAVUR . 614701

Signature: B. D. Ali

Name: IRFAN ALI . B

Mobile No.: 9087660546

Business Unit Mail ID:

5.2.1. Average percentage of placement of outgoing students during the last five years

KUN AUTO COMPANY PVT LTD
D-5, AMBATTUR INDUSTRIAL ESTATE,AMBATTUR,CHENNAI
Pay Slip for the month of Jan/2023

Emp ID	9425	Employee Name:	KHADHIM ISMAIL.A
PF NO	TN/AMB/40951/19308	ES NO	5133637444
NOD	31	NDP	26
Designation	JR. ACCOUNTS EXECUTIVE	Branch	ANNA NAGAR SHOWROOM
Bank A/C NO		UAN No	101861234578

Earnings	Gross Salary	Amount	Deductions	Amount
BASIC	8,250.00	8,250.00	PF	1,260.00
HRA	4,500.00	4,500.00	ESI	113.00
LTA	750.00	750.00	PT	209.00
MEDICAL AL	1,050.00	1,050.00		
EDUCATION	450.00	450.00		
Total	**15,000.00**	**15,000.00**	**Total**	**1,582.00**

Net Pay **13,418.00**
In Words **Rupees Thirteen Thousand Four Hundred Eighteen Only**

Signature

5.2.1. Average percentage of placement of outgoing students during the last five years

HDB FINANCIAL SERVICES

Maheshwaran C

Emp Code : HA009948

Branch : Trichy

Emergency✆ : 9597361482

5.2.1. Average percentage of placement of outgoing students during the last five years

5.2.1. Average percentage of placement of outgoing students during the last five years

FORM FD 405

uniestate

Corporate headquarter
United Arab Emirates

Postal Address
P.O. Box : 4373, Ras Al Khaimah
United Arab Emirates - UAE
t : +971 (0) 7 222 02 22
f : +971 (0) 7 222 01 11
e : info@uniestate.net
w : www.uniestate.com

Mr. Mohamed Faroze
Rak, UAE
052-7045053

December 26, 2022
Ref: 2612/AL/188

Appointment Letter

Dear Mr. Mohamed Faroze

We have pleasure in offering you appointment as **"Jr. Accountant"** for Uniestate Properties LLC on the following monthly remuneration for a probation period of 06 months;

Job Title	**Jr. Accountant**
Grade	4D
Location	Uniestate Office, RAK
Reporting to	Accounts Manger
Expected Joining Date	26 December, 2022
Basic Salary	1,320 Dhs/month
Accommodation	540 Dhs/month
Transportation Allowance	340 Dhs/month
Other Allowance	340 Dhs/month
Total Salary	**2,540 Dhs/month**
Annual Paid Vacation	30 calendar days annually
Sick Leave	As per UAE Labor Law
Medicals	As per UAE Labor Law and/or Company Policy
Notice Period	30 days
Working Hours and Overtime	As per Company Policy
Note:	Salary maybe revised after satisfactory probation period

We trust that this covers all the pertinent details of your employment. Should you have any further questions, please do not hesitate to contact us.

In the meantime, may I take this opportunity to congratulate you on your appointment, and to wish you every success in your challenging new assignment in Uniestate Properties LLC! We look forward to having you working with us.

Yours sincerely,

for **Uniestate Properties LLC**

Uniestate PROPERTIES LLC

Khalid Alkhateeb
HR & Admin Manager

26.12.2022

Acceptance:

Signature: m. mohamed farooze
Name: M. Mohamed Farooze
Date of Joining: 26-12-22

5.2.1. Average percentage of placement of outgoing students during the last five years

SELF DECLARATION

I am S.MOHAMMED HARRIES (Reg. No. : 19UCO086) son of M.SAIBUDEEN_ studied B.Com. Degree in the batch of 2019-20 to 2021-22 at Jamal Mohamed College (Autonomous), Tiruchirappalli – 620 020, Tamilnadu declare the following.

I am currently employed as MARKETING EXECUTIVE in M/s. PREETHI TRADERS _ (Place) PUTTADY___ w.e.f. _____

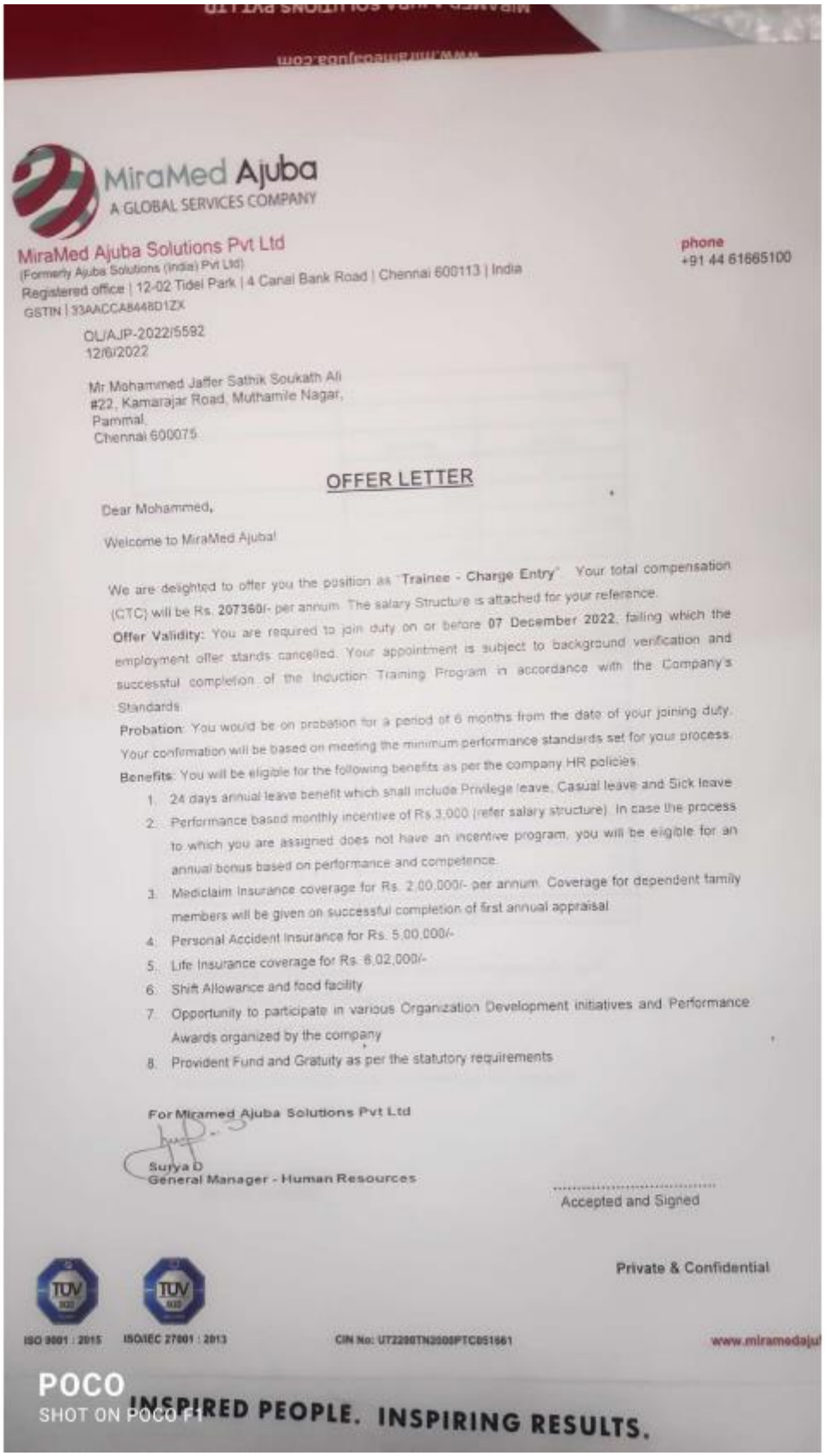
Address of the Business Unit:

781/B VELANKANNY MATHA CHURCH.
BUILDING PUTTADY PO UDYMANCHOLA.
TALUK IDUKKI DISTRICT KERALA

Signature harries
Name: Mohammed Harries.s
Mobile No.: 8098540717

Business Unit Mail ID: preethitradersputtady@gmail.com

5.2.1. Average percentage of placement of outgoing students during the last five years



MiraMed Ajuba
A GLOBAL SERVICES COMPANY

MiraMed Ajuba Solutions Pvt Ltd
(Formerly Ajuba Solutions (India) Pvt Ltd)
Registered office | 12-02 Tidel Park | 4 Canal Bank Road | Chennai 600113 | India
GSTIN | 33AACCA8448D1ZX

phone
+91 44 61665100

OL/AJP-2022/5592
12/6/2022

Mr Mohammed Jaffer Sathik Soukath Ali
#22, Kamarajar Road, Muthamile Nagar,
Pammal,
Chennai 600075

OFFER LETTER

Dear Mohammed,

Welcome to MiraMed Ajuba!

We are delighted to offer you the position as "**Trainee - Charge Entry**". Your total compensation (CTC) will be Rs. **207360**/- per annum. The salary Structure is attached for your reference.

Offer Validity: You are required to join duty on or before **07 December 2022**, failing which the employment offer stands cancelled. Your appointment is subject to background verification and successful completion of the Induction Training Program in accordance with the Company's Standards.

Probation: You would be on probation for a period of 6 months from the date of your joining duty. Your confirmation will be based on meeting the minimum performance standards set for your process.

Benefits: You will be eligible for the following benefits as per the company HR policies.

1. 24 days annual leave benefit which shall include Privilege leave, Casual leave and Sick leave
2. Performance based monthly incentive of Rs.3,000 (refer salary structure). In case the process to which you are assigned does not have an incentive program, you will be eligible for an annual bonus based on performance and competence.
3. Mediclaim Insurance coverage for Rs. 2,00,000/- per annum. Coverage for dependent family members will be given on successful completion of first annual appraisal.
4. Personal Accident Insurance for Rs. 5,00,000/-
5. Life Insurance coverage for Rs. 8,02,000/-
6. Shift Allowance and food facility
7. Opportunity to participate in various Organization Development initiatives and Performance Awards organized by the company
8. Provident Fund and Gratuity as per the statutory requirements

For Miramed Ajuba Solutions Pvt Ltd

Surya D
General Manager - Human Resources

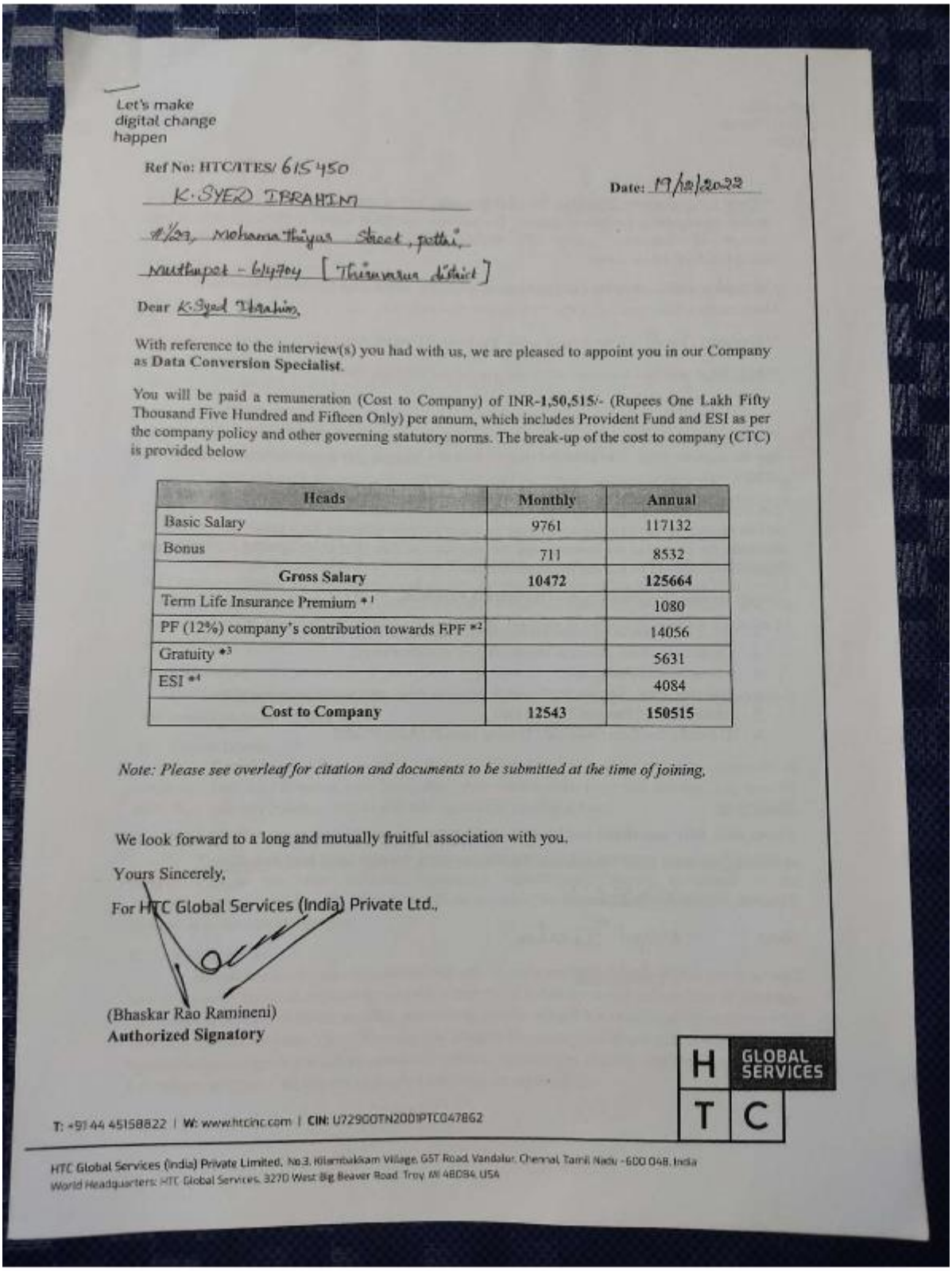
.....
Accepted and Signed

Private & Confidential

ISO 9001 : 2015 ISO/IEC 27001 : 2013 CIN No: U72200TN2008PTC051661 www.miramedaju

POCO
SHOT ON POCO F1
INSPIRED PEOPLE. INSPIRING RESULTS.

5.2.1. Average percentage of placement of outgoing students during the last five years



Let's make
digital change
happen

Ref No: HTC/ITES/ 615450

Date: 19/12/2022

K. SYED IBRAHIM

4/23, Mohanathiyar Street, pothi,

Nallupet - 614704 [Thiruvarur District]

Dear K. Syed Ibrahim,

With reference to the interview(s) you had with us, we are pleased to appoint you in our Company as **Data Conversion Specialist**.

You will be paid a remuneration (Cost to Company) of INR-**1,50,515/-** (Rupees One Lakh Fifty Thousand Five Hundred and Fifteen Only) per annum, which includes Provident Fund and ESI as per the company policy and other governing statutory norms. The break-up of the cost to company (CTC) is provided below

Heads	Monthly	Annual
Basic Salary	9761	117132
Bonus	711	8532
Gross Salary	**10472**	**125664**
Term Life Insurance Premium *1		1080
PF (12%) company's contribution towards EPF *2		14056
Gratuity *3		5631
ESI *4		4084
Cost to Company	**12543**	**150515**

Note: Please see overleaf for citation and documents to be submitted at the time of joining.

We look forward to a long and mutually fruitful association with you.

Yours Sincerely,

For HTC Global Services (India) Private Ltd.,

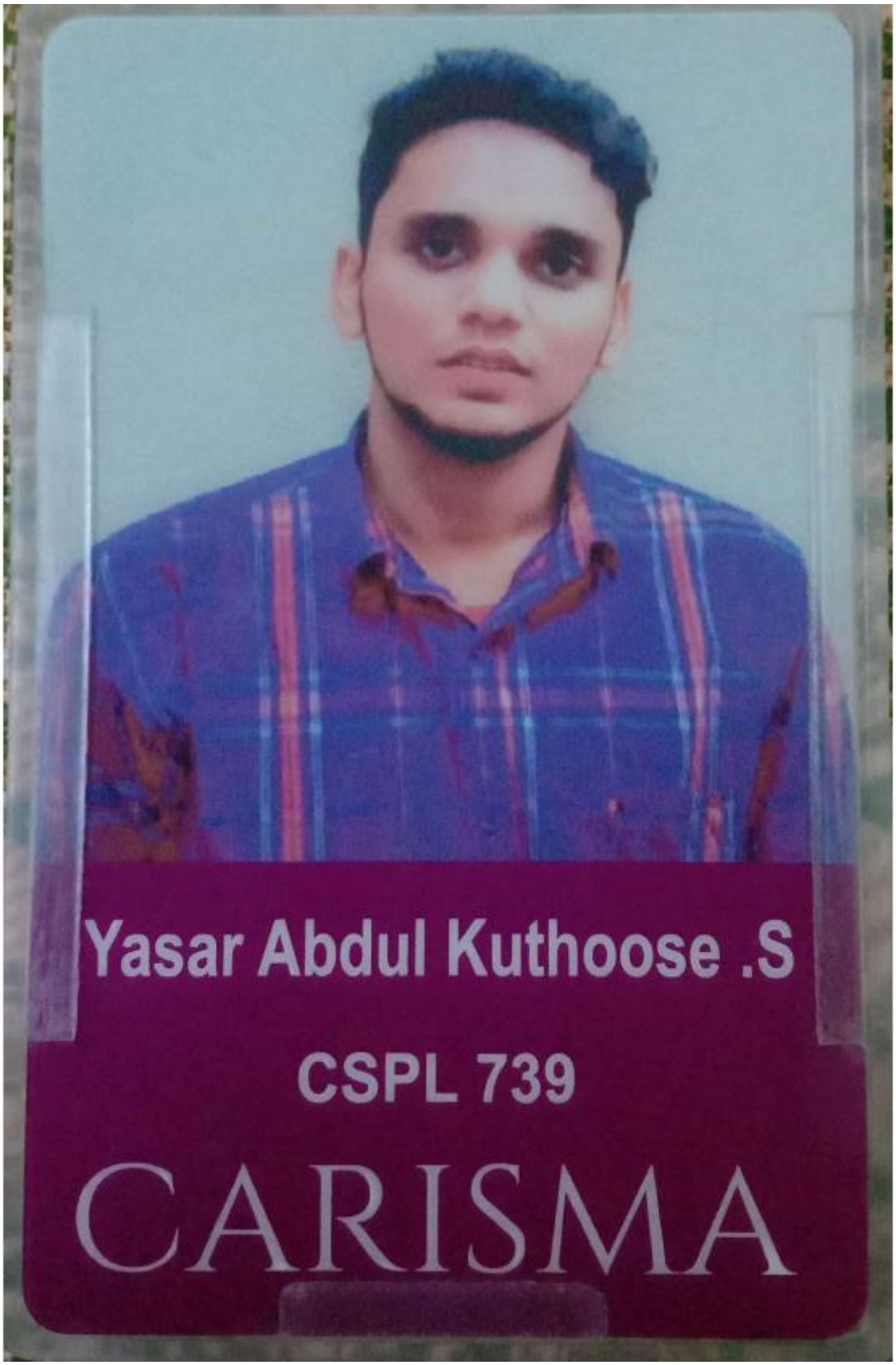
(Bhaskar Rao Ramineni)
Authorized Signatory

H GLOBAL SERVICES
T C

T: +91 44 45158822 | W: www.htcinc.com | CIN: U72900TN2001PTC047862

HTC Global Services (India) Private Limited, No.3, Kilambakkam Village, GST Road, Vandalur, Chennai, Tamil Nadu - 600 048, India
World Headquarters: HTC Global Services, 3270 West Big Beaver Road, Troy, MI 48084, USA

5.2.1. Average percentage of placement of outgoing students during the last five years



5.2.1. Average percentage of placement of outgoing students during the last five years

5.2.1. Average percentage of placement of outgoing students during the last five years

ivezar
TRADING COMPANY

EXPERIENCE CERTIFICATE

IT IS CERTIFIED THAT **RAHUL K** WAS WORKING IN OUR CONCERN AS A **SALES EXECUTIVE** FROM 1/9/2022

HE IS OBEDIENT, PUNCTUAL AND VERY DEDICATED TO HIS WORK

IVEZAR TRADING COMPANY
LALGUDI

+91 9566381969 | IVEZARTRAD@GMAIL.COM | NO 1, KAMARAJ NAGAR, ANGARAI, LALGUDI

5.2.1. Average percentage of placement of outgoing students during the last five years

I.A.C. No. : 181
TIN No. : 33293482135
CST No. :

Shop : 3209385
2912241
Cell : 98424 80135

காசிம் ஸ்டீல்ஸ்

இரும்பு வியாபாரம்

KASIM STEELS

IRON MERCHANT

No. 1, Santhapetta, LALGUDI - 621 601, Trichy Dt.

லபம் : விசாகா ISI தரமான சீலண்ட் ஷீட்கள் கிடைக்கும்

தேதி .....

EXPERIENCE CERTIFICATE

IT IS CERTIFIED THAT **RAMEES ALI A** WAS WORKING IN OUR CONCERN AS A **SALES EXECUTIVE** FROM 1/9/2022

HE IS OBEDIENT, PUNCTUAL AND VERY DEDICATED TO HIS WORK

KASIM STEELS 621601 LALGUDI

For KASIM STEELS

NAVANEEDHA'S HOME
HOME APPLIANCES & UTILITIES

NAVANEEDHA'S

All Electronics & House held Appliances, New, Refurbished and Used Sales & Service

No.15/7, Yakoob Bhai Store, ChinnaChowk, Trichy-620 002, Call: +91 63807 77879

Date: *01-04-2023*

EXPERIENCE CERTIFICATE

IT IS CERTIFIED THAT **RASHEED RAHUMAN R** WAS WORKING IN OUR CONCERN AS A **SALES EXECUTIVE** FROM 1/10/2022

HE IS OBEDIENT, PUNCTUAL AND VERY DEDICATED TO HIS WORK

Authorized Signature

A. Navaneetha Krishnan

- Refrigerator
- Mixer & Grinder
- Microwave Oven
- Induction Stove
- Washing Machine
- Fan
- Vacuum
- Sewing Machine
- Iron
- Utensil Cleaners
- Air Conditioner
- LED TV's

5.2.1. Average percentage of placement of outgoing students during the last five years

ivezar TRADING COMPANY

EXPERIENCE CERTIFICATE

IT IS CERTIFIED THAT **RISHIKUMAR S** WAS WORKING IN OUR CONCERN AS A **SYSTEM OPERATOR** FROM 1/9/2022

HE IS OBEDIENT, PUNCTUAL AND VERY DEDICATED TO HIS WORK

IVEZAR TRADING COMPANY LALGUDI

+91 9566381969 | IVEZARTRAD@GMAIL.COM | NO 1, KAMARAJ NAGAR, ANGARAI, LALGUDI

5.2.1. Average percentage of placement of outgoing students during the last five years

5.2.1. Average percentage of placement of outgoing students during the last five years

5.2.1. Average percentage of placement of outgoing students during the last five years

ivezar TRADING COMPANY

EXPERIENCE CERTIFICATE

IT IS CERTIFIED THAT **SANTHOSH KUMAR S** WAS WORKING IN OUR CONCERN AS A **SALES EXECUTIVE** FROM 1/9/2022

HE IS OBEDIENT, PUNCTUAL AND VERY DEDICATED TO HIS WORK

IVEZAR TRADING COMPANY LALGUDI

+91 9566381969 | IVEZARTRAD@GMAIL.COM | NO 1, KAMARAJ NAGAR, ANGARAI, LALGUDI

5.2.1. Average percentage of placement of outgoing students during the last five years

NAVANEEDHA'S HOME
HOME APPLIANCES & UTILITIES

NAVANEEDHA'S

All Electronics & House held Appliances, New, Refurbished and Used Sales & Service

No.15/7, Yakoob Bhai Store, ChinnaChowk, Trichy-620 002, Call: +91 63807 77879

Date: *01-04-2023*

EXPERIENCE CERTIFICATE

IT IS CERTIFIED THAT **RAKESH R** WAS WORKING IN OUR CONCERN AS A **SALES EXECUTIVE** FROM 1/10/2022

HE IS OBEDIENT, PUNCTUAL AND VERY DEDICATED TO HIS WORK

Authorized Signature

A. Navaneetha Krishnan

- Refrigerator
- Mixer & Grinder
- Microwave Oven
- Induction Stove
- Washing Machine
- Fan
- Vacuum
- Sewing Machine
- Iron
- Utensil Cleaners
- Air Conditioner
- LED TV's

5.2.1. Average percentage of placement of outgoing students during the last five years

I.A.C. No. : 181
TIN No. : 33293482135
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Shop : 3209385
2912241
Cell : 98424 80135

காசிம் ஸ்டீல்ஸ்

இரும்பு வியாபாரம்

KASIM STEELS

IRON MERCHANT

No. 1, Santhaipetta, LALGUDI - 621 601, Trichy Dt.

லபம் : விசாகா ISI தரமான சிமெண்ட் கம்பிகள் கிடைக்கும்

தேதி .....

EXPERIENCE CERTIFICATE

IT IS CERTIFIED THAT **SHABEEK RAHUMAN A** WAS WORKING IN OUR CONCERN AS A **SALES MAN** FROM 1/10/2022

HE IS OBEDIENT, PUNCTUAL AND VERY DEDICATED TO HIS WORK

KASIM STEELS 621601 LALGUDI

For KASIM STEELS

5.2.1. Average percentage of placement of outgoing students during the last five years

ivezar TRADING COMPANY

EXPERIENCE CERTIFICATE

IT IS CERTIFIED THAT **SHAHUL HAMEEDH N** WAS WORKING IN OUR CONCERN AS A **SALES MAN** FROM 1/9/2022

HE IS OBEDIENT, PUNCTUAL AND VERY DEDICATED TO HIS WORK

IVEZAR TRADING COMPANY LALGUDI

+91 9566381969 | IVEZARTRAD@GMAIL.COM | NO 1, KAMARAJ NAGAR, ANGARAI, LALGUDI

5.2.1. Average percentage of placement of outgoing students during the last five years

I.A.C. No. : 181
TIN No. : 33293482135
CST No. :

Shop : 3209385
2912241
Cell : 98424 80135

காசிம் ஸ்டீல்ஸ்

இரும்பு வியாபாரம்

KASIM STEELS

IRON MERCHANT

No. 1, Santhapetta, LALGUDI - 621 601, Trichy Dt.

லபம் : விசாகா ISI தரமான சீலண்ட் ஷீட்கள் கிடைக்கும்

தேதி .....

EXPERIENCE CERTIFICATE

IT IS CERTIFIED THAT **SHEIK DAWOOD N** WAS WORKING IN OUR CONCERN AS A **SALES EXECUTIVE** FROM 1/9/2022

HE IS OBEDIENT, PUNCTUAL AND VERY DEDICATED TO HIS WORK

KASIM STEELS 621601 LALGUDI

For KASIM STEELS

5.2.1. Average percentage of placement of outgoing students during the last five years

NAVANEEDHA'S HOME
HOME APPLIANCES & UTILITIES

NAVANEEDHA'S

All Electronics & House held Appliances, New, Refurbished and Used Sales & Service

No.15/7, Yakoob Bhai Store, ChinnaChowk, Trichy-620 002, Call: +91 63807 77879

Date: *01-04-2023*

EXPERIENCE CERTIFICATE

IT IS CERTIFIED THAT **SHEIK MOHAMED K** WAS WORKING IN OUR CONCERN AS A **SALES EXECUTIVE** FROM 1/10/2022

HE IS OBEDIENT, PUNCTUAL AND VERY DEDICATED TO HIS WORK

Authorized Signature

A. Navaneetha Krishnan

- Refrigerator
- Mixer & Grinder
- Microwave Oven
- Induction Stove
- Washing Machine
- Fan
- Vacuum
- Sewing Machine
- Iron
- Utensil Cleaners
- Air Conditioner
- LED TV's

5.2.1. Average percentage of placement of outgoing students during the last five years

ivezar
TRADING COMPANY

EXPERIENCE CERTIFICATE

IT IS CERTIFIED THAT **SIVAHARI A** WAS WORKING IN OUR CONCERN AS A **SALES MAN** FROM 1/9/2022

HE IS OBEDIENT, PUNCTUAL AND VERY DEDICATED TO HIS WORK

IVEZAR TRADING COMPANY
LALGUDI

+91 9566381969 | IVEZARTRAD@GMAIL.COM | NO 1, KAMARAJ NAGAR, ANGARAI, LALGUDI

5.2.1. Average percentage of placement of outgoing students during the last five years

I.A.C. No. : 181
TIN No. : 33293482135
CST No. :

Shop : 3209385
2912241
Cell : 98424 80135

காசிம் ஸ்டீல்ஸ்

இரும்பு வியாபாரம்

KASIM STEELS

IRON MERCHANT

No. 1, Santhapetta, LALGUDI - 621 601, Trichy Dt.

லபம் : விசாகா ISI தரமான சீலண்ட் ஷீட்கள் கிடைக்கும்

தேதி .....

EXPERIENCE CERTIFICATE

IT IS CERTIFIED THAT **GOPALAKRISHNAN D** WAS WORKING IN OUR CONCERN AS A **SALES EXECUTIVE** FROM 1/9/2022

HE IS OBEDIENT, PUNCTUAL AND VERY DEDICATED TO HIS WORK

KASIM STEELS 621601 LALGUDI

For KASIM STEELS

5.2.1. Average percentage of placement of outgoing students during the last five years

Digitz (India) Technologies

Date: 13th March 2023

Digital Marketing Internship Certificate

This is to certify that **R. Srikanth** has successfully completed the Digital Marketing Internship Program at **Digitz India Technologies**, Trichy from **December, 2022** to **February, 2023**.

During the internship, Srikanth actively participated in various digital marketing projects and demonstrated a high level of proficiency in SEO and Social Media Management.

He showed a strong work ethic, attention to detail, and the ability to work independently as well as in a team.

Wishing him best of luck in his future endeavours.

Signed,

ABDUL MALICK
CEO
Digitz India Technologies

+91-77080 88188
info@digitz.in
info@hitzsoft.com

https://www.digitz.in/
Trichy | Chennai | Madurai | Karaikudi

5.2.1. Average percentage of placement of outgoing students during the last five years

NAVANEEDHA'S HOME
HOME APPLIANCES & UTILITIES

NAVANEEDHA'S

All Electronics & House held Appliances, New, Refurbished and Used Sales & Service

No.15/7, Yakoob Bhai Store, ChinnaChowk, Trichy-620 002, Call: +91 63807 77879

Date: *01-04-2023*

EXPERIENCE CERTIFICATE

IT IS CERTIFIED THAT **LEO JEBAKUMAR J** WAS WORKING IN OUR CONCERN AS A **SALES EXECUTIVE** FROM 1/10/2022

HE IS OBEDIENT, PUNCTUAL AND VERY DEDICATED TO HIS WORK

Authorized Signature

A. Navaneetha Krishnan

- Refrigerator
- Mixer & Grinder
- Microwave Oven
- Induction Stove
- Washing Machine
- Fan
- Vacuum
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- Iron
- Utensil Cleaners
- Air Conditioner
- LED TV's

5.2.1. Average percentage of placement of outgoing students during the last five years

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இரும்பு வியாபாரம்
KASIM STEELS
IRON MERCHANT
No. 1, Santhaipetta, LALGUDI - 621 601, Trichy Dt.
வகை : விசாகா ISI தரமான சிமெண்ட் கம்பிகள் கிடைக்கும்

தேதி .....

EXPERIENCE CERTIFICATE

IT IS CERTIFIED THAT **SULTHAN MARJIK N J** WAS WORKING IN OUR CONCERN AS A **SALES MAN** FROM 1/9/2022

HE IS OBEDIENT, PUNCTUAL AND VERY DEDICATED TO HIS WORK

KASIM STEELS 621601 LALGUDI

For KASIM STEELS

5.2.1. Average percentage of placement of outgoing students during the last five years

ivezar TRADING COMPANY

EXPERIENCE CERTIFICATE

IT IS CERTIFIED THAT **SYED ANWAR A** WAS WORKING IN OUR CONCERN AS A **SYSTEM OPERATOR** FROM 1/9/2022

HE IS OBEDIENT, PUNCTUAL AND VERY DEDICATED TO HIS WORK

IVEZAR TRADING COMPANY LALGUDI

+91 9566381969 | IVEZARTRAD@GMAIL.COM | NO 1, KAMARAJ NAGAR, ANGARAI, LALGUDI

5.2.1. Average percentage of placement of outgoing students during the last five years

ivezar
TRADING COMPANY

EXPERIENCE CERTIFICATE

IT IS CERTIFIED THAT **SYED MOHAMED IRFAN S** WAS WORKING IN OUR CONCERN AS A **SALES EXECUTIVE** FROM 1/9/2022

HE IS OBEDIENT, PUNCTUAL AND VERY DEDICATED TO HIS WORK.

IVEZAR TRADING COMPANY
LALGUDI

+91 9566381969 | IVEZARTRAD@GMAIL.COM | NO 1, KAMARAJ NAGAR, ANGARAI, LALGUDI

5.2.1. Average percentage of placement of outgoing students during the last five years

ivezar
TRADING COMPANY

EXPERIENCE CERTIFICATE

IT IS CERTIFIED THAT **SYED MUSTHAFA U** WAS WORKING IN OUR CONCERN AS A **SALES EXECUTIVE** FROM 1/9/2022

HE IS OBEDIENT, PUNCTUAL AND VERY DEDICATED TO HIS WORK

IVEZAR TRADING COMPANY
LALGUDI

+91 9566381969 | IVEZARTRAD@GMAIL.COM | NO 1, KAMARAJ NAGAR, ANGARAI, LALGUDI

5.2.1. Average percentage of placement of outgoing students during the last five years

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காசிம் ஸ்டீல்ஸ்

ஆரும் வியாபாரம்

KASIM STEELS

IRON MERCHANT

No. 1, Santhaipetta, LALGUDI - 621 601, Trichy Dt.

லபம் : விசாகா ISI தரமான சீலண்ட் ஷீட்கள் கிடைக்கும்

தேதி .....

EXPERIENCE CERTIFICATE

IT IS CERTIFIED THAT **SYED SULAIMAN K** WAS WORKING IN OUR CONCERN AS A **COMPUTER OPERATOR** FROM 1/9/2022

HE IS OBEDIENT, PUNCTUAL AND VERY DEDICATED TO HIS WORK

KASIM STEELS 621601 LALGUDI

For KASIM STEELS

5.2.1. Average percentage of placement of outgoing students during the last five years

ivezar
TRADING COMPANY

EXPERIENCE CERTIFICATE

IT IS CERTIFIED THAT **SYED SULTHAN B** WAS WORKING IN OUR CONCERN AS A **SALES MAN** FROM 1/9/2022

HE IS OBEDIENT, PUNCTUAL AND VERY DEDICATED TO HIS WORK.

IVEZAR TRADING COMPANY
LALGUDI

+91 9566381969 | IVEZARTRAD@GMAIL.COM | NO 1, KAMARAJ NAGAR, ANGARAI, LALGUDI

5.2.1. Average percentage of placement of outgoing students during the last five years

I.A.C. No. : 181
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காசிம் ஸ்டீல்ஸ்
இரும்பு வியாபாரம்
KASIM STEELS
IRON MERCHANT
No. 1, Santhaipetta, LALGUDI - 621 601, Trichy Dt.
வகை : விசாகா ISI தரமான சிமெண்ட் கம்பிகள் கிடைக்கும்

தேதி .....

EXPERIENCE CERTIFICATE

IT IS CERTIFIED THAT **THAMEEM UL ANSARI A** WAS WORKING IN OUR CONCERN AS A **SALES EXECUTIVE** FROM 1/9/2022

HE IS OBEDIENT, PUNCTUAL AND VERY DEDICATED TO HIS WORK

KASIM STEELS 621601 LALGUDI

For KASIM STEELS

5.2.1. Average percentage of placement of outgoing students during the last five years

ivezar
TRADING COMPANY

EXPERIENCE CERTIFICATE

IT IS CERTIFIED THAT **VENGADESAN N** WAS WORKING IN OUR CONCERN AS A **SALES EXECUTIVE** FROM 1/9/2022

HE IS OBEDIENT, PUNCTUAL AND VERY DEDICATED TO HIS WORK

IVEZAR TRADING COMPANY
LALGUDI

+91 9566381969 | IVEZARTRAD@GMAIL.COM | NO 1, KAMARAJ NAGAR, ANGARAI, LALGUDI

NAVANEEDHA'S HOME
HOME APPLIANCES & UTILITIES

NAVANEEDHA'S

All Electronics & House held Appliances, New, Refurbished and Used Sales & Service

No.15/7, Yakoob Bhai Store, ChinnaChowk, Trichy-620 002, Call: +91 63807 77879

Date: *01-04-2023*

EXPERIENCE CERTIFICATE

IT IS CERTIFIED THAT **VENKATESH K** WAS WORKING IN OUR CONCERN AS A **SALES EXECUTIVE** FROM 1/10/2022

HE IS OBEDIENT, PUNCTUAL AND VERY DEDICATED TO HIS WORK

Authorized Signature

A. Navaneetha Krishnan

- Refrigerator
- Mixer & Grinder
- Microwave Oven
- Induction Stove
- Washing Machine
- Fan
- Vacuum
- Sewing Machine
- Iron
- Utensil Cleaners
- Air Conditioner
- LED TV's

5.2.1. Average percentage of placement of outgoing students during the last five years

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NAVANEEDHA'S HOME
HOME APPLIANCES & UTILITIES

NAVANEEDHA'S

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No.15/7, Yakoob Bhai Store, ChinnaChowk, Trichy-620 002, Call: +91 63807 77879

Date: *01-04-2023*

EXPERIENCE CERTIFICATE

IT IS CERTIFIED THAT **VIGNESHWARAN R** WAS WORKING IN OUR CONCERN AS A **SALES EXECUTIVE** FROM 1/10/2022

HE IS OBEDIENT, PUNCTUAL AND VERY DEDICATED TO HIS WORK

Authorized Signature

A. Navaneetha Krishnan

- Refrigerator
- Mixer & Grinder
- Microwave Oven
- Induction Stove
- Washing Machine
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- Sewing Machine
- Iron
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- Air Conditioner
- LED TV's

5.2.1. Average percentage of placement of outgoing students during the last five years

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Date: *01-04-2023*

EXPERIENCE CERTIFICATE

IT IS CERTIFIED THAT **VISHNU DHASAN R** WAS WORKING IN OUR CONCERN AS A **SALES EXECUTIVE** FROM 1/10/2022

HE IS OBEDIENT, PUNCTUAL AND VERY DEDICATED TO HIS WORK

Authorized Signature

A. Navaneetha Krishnan

- Refrigerator
- Mixer & Grinder
- Microwave Oven
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- Fan
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- Iron
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- Air Conditioner
- LED TV's

5.2.1. Average percentage of placement of outgoing students during the last five years

I.A.C. No. : 181
TIN No. : 33293482135
CST No. :

காசிம் ஸ்டீல்ஸ்
இரும்பு வியாபாரம்
KASIM STEELS
IRON MERCHANT
No. 1, Santhaipetta, LALGUDI - 621 601, Trichy Dt.
Shop : 3209385
2912241
Cell : 98424 80135

வகை : விசாகா ISI தரமான சீலண்ட் ஷீட்கள் கிடைக்கும்

தேதி .....

EXPERIENCE CERTIFICATE

IT IS CERTIFIED THAT **YUSUF IRFAN ALI A** WAS WORKING IN OUR CONCERN AS A **SALES EXECUTIVE** FROM 1/9/2022

HE IS OBEDIENT, PUNCTUAL AND VERY DEDICATED TO HIS WORK

KASIM STEELS 621601 LALGUDI

For KASIM STEELS

5.2.1. Average percentage of placement of outgoing students during the last five years

NAVANEEDHA'S HOME
HOME APPLIANCES & UTILITIES

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No.15/7, Yakoob Bhai Store, ChinnaChowk, Trichy-620 002, Call: +91 63807 77879

Date: *01-04-2023*

EXPERIENCE CERTIFICATE

IT IS CERTIFIED THAT **YUSUF RISWAN N J** WAS WORKING IN OUR CONCERN AS A **SALES EXECUTIVE** FROM 1/10/2022

HE IS OBEDIENT, PUNCTUAL AND VERY DEDICATED TO HIS WORK

Authorized Signature

A. Navaneetha Krishnan

- Refrigerator
- Mixer & Grinder
- Microwave Oven
- Induction Stove
- Washing Machine
- Fan
- Vacuum
- Sewing Machine
- Iron
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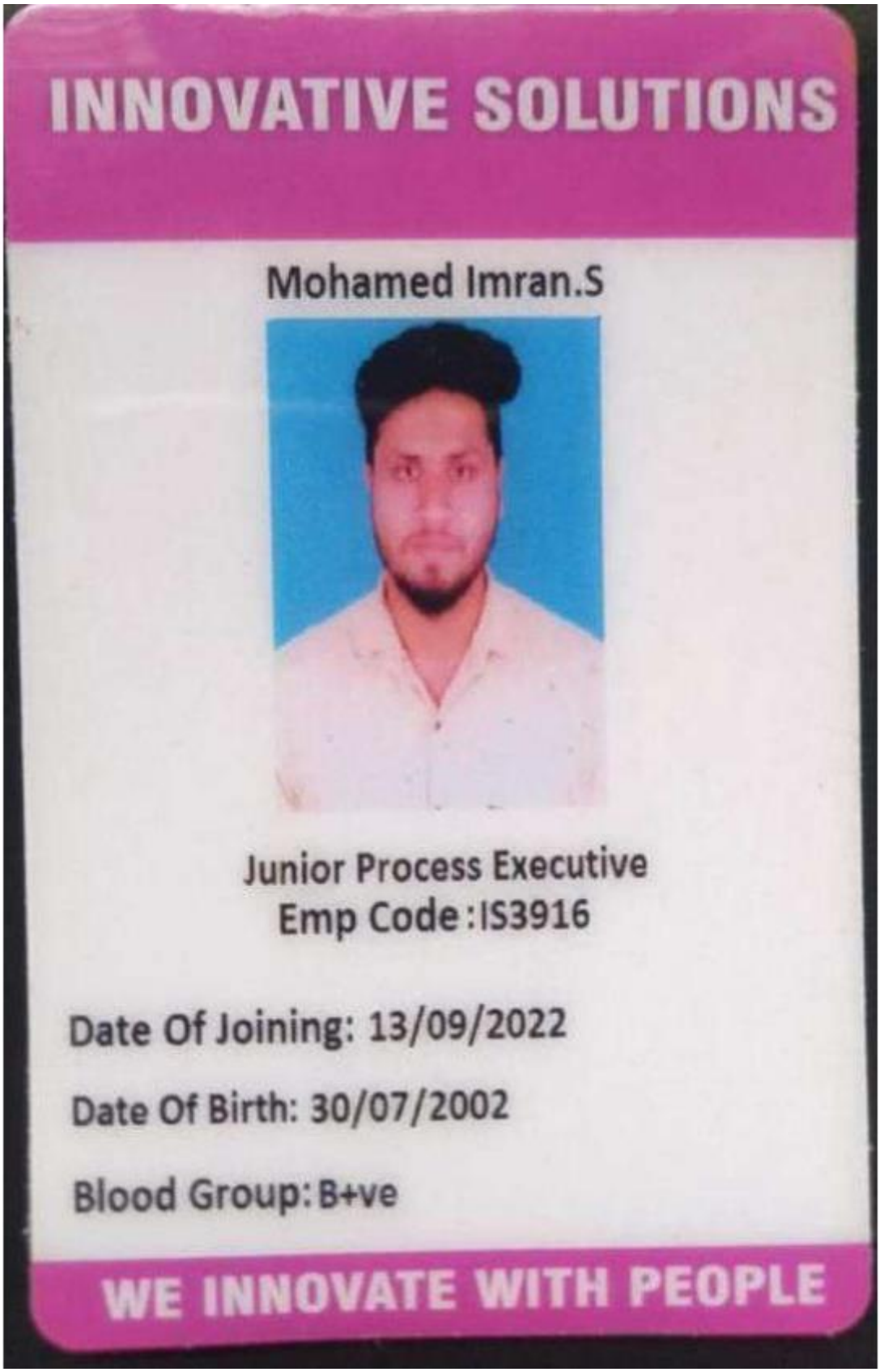
- Air Conditioner
- LED TV's

5.2.1. Average percentage of placement of outgoing students during the last five years



5.2.1. Average percentage of placement of outgoing students during the last five years

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5.2.1. Average percentage of placement of outgoing students during the last five years

INNOV
YOUR PEOPLE PARTNER

WORK ASSIGNMENT LETTER

Dear Mr Mohamed Sabir S **Date: 17 Nov 2022**

Ref: SBI Cards & Payment Services Limited

Employee ID: 202278725 **Offer ID: CHE17112022355043**

We are pleased to appoint you as Relationship Executive -E with our Client SBI Cards & Payment Services Limited located at our client project site at Chennai, on a fixed Term Basis. You have to complete Joining Formalities within 10 days from your joining and report at your work location at **9.30** am on your Date of Joining.
In addition to this:

1. As the Project work awarded to us by our Clients is only for a certain period, your assignment with us initially will be from **21 Nov 2022 to 20 Feb 2023** as per terms mentioned in the Letter of Engagement dated **21 Nov 2022.** If however, the Project work is extended, your association with us may be extended for such further period as may be decided by us. Hence, this contract of employment by no means be treated or construed to be of permanent in nature granting thereby to you a status of permanent employee of the Company. Your employment is governed by the contractual agreement between Innovsource Services Private Limited and SBI Cards & Payment Services Limited for which your services have been engaged.

2. If however the project work awarded to us is completed before time or if is terminated for any reasons whatsoever earlier, then your services shall be terminated on such earlier date as the situation demands as per terms mentioned in your Letter of Engagement.

3. Your CTC details would be:

GROSS SALARY		STATUTORY BENEFITS	
Basic + DA	Rs. 10155/-	PF Employer	Rs. 1219/-
HRA	Rs. 4538/-	PF Admin	Rs. 51/-
Other Allowances	Rs. 0/-	ESIC Employer	Rs. 478/-
		EDLI Employer	Rs. 51/-
		Bonus	Rs. 846/-
		FixedGroupAccidentInsurance	Rs. 50/-
GROSS SALARY	**Rs. 14693/-**	**STATUTORY TOTAL**	**Rs. 2695/-**
PF Employee	Rs. 1219/-		
ESIC Employee	Rs. 111/-		
Professional Tax	Rs. 209/-		
NET SALARY	[redacted]	**COST TO COMPANY** (Gross + Statutory Benefits)	[redacted]

Bonus, if applicable, will be paid on monthly basis.

The net salary is subject to Income Tax

Your salary is payable only through electronic payment mode such as EFT/NEFT/RTGS/ECS or account payable cheque for which you have to provide relevant information at the time of joining. One month grace period shall be provided to you on reasonable ground.

4. In addition to the Monthly Salary, you will not be entitled to any other perquisites/ allowances unless given to you in writing. Your coverage under ESIC scheme, Provident Fund scheme, and Bonus Act where applicable will be as per the government regulations. Salary would be receivable on or before 10th of the subsequent month, subject to receipt of corresponding payments from our Client where you will be deployed. Any discrepancy in the salary

1598708-17112022-642534 1

5.2.1. Average percentage of placement of outgoing students during the last five years

5.2.1. Average percentage of placement of outgoing students during the last five years

NAVANEEDHA'S HOME
HOME APPLIANCES & UTILITIES

NAVANEEDHA'S

All Electronics & House held Appliances, New, Refurbished and Used Sales & Service

No.15/7, Yakoob Bhai Store, Chinna Chowk, Trichy-620 002, Call: +91 63807 77879

Date: 4.3.2023

EXPERIENCE CERTIFICATE

IT IS CERTIFIED THAT Mr.J.MOHAMED THOWFIQ IS WORKING IN OUR CONCERN AS **SALES EXECUTIVE** FROM 2.9.2022.

HE IS OBEDIENT,PUNCTUAL AND VERY DEDICATED TO HIS WORK.

Authorized Signature

Navaneetha Krishnan

- Refrigerator
- Mixer & Grinder
- Microwave Oven
- Induction Stove
- Washing Machine
- Fan
- Vacuum
- Sewing Machine
- Iron
- Utensil Cleaners
- Air Conditioner
- LED TV's

5.2.1. Average percentage of placement of outgoing students during the last five years

RASI READYMADES

Main Road,Manapparai
Trichy-621 301
Mobile : 786 8050135

Date : 3.3.3023

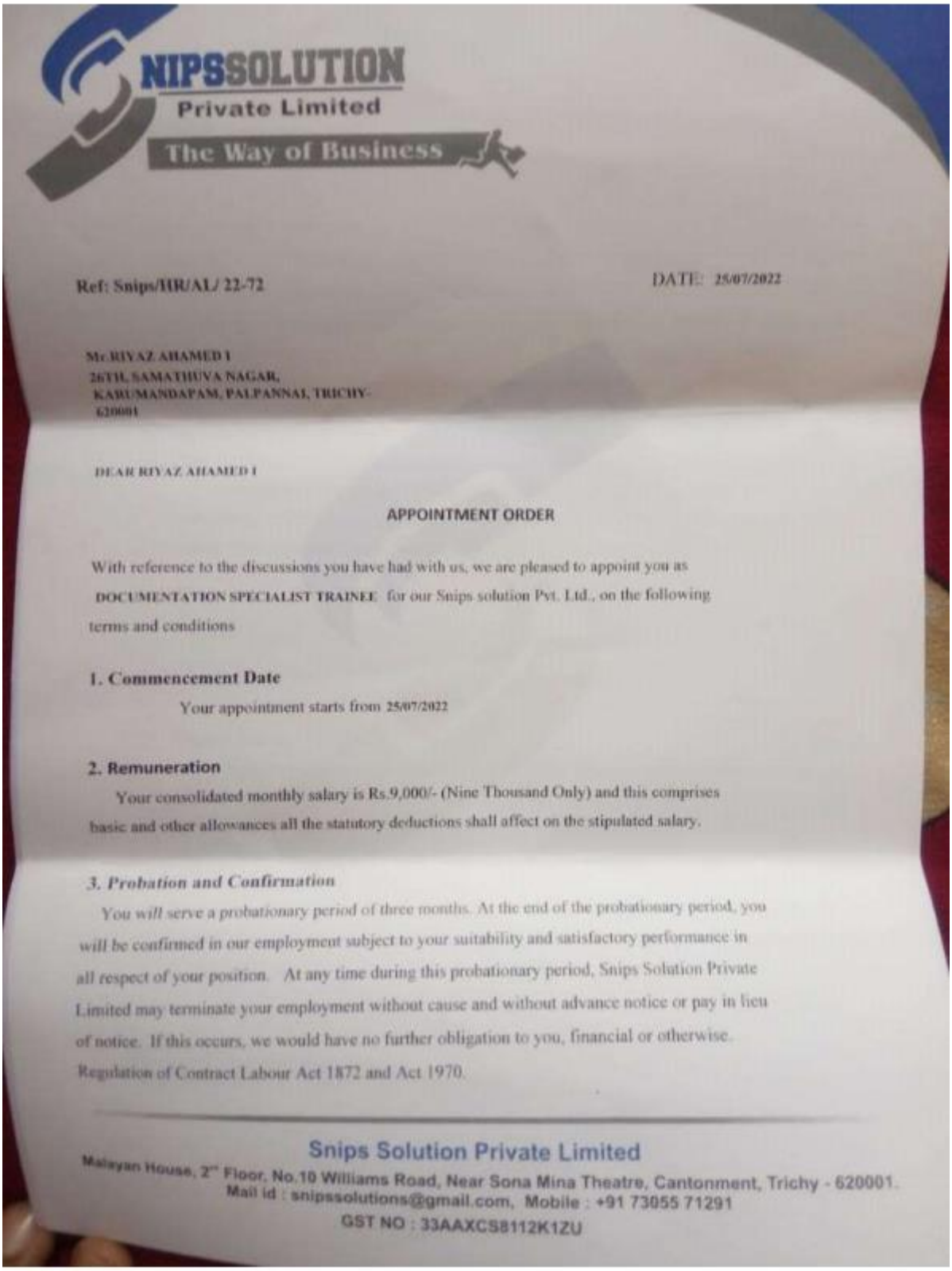
Mr.M.Mohamed Umar Abdulla S/o Mohamed Tajudeen 3/43-Middle street,Manapparai,Trichy District- 621302 is working as a accountant from 10.9.2022 in our shop.

For **RASI READYMADES**

Subramanian

(Proprietor- M.Subramanian)

5.2.1. Average percentage of placement of outgoing students during the last five years



NIPSSOLUTION
Private Limited
The Way of Business

Ref: Snips/HR/AL/ 22-72

DATE: 25/07/2022

Mr.RIYAZ AHAMED I
26TH, SAMATHUVA NAGAR,
KARUMANDAPAM, PALPANNAI, TRICHY-
620001

DEAR RIYAZ AHAMED I

APPOINTMENT ORDER

With reference to the discussions you have had with us, we are pleased to appoint you as DOCUMENTATION SPECIALIST TRAINEE for our Snips solution Pvt. Ltd., on the following terms and conditions

1. Commencement Date

Your appointment starts from 25/07/2022

2. Remuneration

Your consolidated monthly salary is Rs.9,000/- (Nine Thousand Only) and this comprises basic and other allowances all the statutory deductions shall affect on the stipulated salary.

3. Probation and Confirmation

You will serve a probationary period of three months. At the end of the probationary period, you will be confirmed in our employment subject to your suitability and satisfactory performance in all respect of your position. At any time during this probationary period, Snips Solution Private Limited may terminate your employment without cause and without advance notice or pay in lieu of notice. If this occurs, we would have no further obligation to you, financial or otherwise. Regulation of Contract Labour Act 1872 and Act 1970.

Snips Solution Private Limited
Malayan House, 2nd Floor, No.10 Williams Road, Near Sona Mina Theatre, Cantonment, Trichy - 620001.
Mail id : snipssolutions@gmail.com, Mobile : +91 73055 71291
GST NO : 33AAXCS8112K1ZU

5.2.1. Average percentage of placement of outgoing students during the last five years

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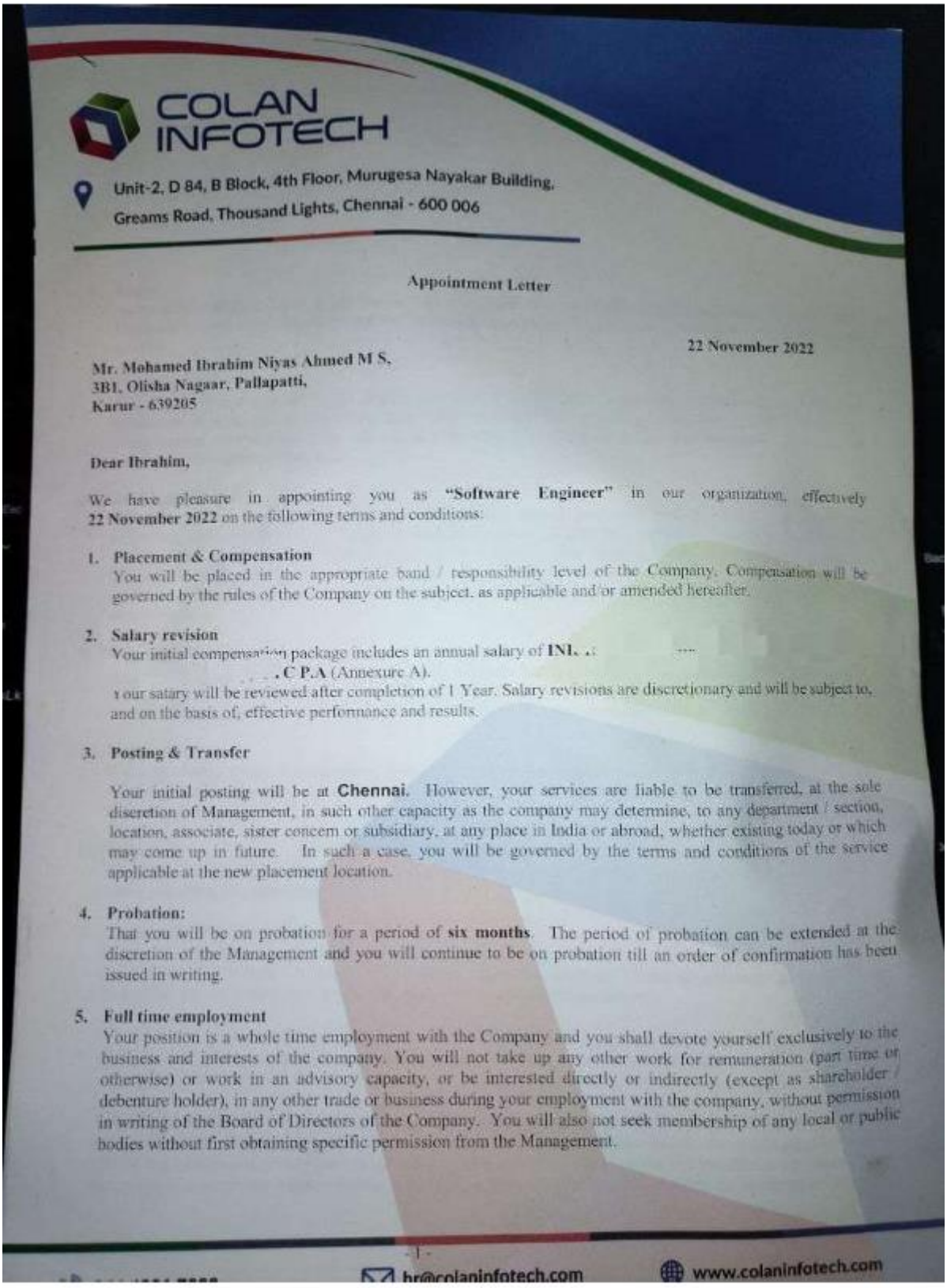


COLAN INFOTECH

Unit-2, D 84, B Block, 4th Floor, Murugesa Nayakar Building,
Greams Road, Thousand Lights, Chennai - 600 006

Appointment Letter

22 November 2022

Mr. Mohamed Ibrahim Niyas Ahmed M S,
3B1, Olisha Nagaar, Pallapatti,
Karur - 639205

Dear Ibrahim,

We have pleasure in appointing you as **"Software Engineer"** in our organization, effectively **22 November 2022** on the following terms and conditions:

1. **Placement & Compensation**
   You will be placed in the appropriate band / responsibility level of the Company. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

2. **Salary revision**
   Your initial compensation package includes an annual salary of **INR. .:** ....
   . C P.A (Annexure A).
   Your salary will be reviewed after completion of 1 Year. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

3. **Posting & Transfer**

   Your initial posting will be at **Chennai.** However, your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

4. **Probation:**
   That you will be on probation for a period of **six months**. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

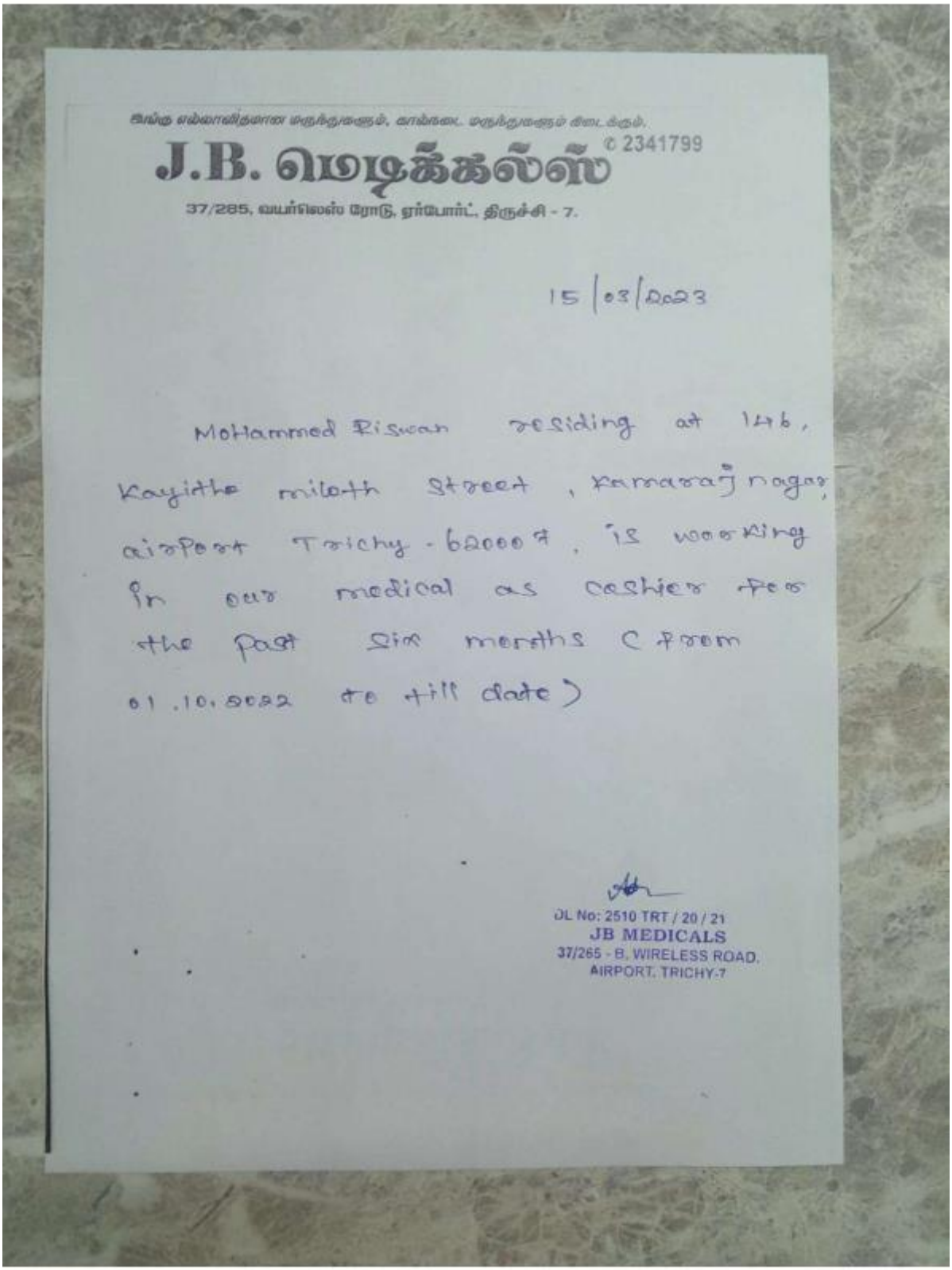
5. **Full time employment**
   Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

- 1 -

hr@colaninfotech.com www.colaninfotech.com

5.2.1. Average percentage of placement of outgoing students during the last five years

5.2.1. Average percentage of placement of outgoing students during the last five years



எங்கு எல்லாவிதமான மருந்துகளும், வாங்கலாம். மருந்துகளும் கிடைக்கும்.

J.B. மெடிக்கல்ஸ்

© 2341799

37/285, வயர்லெஸ் ரோடு, ஏர்போர்ட், திருச்சி - 7.

15/03/2023

Mohammed Riswan residing at 14b, Kayitha milath Street, Kamaraj nagar, airport Trichy - 620007, is working in our medical as cashier for the past six months (from 01.10.2022 to till date)

DL No: 2510 TRT / 20 / 21
JB MEDICALS
37/265 - B, WIRELESS ROAD,
AIRPORT, TRICHY-7

5.2.1. Average percentage of placement of outgoing students during the last five years

شركة الخرباش للمقاولات ذ.م.م.
Al Kharbash Contracting Co. L.L.C.

AK-UN-22-04
7th November 2022.

Mohammed Shajid Jakir Hussain.
Shajid555.ms@gmail.com
058-1386578

Subject : Appointment Letter.

We are glad to appoint you as Accounts [illegible] in our company at a gross salary of Dhs. [illegible] per month plus company accommodation and transportation. The breakup of your salary will be as follows:

Basic Salary	Dhs	[illegible]
Cost of living allowance	Dhs.	[illegible]
Food Allowance	Dhs.	[illegible]
Total	Dhs.	[illegible]

On successful completion of your probation period of 3 months your salary will be Dhs. [illegible] and on you completion of one year your salary will be Dhs. [illegible]

You will be reporting directly to the **Finance Manager,** you are requested to discharge your duties with at most care and prudence according to the professional standard.

Your contract is for Two years from the date of joining and company will bear all your visa expenses, provided you complete your 2 years contract tenure. If you leave the job before your contract period then all the visa expenses pertaining to you will be deducted from your dues.
Kindly confirm your acceptance to the above terms.

We wish all success to you.

With Best Regards,

For Al Kharbash Contracting Co. LLC.

Abdul Muttalib A. Kharbash
(Managing Director)

I accept the above terms & conditions.

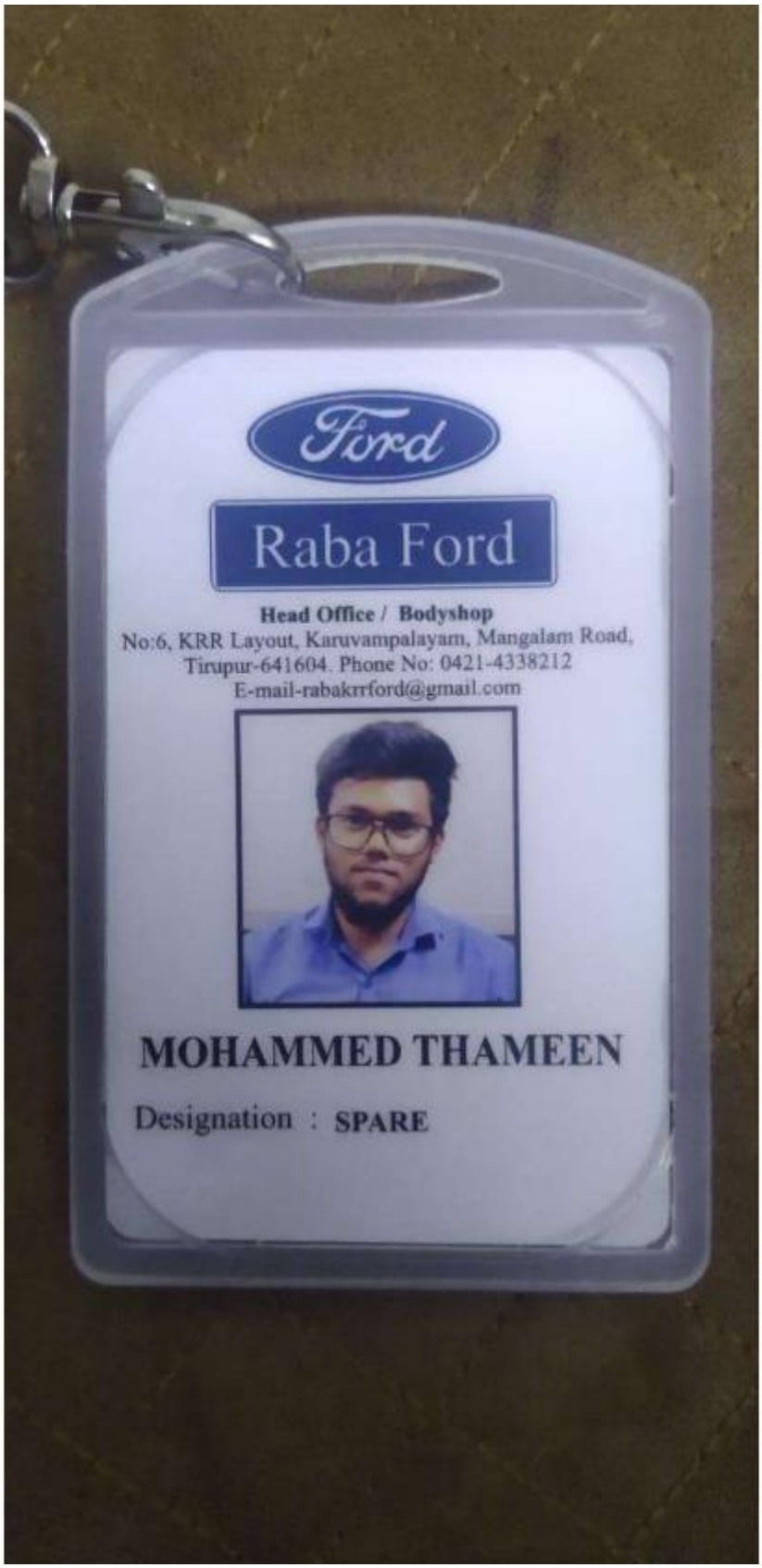
Mohammed Shajid.

Tel. : +971 4 333 33 88
Fax : +971 4 333 80 47
P.O. Box : 24745, Dubai, U.A.E.
Email : akgc@eim.ae / akgc@alkharbashgroup.com
www.alkharbashgroup.com

Member of Al Kharbash Group

akgc@eim.ae / akgc@alkharbashgroup.com
www.alkharbashgroup.com

5.2.1. Average percentage of placement of outgoing students during the last five years



5.2.1. Average percentage of placement of outgoing students during the last five years

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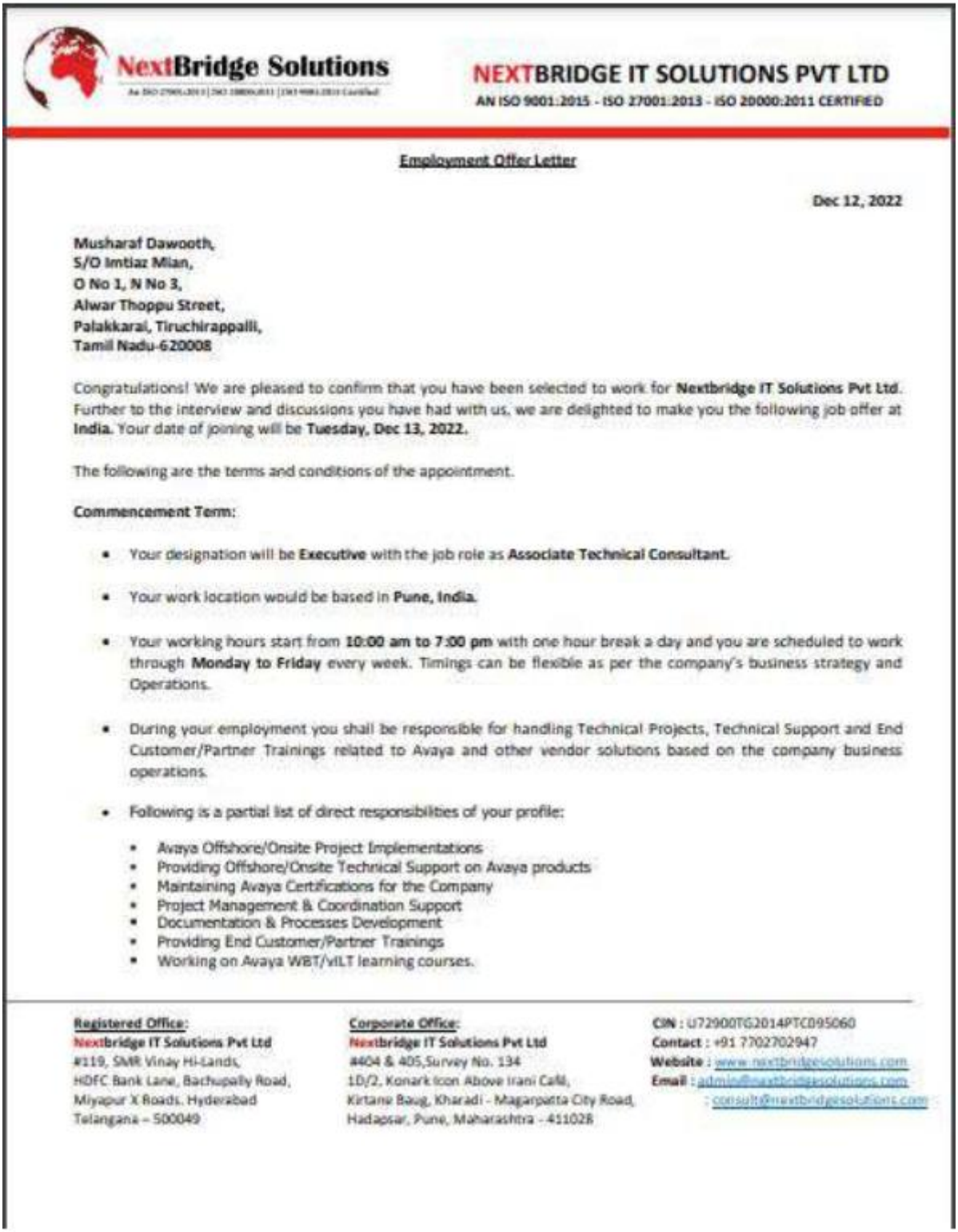


NextBridge Solutions

NEXTBRIDGE IT SOLUTIONS PVT LTD
AN ISO 9001:2015 - ISO 27001:2013 - ISO 20000:2011 CERTIFIED

Employment Offer Letter

Dec 12, 2022

Musharaf Dawooth,
S/O Imtiaz Mian,
O No 1, N No 3,
Alwar Thoppu Street,
Palakkarai, Tiruchirappalli,
Tamil Nadu-620008

Congratulations! We are pleased to confirm that you have been selected to work for **Nextbridge IT Solutions Pvt Ltd.** Further to the interview and discussions you have had with us, we are delighted to make you the following job offer at **India.** Your date of joining will be **Tuesday, Dec 13, 2022.**

The following are the terms and conditions of the appointment.

Commencement Term:

- Your designation will be **Executive** with the job role as **Associate Technical Consultant.**
- Your work location would be based in **Pune, India.**
- Your working hours start from **10:00 am to 7:00 pm** with one hour break a day and you are scheduled to work through **Monday to Friday** every week. Timings can be flexible as per the company's business strategy and Operations.
- During your employment you shall be responsible for handling Technical Projects, Technical Support and End Customer/Partner Trainings related to Avaya and other vendor solutions based on the company business operations.
- Following is a partial list of direct responsibilities of your profile:
  - Avaya Offshore/Onsite Project Implementations
  - Providing Offshore/Onsite Technical Support on Avaya products
  - Maintaining Avaya Certifications for the Company
  - Project Management & Coordination Support
  - Documentation & Processes Development
  - Providing End Customer/Partner Trainings
  - Working on Avaya WBT/vILT learning courses.

Registered Office:
Nextbridge IT Solutions Pvt Ltd
#119, SMR Vinay Hi-Lands,
HDFC Bank Lane, Bachupally Road,
Miyapur X Roads, Hyderabad
Telangana – 500049

Corporate Office:
Nextbridge IT Solutions Pvt Ltd
#404 & 405,Survey No. 134
1D/2, Konark Icon Above Irani Café,
Kirtane Baug, Kharadi - Magarpatta City Road,
Hadapsar, Pune, Maharashtra - 411028

CIN : U72900TG2014PTC095060
Contact : +91 7702702947
Website : www.nextbridgesolutions.com
Email : admin@nextbridgesolutions.com
: consult@nextbridgesolutions.com

5.2.1. Average percentage of placement of outgoing students during the last five years

GSTIN: 33AKVPM6376N1Z6

KK INFOTECH

15/8 Nagarathinammal Colony, West Mambalam, Chennai-33
Mail: kkinfotech19@gmail.com
Mobile: 9841172229, 9841157542

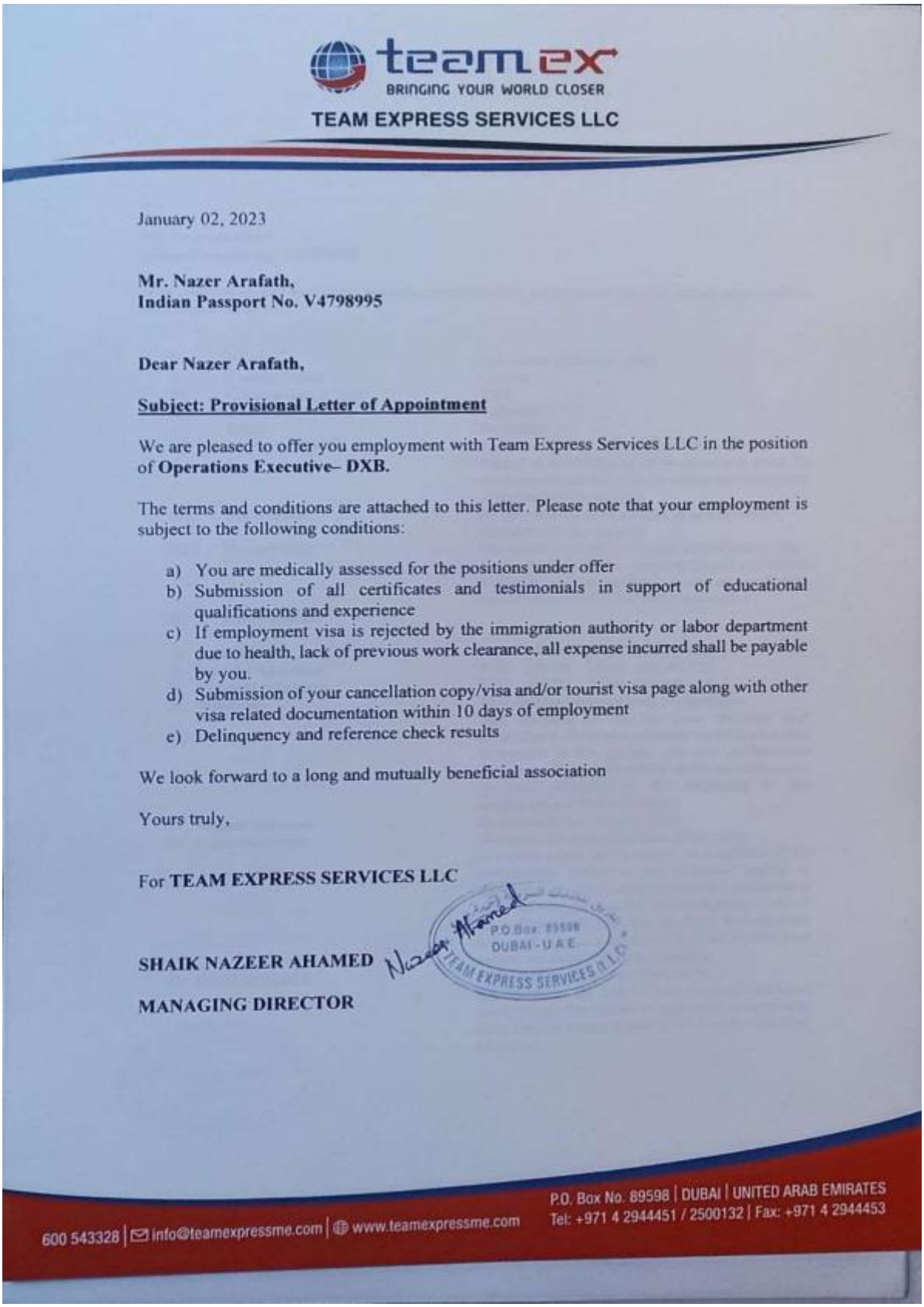
Date: 04.04.2023

Bonafide Certificate

This is to certify that Mr. Naina Mohamed H with Employee ID KK2307 is working as a Service Engineer in our company since Feb 7, 2023 and is residing in the accommodation provided by our company located in 27/52, First Floor, Govindan Road, West Mambalam, Chennai – 33.

For KK Infotech

5.2.1. Average percentage of placement of outgoing students during the last five years



teamex
BRINGING YOUR WORLD CLOSER
TEAM EXPRESS SERVICES LLC

January 02, 2023

Mr. Nazer Arafath,
Indian Passport No. V4798995

Dear Nazer Arafath,

Subject: Provisional Letter of Appointment

We are pleased to offer you employment with Team Express Services LLC in the position of **Operations Executive– DXB.**

The terms and conditions are attached to this letter. Please note that your employment is subject to the following conditions:

a) You are medically assessed for the positions under offer
b) Submission of all certificates and testimonials in support of educational qualifications and experience
c) If employment visa is rejected by the immigration authority or labor department due to health, lack of previous work clearance, all expense incurred shall be payable by you.
d) Submission of your cancellation copy/visa and/or tourist visa page along with other visa related documentation within 10 days of employment
e) Delinquency and reference check results

We look forward to a long and mutually beneficial association

Yours truly,

For **TEAM EXPRESS SERVICES LLC**

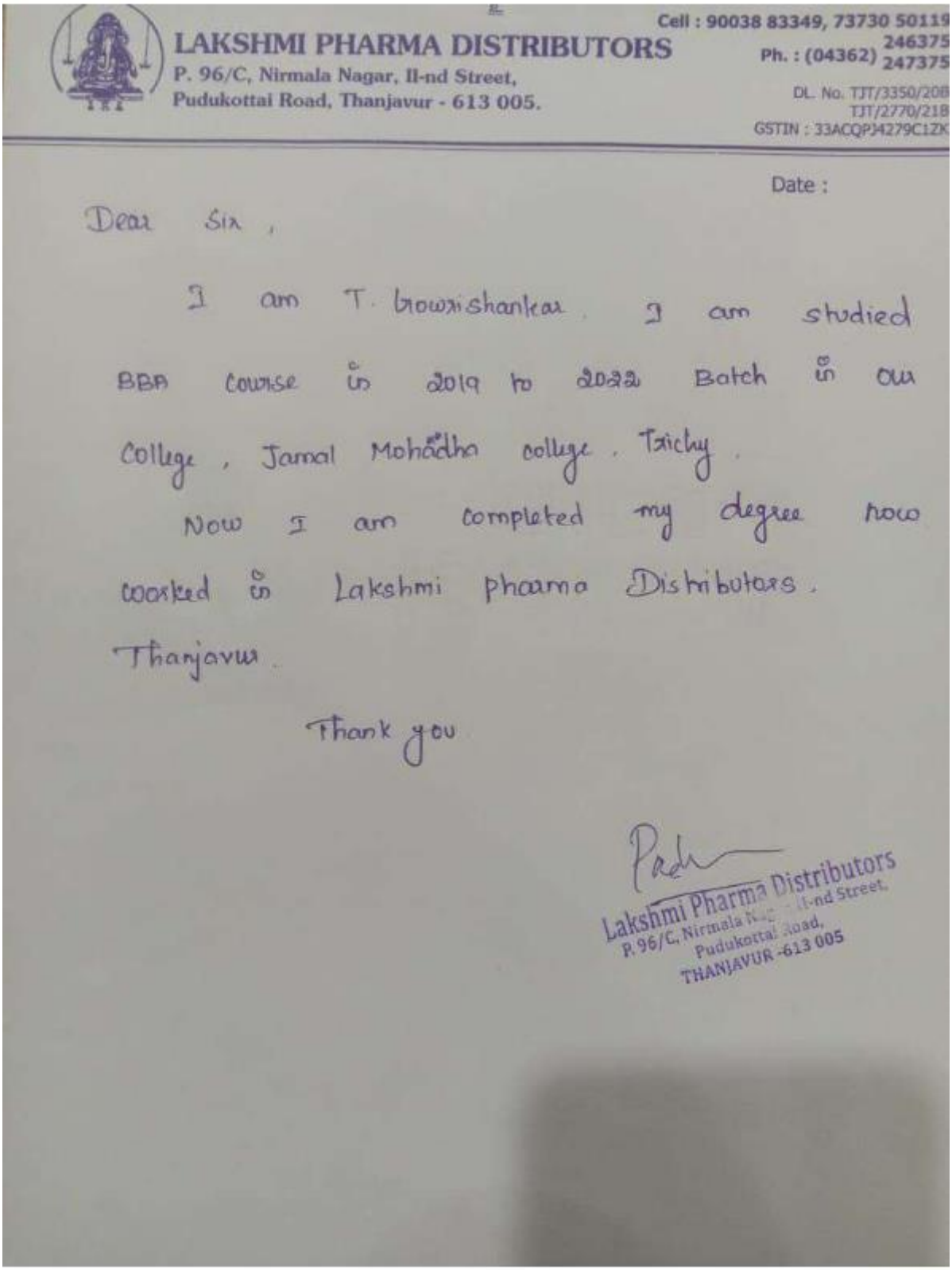
SHAIK NAZEER AHAMED

MANAGING DIRECTOR

P.O Box. 89598
DUBAI - U.A.E.
TEAM EXPRESS SERVICES L.L.C

600 543328 | info@teamexpressme.com | www.teamexpressme.com
P.O. Box No. 89598 | DUBAI | UNITED ARAB EMIRATES
Tel: +971 4 2944451 / 2500132 | Fax: +971 4 2944453

5.2.1. Average percentage of placement of outgoing students during the last five years



LAKSHMI PHARMA DISTRIBUTORS
P. 96/C, Nirmala Nagar, II-nd Street,
Pudukottai Road, Thanjavur - 613 005.
Cell : 90038 83349, 73730 50119
Ph. : (04362) 246375 247375
DL. No. TJT/3350/20B TJT/2770/21B
GSTIN : 33ACQPJ4279C1ZX

Date :

Dear Sir,

I am T. Gowrishankar. I am studied BBA course in 2019 to 2022 Batch in our College, Jamal Mohadha college. Trichy.

Now I am completed my degree now worked in Lakshmi pharma Distributors. Thanjavur.

Thank you

Lakshmi Pharma Distributors
P. 96/C, Nirmala N... II-nd Street,
Pudukottai Road,
THANJAVUR-613 005

5.2.1. Average percentage of placement of outgoing students during the last five years

5.2.1. Average percentage of placement of outgoing students during the last five years

Mr. K. Ganesan – 2019-2022 Batch – 19UBA066

Own Scrap Collection Shop at Trichy

5.2.1. Average percentage of placement of outgoing students during the last five years

KARUR TIFFEN CENTER

Coimbatore main road, k.paramathi, phone no:6385217991
EB Office opposite,karur-639 111. Email ID:hariharan2k205@gmail.com

KTC

This is to certify that **Mr. Hariharan R**

Is presently employed as Karur tiffen center

Since 2022.

Signature
Proprietor/owner

5.2.1. Average percentage of placement of outgoing students during the last five years

N. Ibrahim – 19UBA074

Own Business – Beef Supplier

5.2.1. Average percentage of placement of outgoing students during the last five years

GENUINE CARS & BIKES
All Cars & Bikes, Buying & Selling

First Floor, No 159/1,
13th Street, Anbunagar Extension,
Crawford, Trichy – 620012.

S. Vignesh - 8015156600
N. Balachandar - 8015159900
E-Mail – genuinecarsandbikes@gmail.com

To whom it may concern

This is to certify that **Mr. M. Mohamed Asiq** is presently working as Collection Agent in our concern.

GENUINE CARS AND BIKES
KALLANAI ROAD, MARKAMUDAIYAN KOVIL BACKSIDE,
KUMBAKONATHAR SALAI, THIRUVANAIKOIL,
TRICHY - 620 005.
CELL: 80151 56600, 80151 59900

SEMATTI MALIGAI
10,Annanagar,
Gangadarapuram,Aranthangi,
PIN code -614616.
Ph : 6379612274

TO WHOM IT MAY CONCERN

This is to certify that. **Mr. JUBIR** is presently employed as **Accountant** since **10/08/2022.**

OWNER

5.2.1. Average percentage of placement of outgoing students during the last five years

M. Kaleelur Rahman – 19UBA084 – 2019-2022 –

Own Business – Kabab Stall

5.2.1. Average percentage of placement of outgoing students during the last five years

NAVANEEDHA'S HOME
HOME APPLIANCES & UTILITIES

NAVANEEDHA'S

All Electronics & House held Appliances, New, Refurbished and Used Sales & Service

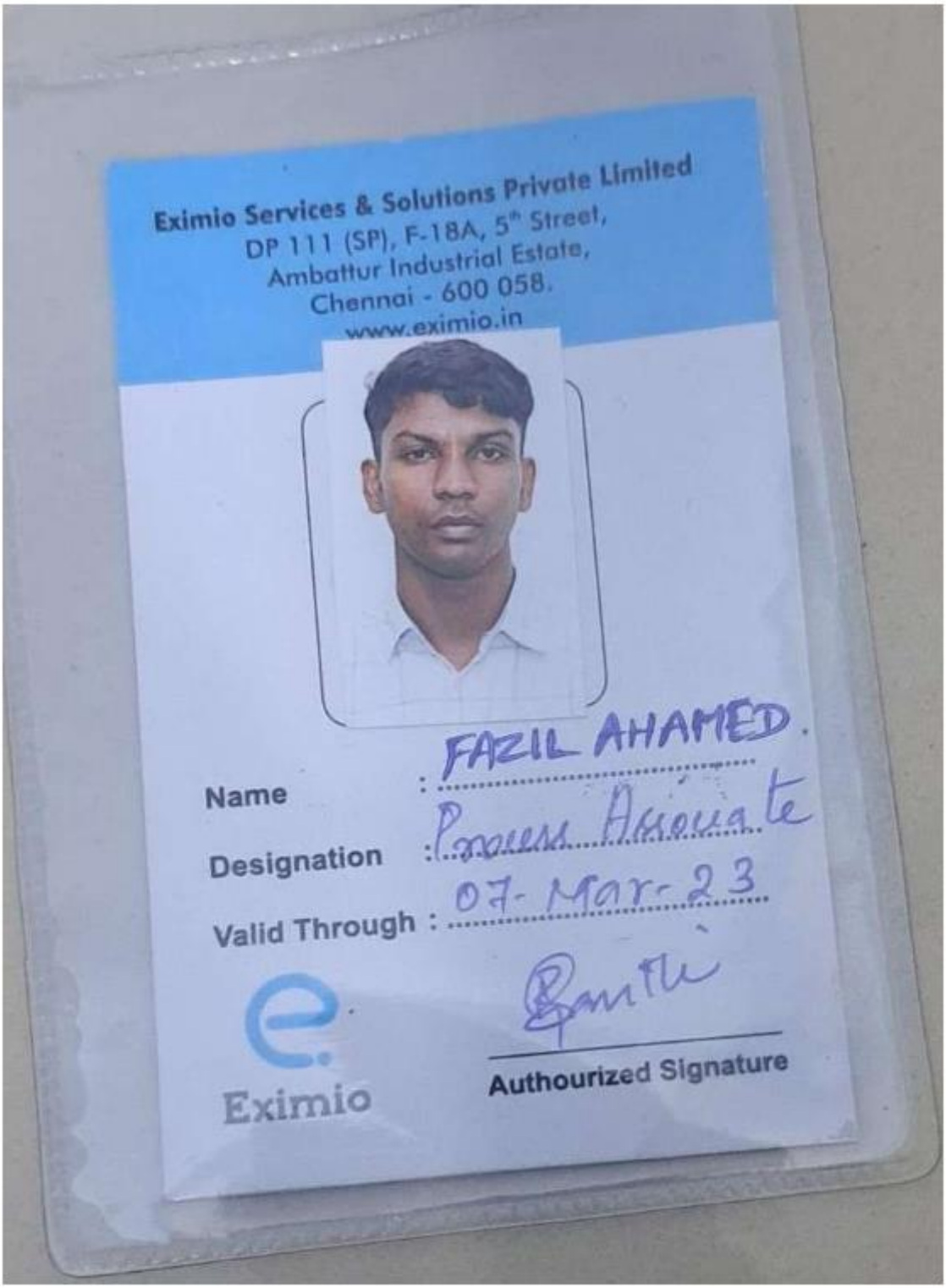
No.15/7, Yakoob Bhai Store, Chinna Chowk, Trichy-620 002, Call: +91 63807 77879

To whom it may concern

*This is to certify that **Mr. A. Kowsheek** is working as **Sales Representative** in our concern.*

A. Navaneetha Krishnan

5.2.1. Average percentage of placement of outgoing students during the last five years



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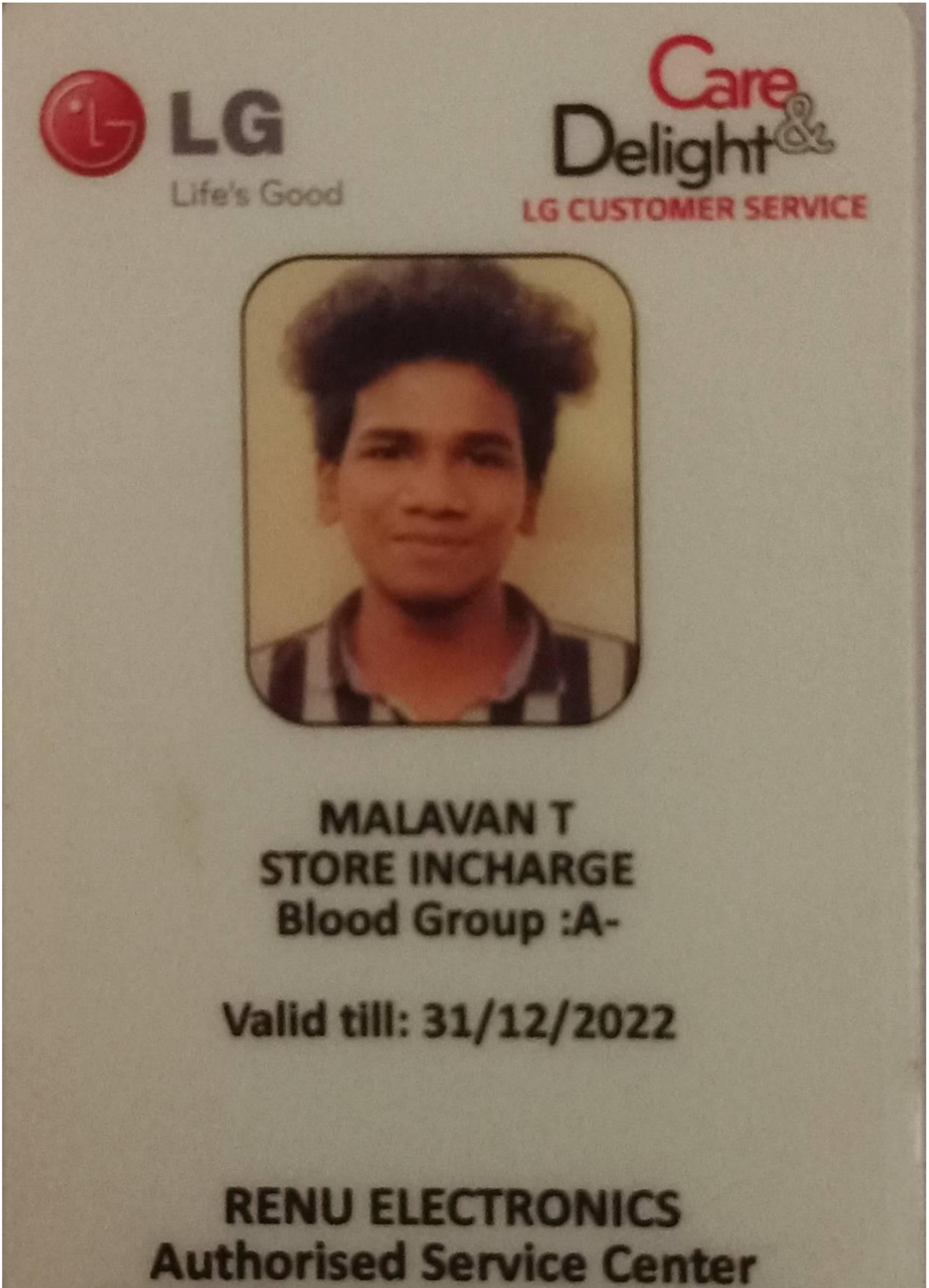

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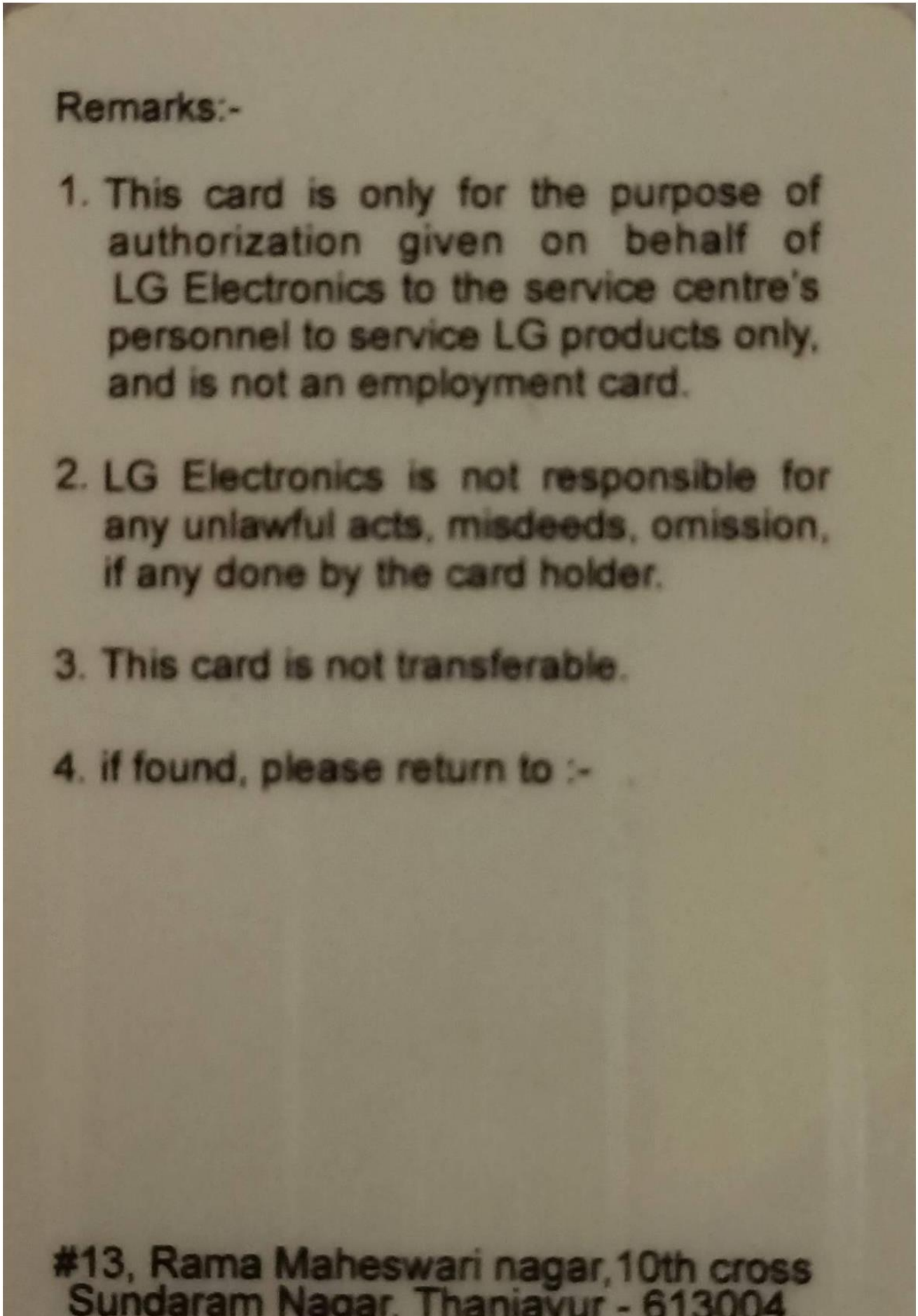


Remarks:-

1. This card is only for the purpose of authorization given on behalf of LG Electronics to the service centre's personnel to service LG products only, and is not an employment card.

2. LG Electronics is not responsible for any unlawful acts, misdeeds, omission, if any done by the card holder.

3. This card is not transferable.

4. if found, please return to :-

#13, Rama Maheswari nagar, 10th cross
Sundaram Nagar, Thanjavur - 613004

5.2.1. Average percentage of placement of outgoing students during the last five years

CITY SUPER MARKET AND PHARMACY
139, Nethaji Road, Manjakuppam, Cuddalore
citysupercud@gmail.com

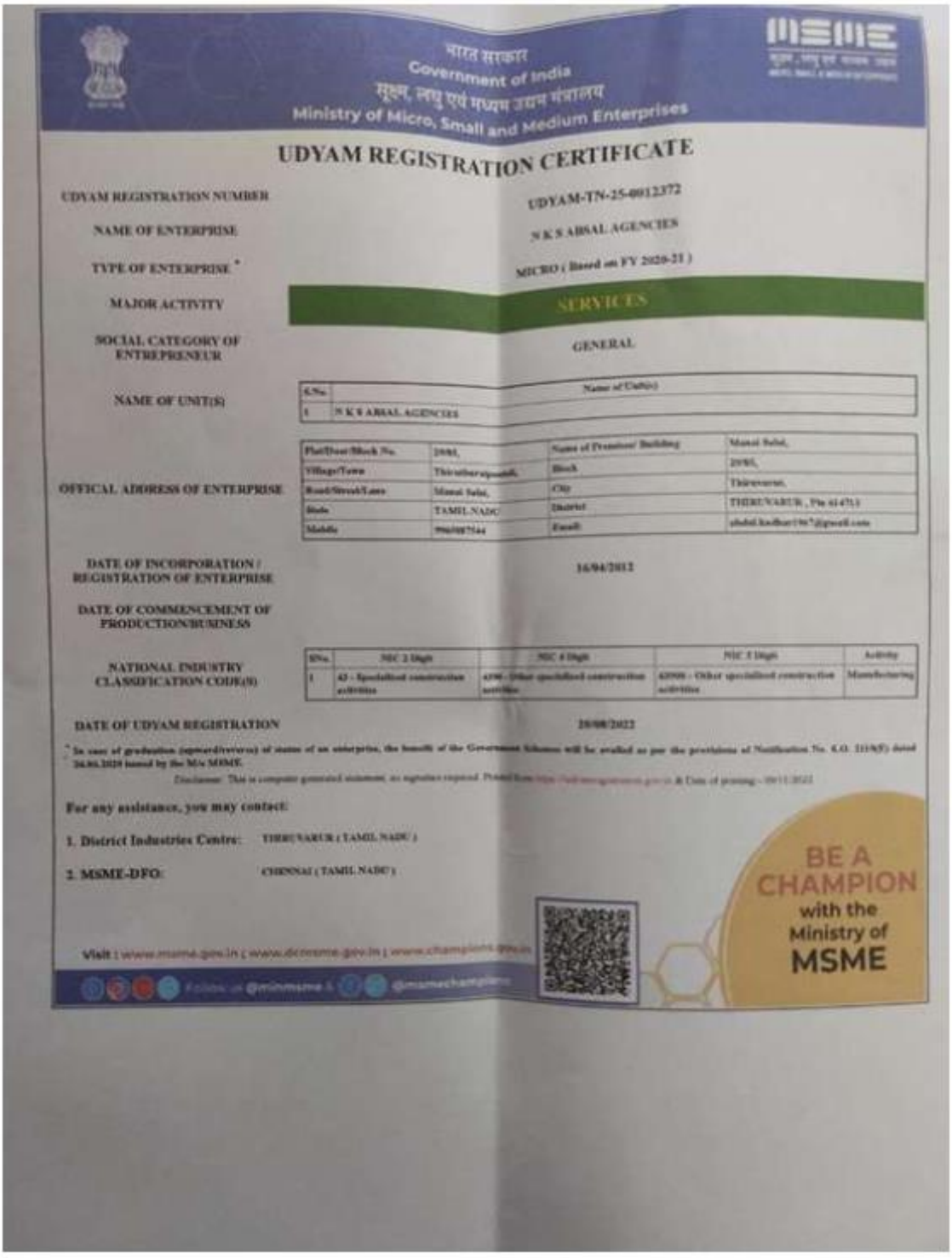
To whom it may concern

This is to certify that **Mr. M.Mohamed Abdul Ofoor** is presently working as a **Manager** in our concern since 10.01.2023.

M.A.

CITY SUPER MARKET & PHARMACY
139, Nethaji Road, Manjakuppam
CUDDALORE-607001

5.2.1. Average percentage of placement of outgoing students during the last five years



भारत सरकार
Government of India
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
Ministry of Micro, Small and Medium Enterprises

UDYAM REGISTRATION CERTIFICATE

UDYAM REGISTRATION NUMBER	UDYAM-TN-25-0012372
NAME OF ENTERPRISE	S K S ABSAL AGENCIES
TYPE OF ENTERPRISE *	MICRO (Based on FY 2020-21)
MAJOR ACTIVITY	SERVICES
SOCIAL CATEGORY OF ENTREPRENEUR	GENERAL

NAME OF UNIT(S)

S.No.	Name of Unit(s)
1	S K S ABSAL AGENCIES

OFFICAL ADDRESS OF ENTERPRISE

Flat/Door/Block No.	20/85,	Name of Premises/ Building	Mamal Salai,
Village/Town	Thiruthangalpatti,	Block	20/85,
Road/Street/Lane	Mamal Salai,	City	Thiruvarur,
State	TAMIL NADU	District	THIRUVARUR , Pin 614713
Mobile	9965887544	Email	abdul.kadhar1967@gmail.com

DATE OF INCORPORATION / REGISTRATION OF ENTERPRISE: 16/04/2012

DATE OF COMMENCEMENT OF PRODUCTION/BUSINESS

NATIONAL INDUSTRY CLASSIFICATION CODE(S)

S.No.	NIC 2 Digit	NIC 4 Digit	NIC 5 Digit	Activity
1	43 - Specialised construction activities	4390 - Other specialised construction activities	43909 - Other specialised construction activities	Manufacturing

DATE OF UDYAM REGISTRATION: 29/08/2022

* In case of graduation (upgradation) of status of an enterprise, the benefit of the Government Schemes will be availed as per the provisions of Notification No. S.O. 2119(E) dated 26.06.2020 issued by the M/o MSME.

Disclaimer: This is computer generated statement, no signature required. Printed from https://udyamregistration.gov.in & Date of printing - 09/11/2022

For any assistance, you may contact:

1. District Industries Centre: THIRUVARUR (TAMIL NADU)
2. MSME-DFO: CHENNAI (TAMIL NADU)

Visit : www.msme.gov.in ; www.dcmsme.gov.in ; www.champions.gov.in

Follow us @msmemoi & @msmechampions

BE A CHAMPION with the Ministry of MSME

5.2.1. Average percentage of placement of outgoing students during the last five years

Wasim Sha
2 Wheeler Consultancy

KSA Lane, (Opposite to Khadir Mohideen College),
Adirampattinam – 614701.
Mobile – 8667318020

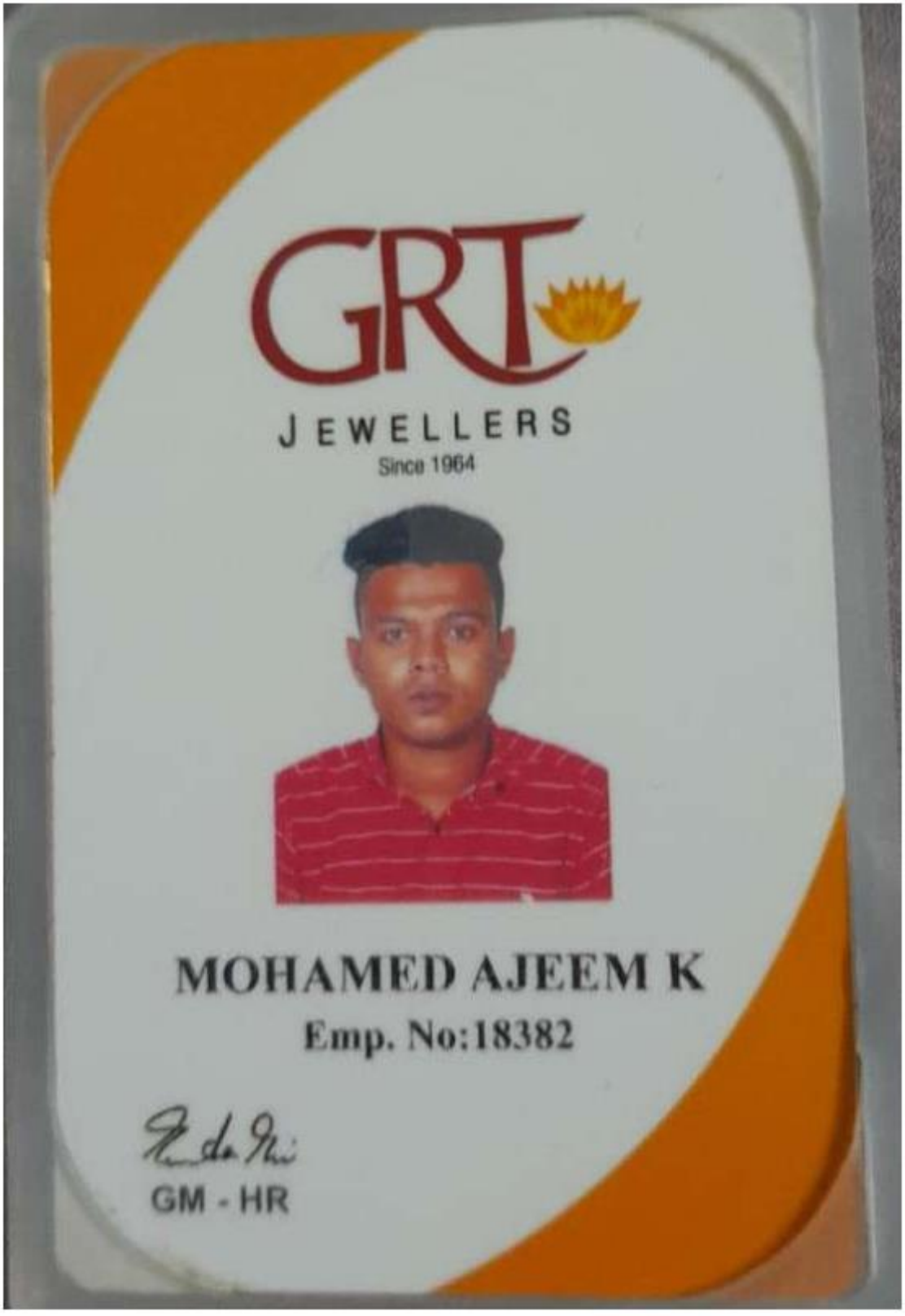
To whom it may concern

This is to certify that ***Mr. Mohamed Afrath K Z*** *is working as* ***Customer Service Executive*** *in our concern.*

Authorized Signatory

For Wasim Sha Consultancy

5.2.1. Average percentage of placement of outgoing students during the last five years



5.2.1. Average percentage of placement of outgoing students during the last five years

Mr. M.Mohamed Arsath – 19UBA102 – 2019-2022 Batch

Own Business – Ibrahim Store

5.2.1. Average percentage of placement of outgoing students during the last five years

MR. A. MOHAMED ASIK – 19UBA107

TEXTILE SHOP, CHENNAI

5.2.1. Average percentage of placement of outgoing students during the last five years

19UBA108 - JAVITHAKTHAR K

Own Business - Gulf Green Mobile

Trichy

5.2.1. Average percentage of placement of outgoing students during the last five years

GENUINE CARS & BIKES
All Cars & Bikes, Buying & Selling

First Floor, No 159/1,
13th Street, Anbunagar Extension,
Crawford, Trichy – 620012.

S. Vignesh - 8015156600
N. Balachandar - 8015159900
E-Mail – genuinecarsandbikes@gmail.com

To whom it may concern

This is to certify that **Mr. C. Arun Prasath** is presently working as Sales Representative in our concern.

GENUINE CARS AND BIKES
KALLANAI ROAD, MARKAMUDAIYAN KOVIL BACKSIDE,
KUMBAKONATHAR SALAI, THIRUVANAIKOIL,
TRICHY - 620 005.
CELL: 80151 56600, 80151 59900

5.2.1. Average percentage of placement of outgoing students during the last five years

S. Mohamed Faisal – 19UBA114

Own Business – Green Leaf Shop

5.2.1. Average percentage of placement of outgoing students during the last five years

NAVANEEDHA'S HOME
HOME APPLIANCES & UTILITIES

NAVANEEDHA'S

All Electronics & House held Appliances, New, Refurbished and Used Sales & Service

No.15/7, Yakoob Bhai Store, Chinna Chowk, Trichy-620 002, Call: +91 63807 77879

To whom it may concern

This is to certify that ***Mr. AJ Mohamed Yousuf*** *is working as* ***an Accountant*** *in our concern.*

A. Navaneetha Krishnan

Wasim Sha
2 Wheeler Consultancy

KSA Lane, (Opposite to Khadir Mohideen College),
Adirampattinam – 614701.
Mobile – 8667318020

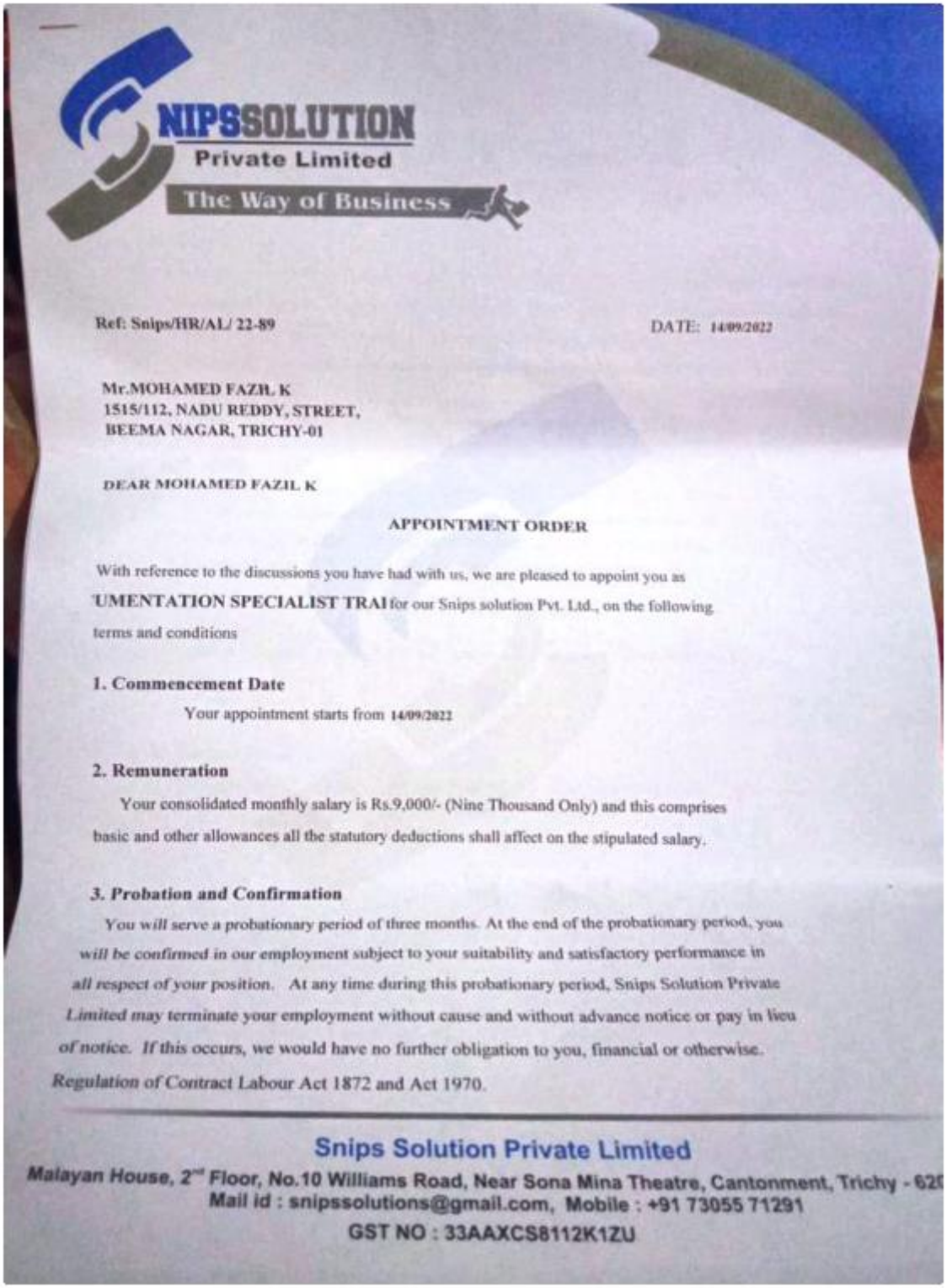
To whom it may concern

This is to certify that ***Mr. K Mohamed Fazil*** *is working as* ***Sales Executive*** *in our concern.*

Authorized Signatory

For Wasim Sha Consultancy

5.2.1. Average percentage of placement of outgoing students during the last five years



NIPSSOLUTION
Private Limited
The Way of Business

Ref: Snips/HR/AL/ 22-89 DATE: 14/09/2022

Mr.MOHAMED FAZIL K
1515/112, NADU REDDY, STREET,
BEEMA NAGAR, TRICHY-01

DEAR MOHAMED FAZIL K

APPOINTMENT ORDER

With reference to the discussions you have had with us, we are pleased to appoint you as UMENTATION SPECIALIST TRAI for our Snips solution Pvt. Ltd., on the following terms and conditions

1. Commencement Date

Your appointment starts from 14/09/2022

2. Remuneration

Your consolidated monthly salary is Rs.9,000/- (Nine Thousand Only) and this comprises basic and other allowances all the statutory deductions shall affect on the stipulated salary.

3. Probation and Confirmation

You will serve a probationary period of three months. At the end of the probationary period, you will be confirmed in our employment subject to your suitability and satisfactory performance in all respect of your position. At any time during this probationary period, Snips Solution Private Limited may terminate your employment without cause and without advance notice or pay in lieu of notice. If this occurs, we would have no further obligation to you, financial or otherwise. Regulation of Contract Labour Act 1872 and Act 1970.

Snips Solution Private Limited
Malayan House, 2nd Floor, No.10 Williams Road, Near Sona Mina Theatre, Cantonment, Trichy - 620
Mail id : snipssolutions@gmail.com, Mobile : +91 73055 71291
GST NO : 33AAXCS8112K1ZU

5.2.1. Average percentage of placement of outgoing students during the last five years

Dr.Sengottuvel A <sv@jmc.edu>

Employment offer
1 message

Mohamed Hajith <mohamedhajith93@gmail.com> Tue, Apr 4, 2023 at 10:27 PM
To: SV@jmc.edu

Sent from my iPhone

Begin forwarded message:

From: Mohamed Hajith
Subject : Employment offer

Hi,

Congratulations!

Please note that your selected for the role of Data Entry Operator in Back Office FZ LLC.

Kindly find the below salary & benefits offered , if you wish to accept kindly send us the email confirmation so we can prepare your offer letter.

a) Salary & benefits

Salary – AED 2,250/- per month (including all allowances)
Insurance – Provided by company for yourself (EBP plan)
Annual leave – 30 days (after completion of 1 year of service)
Ticket – After completion of 13months of Service (Yearly)
Gratuity – After completion of 1 year , as per UAE labor law

b) Terms & Conditions

i) Your employment is subject to approval of work permit from UAE authorities.

ii) Since your job is based in bank's premises , we will keep the original passport in our custody.(this is avoid any kind of fraud or issues with banks' confidential documents) . We will release the passport as and when required by the staff.

iii) You will have to maintain GREEN pass on Al hosn app during your tenure.

iv) Work timings will be MON-SAT 8:00AM to 5:00 PM (Sunday off). The timings may be amended by the department as per their requirement.

For any further queries feel free to contact me.

Best Regards,

Binish Hammad

HR Assistant

5.2.1. Average percentage of placement of outgoing students during the last five years

Back Office FZ LLC

"The only way to do great work is to love what you do" – Steve Jobs.

Description: Description: Description: cid:image002.jpg@01D0A752.52A75800Please consider the environment before you print this email.

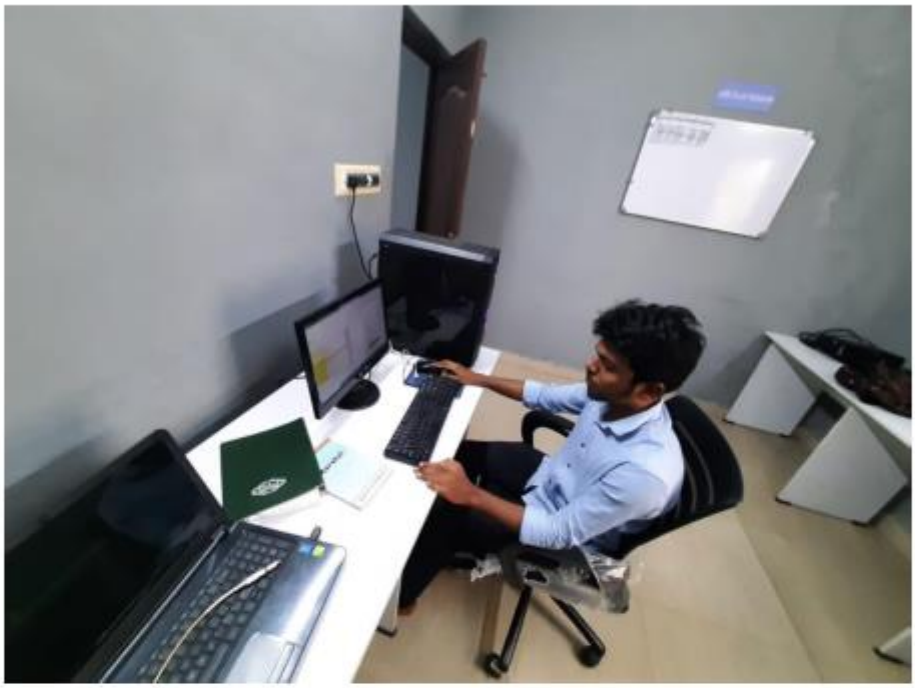
An ISO 27001 accredited company

Description: Description: Description: Description: cid:3461480280_229025

This electronic message contains information from Back Office FZ LLC, which may be privileged or confidential. The information is intended for use only by the individuals or entity named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of this information is strictly prohibited. If you have received this electronic message in error, please notify me by telephone or email (to the number or email address above) immediate.

5.2.1. Average percentage of placement of outgoing students during the last five years

5.2.1. Average percentage of placement of outgoing students during the last five years



Name I.Mohamed Hisam
Company name and address:
ABI-Tech Solution Private Limited
No.37, 45ft Road,
Balaji Nagar, Puducherry-605011.
Contact-+91 90037 50387
Role :Accountant trainee

5.2.1. Average percentage of placement of outgoing students during the last five years

BRIGHT TECH COMPUTERS

#6, Rustaji complex, Siyalamman koil street, Rich street, Mount Road , chennai- 600002.

Ph: 9941245357

Mail: Brighttech747@gmail.com

TO WHOM IT MAY CONCERN.

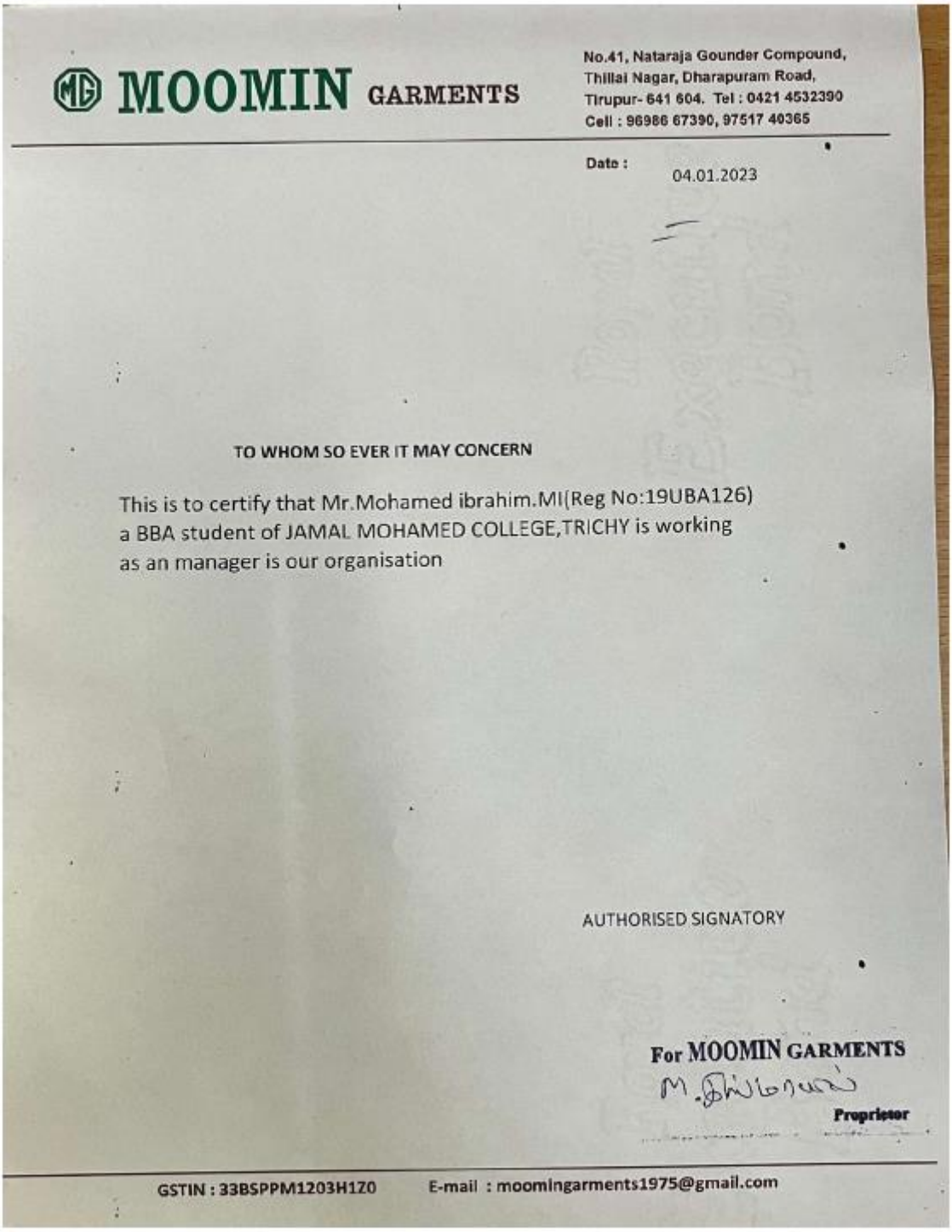
This is to Certify that Mr. ***A.MOHAMED HUWAIRIS*** is presently employed as ***CLERK*** Since ***2022.***

For BRIGHT Tech

Proprietor

Signature
Proprietor/owner

5.2.1. Average percentage of placement of outgoing students during the last five years



MOOMIN GARMENTS

No.41, Nataraja Gounder Compound,
Thillai Nagar, Dharapuram Road,
Tirupur- 641 604. Tel : 0421 4532390
Cell : 96986 67390, 97517 40365

Date : 04.01.2023

TO WHOM SO EVER IT MAY CONCERN

This is to certify that Mr.Mohamed ibrahim.MI(Reg No:19UBA126) a BBA student of JAMAL MOHAMED COLLEGE,TRICHY is working as an manager is our organisation

AUTHORISED SIGNATORY

For MOOMIN GARMENTS

Proprietor

GSTIN : 33BSPPM1203H1Z0 E-mail : moomingarments1975@gmail.com

GENUINE CARS & BIKES

All Cars & Bikes, Buying & Selling

First Floor, No 159/1,
13th Street, Anbunagar Extension,
Crawford, Trichy – 620012.

S. Vignesh - 8015156600
N. Balachandar - 8015159900
E-Mail – genuinecarsandbikes@gmail.com

To whom it may concern

This is to certify that **Mr. B. Mohamed Rikash** is presently working as Sales Representative in our concern.

GENUINE CARS AND BIKES
KALLANAI ROAD, MARKAMUDAIYAN KOVIL BACKSIDE,
KUMBAKONATHAR SALAI, THIRUVANAIKOIL,
TRICHY - 620 005.
CELL: 80151 56600, 80151 59900

5.2.1. Average percentage of placement of outgoing students during the last five years

5.2.1. Average percentage of placement of outgoing students during the last five years

HDFC Life

Date: December 17, 2022

Vasunaidu R
No 5, Setti street meetutheru,
Woraiyur, Trichy - 620003,
Tamil Nadu, India

Subject: Offer Cum Appointment Letter

Dear Vasu,

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Life Insurance Company Limited will be subject to your agreement / acceptance of the terms and conditions as defined therein, failing which the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:

Designation: Deputy Agency Development Manager

Department: Agency Business Partner (E)

Organizational Band / Grade: 2

Location: Trichy - Periyasamy Towers (E)

Validity of Offer: 15 days from Date of Issuance of this letter

Job Detail

Although your normal work will consist of the duties as assigned to you from time to time, you may at any time be called upon to discharge any other duties which in the opinion of the company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

Compensation & other Benefits

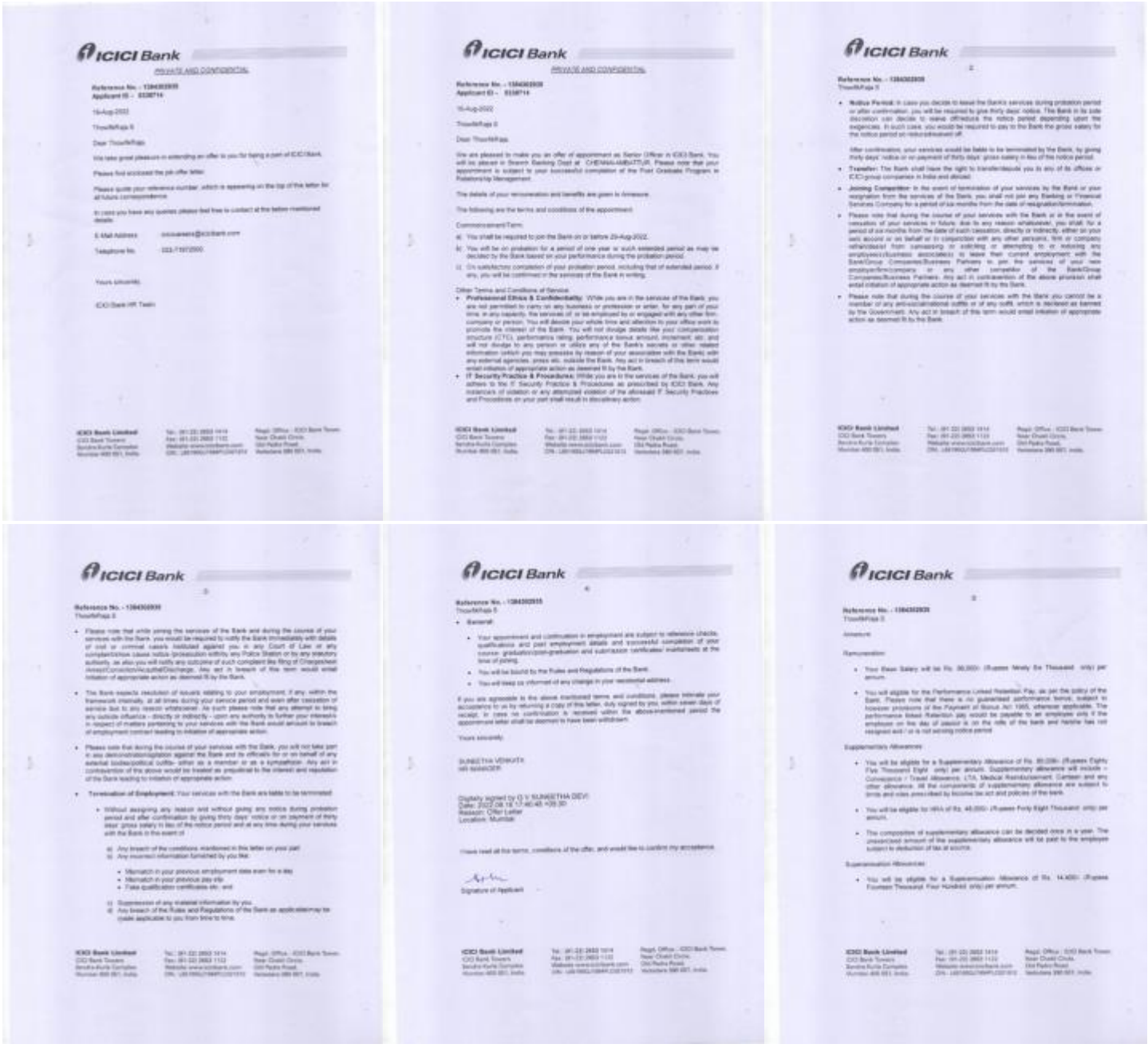
1. Your annual emoluments will be **3,50,000** per annum on Cost to Company basis. The brief details of which are shown in Annexure-1. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
2. Your Variable Pay for performance (VPP) is subject to your individual performance as well as Company's performance (as declared by the Company from time to time).
3. Based on your grade entitlement and as per the rules and policies determined by the Company from time to time, you will participate in:
    a. The Provident Fund Scheme and other retirement schemes, if any. The statutory Provident Fund (PF) contribution by the Company and your contributions (or deductions from your payroll) would follow the prevailing PF rules at the time.
    b. Medical Hospitalisation Scheme, as applicable

HDFC Life Insurance Company Limited
Corporate & Registered Office:
13th Floor, Lodha Excelus, Apollo Mills Compound,
N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.
CIN: L65110MH2000PLC128345

+91 22 6751 6666
1860-267-9999
Available Mon-Sat from 10am to 7 pm (Local Charges apply)
00 1800 prefix any country code e.g. +91 or 00.
www.hdfclife.com

5.2.1. Average percentage of placement of outgoing students during the last five years

5.2.1. Average percentage of placement of outgoing students during the last five years



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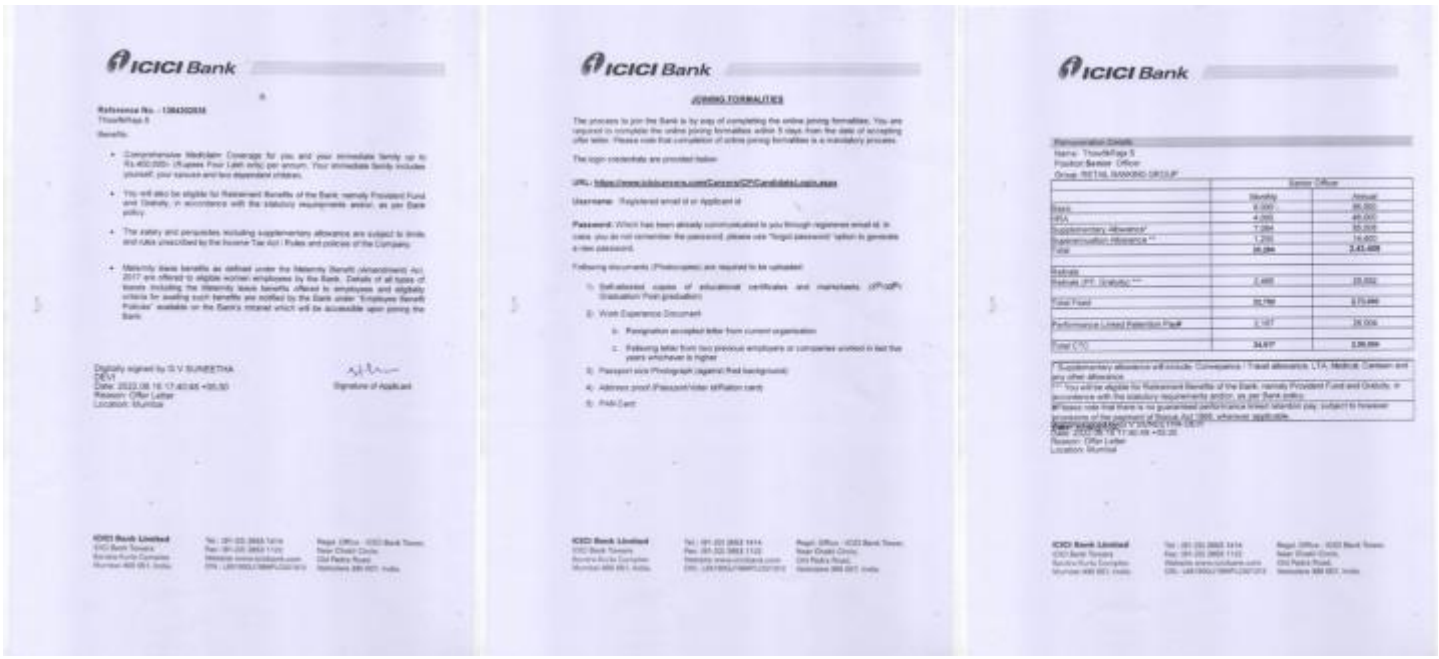

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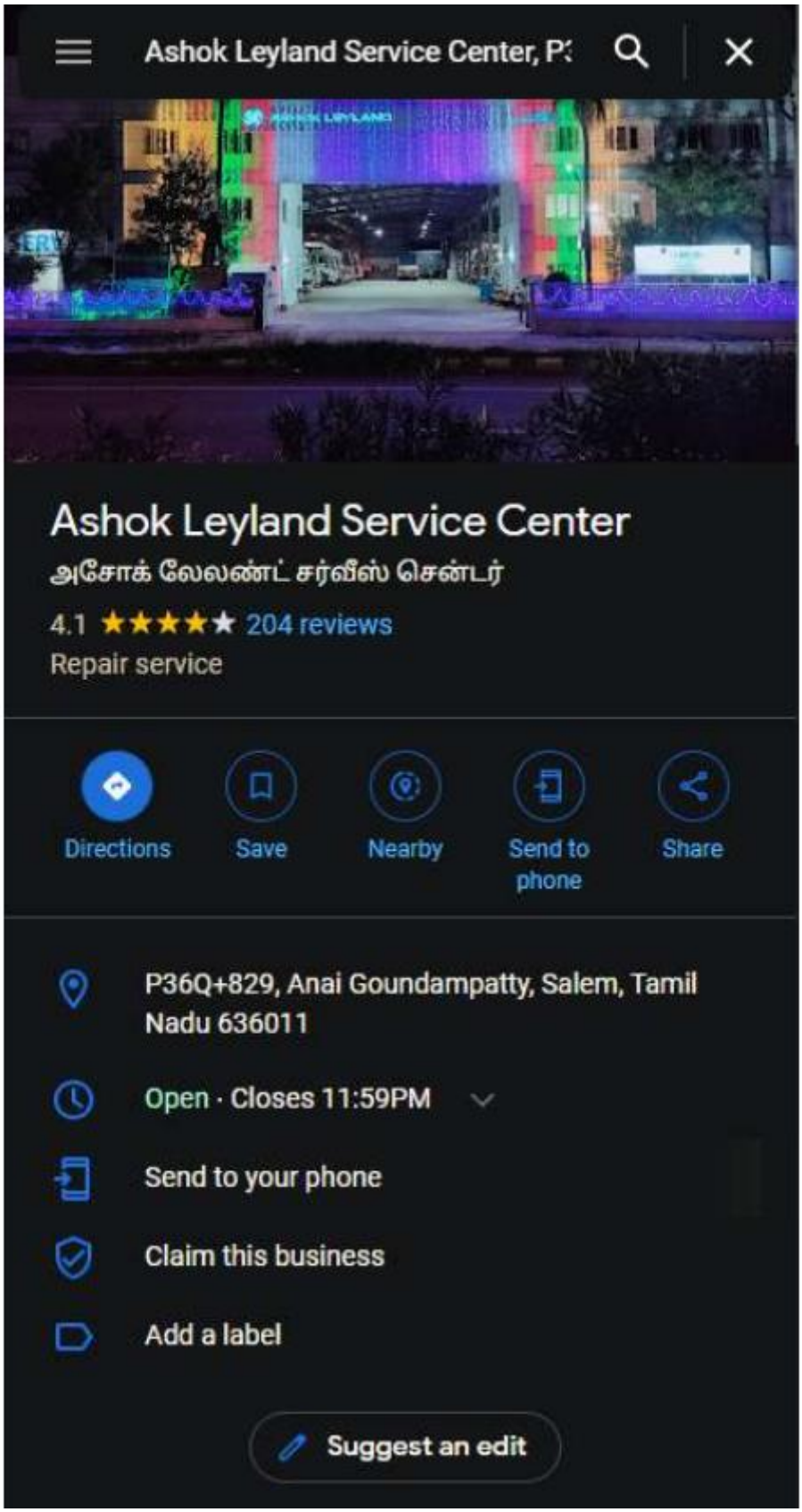

5.2.1. Average percentage of placement of outgoing students during the last five years

Name :- Mohammed Arief .I

Roll No :- 20PFI1624

Reg. No :- 20PC0023

Job Details :- MGNREGS Scheme Manager
DRDA , Ooty
The Nilgiris.

Salary Details :- ₹2,40,000 per annum

5.2.1. Average percentage of placement of outgoing students during the last five years

5.2.1. Average percentage of placement of outgoing students during the last five years

DataTracks

Noor Fazil

2154

www.datatracks.com

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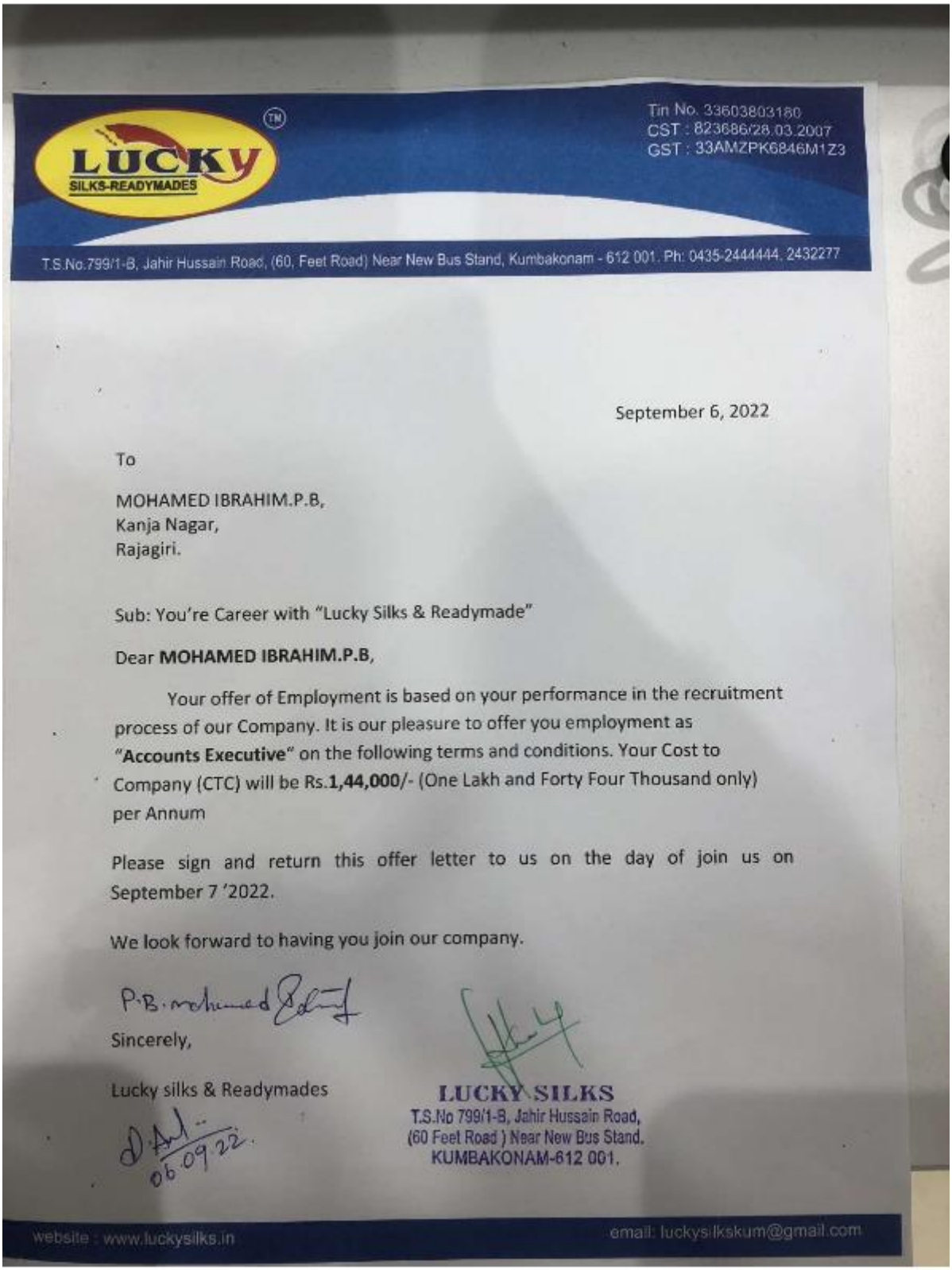

LUCKY
SILKS-READYMADES

Tin No. 33603803180
CST : 823686/28.03.2007
GST : 33AMZPK6846M1Z3

T.S.No.799/1-B, Jahir Hussain Road, (60, Feet Road) Near New Bus Stand, Kumbakonam - 612 001. Ph: 0435-2444444, 2432277

September 6, 2022

To

MOHAMED IBRAHIM.P.B,
Kanja Nagar,
Rajagiri.

Sub: You're Career with "Lucky Silks & Readymade"

Dear **MOHAMED IBRAHIM.P.B,**

Your offer of Employment is based on your performance in the recruitment process of our Company. It is our pleasure to offer you employment as "**Accounts Executive**" on the following terms and conditions. Your Cost to Company (CTC) will be Rs.**1,44,000**/- (One Lakh and Forty Four Thousand only) per Annum

Please sign and return this offer letter to us on the day of join us on September 7 '2022.

We look forward to having you join our company.

P.B. mohamed Ibrahim

Sincerely,

Lucky silks & Readymades

06.09.22

LUCKY SILKS
T.S.No 799/1-B, Jahir Hussain Road,
(60 Feet Road) Near New Bus Stand.
KUMBAKONAM-612 001.

website : www.luckysilks.in email: luckysilkskum@gmail.com

5.2.1. Average percentage of placement of outgoing students during the last five years

QUESS
WINNING TOGETHER

Date: 7 Apr 23

Employee Name: Manickam Balasubramanian

Employee Code: QS2952710

Dear Manickam Balasubramanian,

Sub: Increase in Compensation

We are pleased to inform you that we will be raising your current compensation basis your contribution to business.

Effective 1st Apr'23, your monthly salary will be adjusted to Rs. **15,475/- Net Gross.** The detailed breakup of revised compensation is mentioned below

We value your hard work and dedication to our organization and look forward to your continued support

All other terms and conditions of your employment will remain unchanged.

Salary Annexure I

Components	Old Compensation	Revised Compensation
Basic Salary	7,426	7,426
HRA	3,713	3,713
Gross Salary (A)	**11,139**	**11,139**
Advance statutory bonus (b)	861	883
Advance additional bonus (c)	0	0
Leave Travel Concession (D)	0	3,453
NET Gross Salary P.M. (E) { A + B + C + D }	**12,000**	**15,475**
Provident Fund - 12%	891	891
E.S.I.C - 0.75%	84	84
Professional Tax	0	0
LWF	0	0
Total Deductions (F)	**975**	**975**
Net Take Home (E - F)	**11,025**	**14,500**
Company's Contribution		
Provident Fund - 13%	965	965
E.S.I.C - 3.25%	363	363
LWF	0	0
Insurance	105	96
Total Company's contribution P.M (G)	**1,433**	**1,424**
Total Cost to Company (E + G)	**13,433**	**16,899**

- Note: Professional Tax and LWF deduction will be applicable as per State slab.
- Insurance (Family Floater Premium) deduction as per selected policy

For, Quess Corp limited (formerly IKYA Human Capital Solutions Limited)

Authorized Signatory

I hereby accept the above mentioned terms and conditions

Name: _____ **Signature:** _____ **Date:** _____

Quess Confidential

5.2.1. Average percentage of placement of outgoing students during the last five years

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DECIBEL
INSTITUTE OF ELECTRONICS

Ph : 0431-2707711
Cell : 99942-00100

SPECIALIST : Chip Level Training, Foundation of Electronics, GSM Mobile, CDMA Mobile, Telephone, Fax, EPABX, Cardless, Coinphone, TV, DVD, Tape Recorder, Home Theatre, Hardware & Networking, CNC Programming, Aircondition & Refrigerator, Laptop Training, CCTV, Embedded, Robotics

Chola Tower, Opp. ER. High School, Annasilai, Trichy - 2.

Email:decibel.trichy@gmail.com, www.decibeltrichy.com, WhatsApp : 9894465943

Er. S. Parimala Prabhu, M.E.,
Chairman

Date : 24 JAN 2022

To
SHALMAN FARASH. S
9 Narumanam Street
Udayanpatti Main Road
Trichy 21

Sub: Offer Letter for the post of TechnicalSupport Executive

Dear Mr. S. SHALMAN FARASH

With Reference to the interview we had with you, we are pleased to inform you that you have been selected in our company for the position of **TechnicalSupport Executive**.

You are offered Rs. 2.16 Lakh (Two lakh sixteen thousand only) as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year.

A detailed appointment letter will be issued to you after your joining the duties of the Company. You have agreed to join the duties on or before 18-06-2022. In case, you fail to join on the above mentioned date, the offer will automatically stand cancelled.

Please sign and return the duplicate copy of this Job offer letter or send your offer acceptance confirmation by replying this email as a token of your acceptance of this job offer of employment.

Yours faithfully

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Email:decibel.trichy@gmail.com, www.decibeltrichy.com, WhatsApp : 9894465943

Er. S. Parimala Prabhu, M.E.,
Chairman

Date 25 JAN 2022

To
RIYAS PARVES. G
1/240, East street
Siruvachur
Perambalur

Sub: Offer Letter for the post of TechnicalSupport Executive

Dear Mr. G. RIYAS PARVES

With Reference to the interview we had with you, we are pleased to inform you that you have been selected in our company for the position of **TechnicalSupport Executive**.

You are offered Rs. 2.16 Lakh (Two lakh sixteen thousand only) as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year.

A detailed appointment letter will be issued to you after your joining the duties of the Company. You have agreed to join the duties on or before 20-06-2022. In case, you fail to join on the above mentioned date, the offer will automatically stand cancelled.

Please sign and return the duplicate copy of this Job offer letter or send your offer acceptance confirmation by replying this email as a token of your acceptance of this job offer of employment.

DECIBEL INSTITUTE OF ELECTRONICS

Yours faithfully

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Email:decibel.trichy@gmail.com, www.decibeltrichy.com, WhatsApp : 9894465943

Er. S. Parimala Prabhu, M.E.,
Chairman

Date : 27 JAN 2022

To
HARIKRISHNAS
1st Periyar street
Indra nagar
Samayapuram
Trichy

Sub: Offer Letter for the post of TechnicalSupport Executive

Dear Mr. S. HARIKRISHNA

With Reference to the interview we had with you, we are pleased to inform you that you have been selected in our company for the position of **TechnicalSupport Executive**.

You are offered Rs. 2.16 Lakh (Two lakh sixteen thousand only) as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year.

A detailed appointment letter will be issued to you after your joining the duties of the Company. You have agreed to join the duties on or before 22-06-2022. In case, you fail to join on the above mentioned date, the offer will automatically stand cancelled.

Please sign and return the duplicate copy of this Job offer letter or send your offer acceptance confirmation by replying this email as a token of your acceptance of this job offer of employment.

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Yours faithfully

S. Parimala Prabhu

5.2.1. Average percentage of placement of outgoing students during the last five years

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Chola Tower, Opp. ER. High School, Annasilai, Trichy - 2.

Email:decibel.trichy@gmail.com, www.decibeltrichy.com, WhatsApp : 9894465943

Er. S. Parimala Prabhu, M.E.,
Chairman

Date 21 JAN 2022

To
DINESHKUMARP
4/8 Anthoniarkovil street
Varaganeri
Gandhi market
Trichy 620008

Sub: Offer Letter for the post of TechnicalSupport Executive

Dear Mr. P. DINESH KUMAR

With Reference to the interview we had with you, we are pleased to inform you that you have been selected in our company for the position of **TechnicalSupport Executive**.

You are offered Rs. 2.16 Lakh (Two lakh sixteen thousand only) as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year.

A detailed appointment letter will be issued to you after your joining the duties of the Company. You have agreed to join the duties on or before 18-06-2022. In case, you fail to join on the above mentioned date, the offer will automatically stand cancelled.

Please sign and return the duplicate copy of this Job offer letter or send your offer acceptance confirmation by replying this email as a token of your acceptance of this job offer of employment.

Yours faithfully

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Email:decibel.trichy@gmail.com, www.decibeltrichy.com, WhatsApp : 9894465943

Er. S. Parimala Prabhu, M.E.,
Chairman

Date : 27 JAN 2022

To
KINGSON SHYAM. M
W-21,D1/4 Market Street
Lower Camp
Theni 625525

Sub: Offer Letter for the post of TechnicalSupport Executive

Dear Mr. M. KINGSON SHYAM

With Reference to the interview we had with you, we are pleased to inform you that you have been selected in our company for the position of **TechnicalSupport Executive.**

You are offered Rs. 2.16 Lakh (Two lakh sixteen thousand only) as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year.

A detailed appointment letter will be issued to you after your joining the duties of the Company. You have agreed to join the duties on or before 24-06-2022. In case, you fail to join on the above mentioned date, the offer will automatically stand cancelled.

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Yours faithfully

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Chola Tower, Opp. ER. High School, Annasilai, Trichy - 2.

Email:decibel.trichy@gmail.com, www.decibeltrichy.com, WhatsApp : 9894465943

Er. S. Parimala Prabhu, M.E.,
Chairman

Date : 10 JAN 2022

To
ASHWAAKB
No 26, Giri Street,
ArasarKulam (Post),
Aranthangi (Taluk),
Pudukkottai
Pin Code : 614801

Sub: Offer Letter for the post of TechnicalSupport Executive

Dear Mr. B. ASHWAAK

With Reference to the interview we had with you, we are pleased to inform you that you have been selected in our company for the position of **TechnicalSupport Executive**.

You are offered Rs. 2.16 Lakh (Two lakh sixteen thousand only) as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year.

A detailed appointment letter will be issued to you after your joining the duties of the Company. You have agreed to join the duties on or before 21-06-2022. In case, you fail to join on the above mentioned date, the offer will automatically stand cancelled.

Please sign and return the duplicate copy of this Job offer letter or send your offer acceptance confirmation by replying this email as a token of your acceptance of this job offer of employment.

Yours faithfully

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Email:decibel.trichy@gmail.com, www.decibeltrichy.com, WhatsApp : 9894465943

Er. S. Parimala Prabhu, M.E.,
Chairman

Date : 19.JAN 2022

To
ASKAR ALIA
145, Main Road,
Pavanamangalam,
Budalur, Thanjavur

Sub: Offer Letter for the post of TechnicalSupport Executive

Dear Mr. A. ASKAR ALI

With Reference to the interview we had with you, we are pleased to inform you that you have been selected in our company for the position of **TechnicalSupport Executive**.

You are offered Rs. 2.16 Lakh (Two lakh sixteen thousand only) as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year.

A detailed appointment letter will be issued to you after your joining the duties of the Company. You have agreed to join the duties on or before 15-06-2022. In case, you fail to join on the above mentioned date, the offer will automatically stand cancelled.

Please sign and return the duplicate copy of this Job offer letter or send your offer acceptance confirmation by replying this email as a token of your acceptance of this job offer of employment.

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Yours faithfully

S. Parimala Prabhu

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Email:decibel.trichy@gmail.com, www.decibeltrichy.com, WhatsApp : 9894465943

Er. S. Parimala Prabhu, M.E.,
Chairman

Date : 20 JAN 2022

To
SIRAJUDEEN. S
3/150, PillaiyarKovil Street
Periyeri (PO), Attur (TK)
Salem-636101

Sub: Offer Letter for the post of TechnicalSupport Executive

Dear Mr. S. SIRAJUDEEN

With Reference to the interview we had with you, we are pleased to inform you that you have been selected in our company for the position of **TechnicalSupport Executive**.

You are offered Rs. 2.16 Lakh (Two lakh sixteen thousand only) as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year.

A detailed appointment letter will be issued to you after your joining the duties of the Company. You have agreed to join the duties on or before 16-06-2022. In case, you fail to join on the above mentioned date, the offer will automatically stand cancelled.

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Yours faithfully

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Email:decibel.trichy@gmail.com, www.decibeltrichy.com, WhatsApp : 9894465943

Er. S. Parimala Prabhu, M.E.,
Chairman

Date : 21 JAN 2022

To
AZARUDEENN
211,BAZAAR STREET,
JEEYAPURAM
ANDHANALLUR POST
TIRUCHIRAPALLI-639101

Sub: Offer Letter for the post of TechnicalSupport Executive

Dear Mr. N. AZARUDEEN

With Reference to the interview we had with you, we are pleased to inform you that you have been selected in our company for the position of **TechnicalSupport Executive**.

You are offered Rs. 2.16 Lakh (Two lakh sixteen thousand only) as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year.

A detailed appointment letter will be issued to you after your joining the duties of the Company. You have agreed to join the duties on or before 17-06-2022. In case, you fail to join on the above mentioned date, the offer will automatically stand cancelled.

Please sign and return the duplicate copy of this Job offer letter or send your offer acceptance confirmation by replying this email as a token of your acceptance of this job offer of employment.

Yours faithfully

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Email:decibel.trichy@gmail.com, www.decibeltrichy.com, WhatsApp : 9894465943

Er. S. Parimala Prabhu, M.E.,
Chairman

Date : 27 JAN 2022

To
IRSATH AHAMED. J
345, Mathigaikurichi
South kattukottai
Kallakurichi 606207

Sub: Offer Letter for the post of TechnicalSupport Executive

Dear Mr. J. IRSATH AHAMED

With Reference to the interview we had with you, we are pleased to inform you that you have been selected in our company for the position of **TechnicalSupport Executive**.

You are offered Rs. 2.16 Lakh (Two lakh sixteen thousand only) as an annual cost to company. You shall be eligible for performance appraisal after successfully completion of one year of employment with us and your salary will be increased according to your performance within this calendar year.

A detailed appointment letter will be issued to you after your joining the duties of the Company. You have agreed to join the duties on or before 23-06-2022. In case, you fail to join on the above mentioned date, the offer will automatically stand cancelled.

Please sign and return the duplicate copy of this Job offer letter or send your offer acceptance confirmation by replying this email as a token of your acceptance of this job offer of employment.

Yours faithfully,

S. Parimala Prabhu

5.2.1. Average percentage of placement of outgoing students during the last five years

Trichy Technical Inspection Service
An ISO 9001:2015 Certified Institution

MANOJ PRABHAKAR. M
32 Navalar street Anna nagar,
Karaikudi 630002

25th January 2022

Dear Mr. M. MANOJ PRABHAKAR,

It is my pleasure to extent the following offer of employment to you on behalf of **Trichy Technical Inspection Service, Trichy** further to the interview and discussions you have had with us. You are expected to join duty on 7th June 2022.

You are appointed to the Position of **NDT Inspector** and in this capacity, you will report directly to Mr. M. Riyaz as Proprietor, your starting monthly remuneration will be Rs. 16,500/- (Rupees Sixteen Thousand Five Hundred only). You will be on a probation period of six months.

After successful completion of the probation and review thereof, you will be entitled to other allowances and benefits whatsoever as per policies of the organization. Regular Performance reviews will be done to assess your suitability.

Offer stands canceled in case of any deviations in information or if you fail to report to me on or before pre-decided date. I will have to assume that you have not accepted this job offer if I do not hear from you before 19th May 2022.

You will need to submit all your original qualification documents on the date of joining. We are confident you will be able to make a significant contribution to the success of our company and look forward to working with you.

TRICHY TECHNICAL INSPECTION SERVICE TTIS

M. RIYAZ
ASNT LEVEL-III
Cert. No. 282132
UT,MT,RT,ET,PT,VT

Yours sincerely

Trichy Technical Inspection Service
NDT Training & Welding Inspection
MP Plaza, No: 40, Jeevanantham Street, Oil Mill Bus Stop, Ariyamangalam, Trichy-620 019.
Call: +91 90433 44442 / 90872 44442, E mail: ttis2008@gmail.com

5.2.1. Average percentage of placement of outgoing students during the last five years

Trichy Technical Inspection Service
An ISO 9001:2015 Certified Institution

ABIMANYU M
15/03, Nanaparappu Road,
Pugalur,
Karur-639113

20th January 2022

Dear Mr. M. ABIMANYU,

It is my pleasure to extent the following offer of employment to you on behalf of **Trichy Technical Inspection Service, Trichy** further to the interview and discussions you have had with us. You are expected to join duty on 3rd June 2022.

You are appointed to the Position of **NDT Inspector** and in this capacity, you will report directly to Mr. M. Riyaz as Proprietor, your starting monthly remuneration will be Rs. 16,500/- (Rupees Sixteen Thousand Five Hundred only). You will be on a probation period of six months.

After successful completion of the probation and review thereof, you will be entitled to other allowances and benefits whatsoever as per policies of the organization. Regular Performance reviews will be done to assess your suitability.

Offer stands canceled in case of any deviations in information or if you fail to report to me on or before pre-decided date. I will have to assume that you have not accepted this job offer if I do not hear from you before 16th May 2022.

You will need to submit all your original qualification documents on the date of joining. We are confident you will be able to make a significant contribution to the success of our company and look forward to working with you.

TECHNICAL INSPECTION SERVICE TRICHY TTIS

M. RIYAZ
ASNT LEVEL-III
Cert. No. 282132
UT,MT,RT,ET,PT,VT

Yours sincerely

Trichy Technical Inspection Service
NDT Training & Welding Inspection
MP Plaza, No: 40, Jeevanantham Street, Oil Mill Bus Stop, Ariyamangalam, Trichy-620 019.
Call: +91 90433 44442 / 90872 44442, E mail: ttis2008@gmail.com

5.2.1. Average percentage of placement of outgoing students during the last five years

Trichy Technical Inspection Service
An ISO 9001:2015 Certified Institution

KARTHICK RAJA. C
143/60, Pattariyar Long street,
Elankadai,
Kattar,
Nagercoil-629002

19th January 2022

Dear Mr. C. KARTHICK RAJA,

It is my pleasure to extent the following offer of employment to you on behalf of **Trichy Technical Inspection Service, Trichy** further to the interview and discussions you have had with us. You are expected to join duty on 21th June 2022.

You are appointed to the Position of **NDT Inspector** and in this capacity, you will report directly to Mr. M. Riyaz as Proprietor, your starting monthly remuneration will be Rs. 13,500/- (Rupees Sixteen Thousand Five Hundred only). You will be on a probation period of six months.

After successful completion of the probation and review thereof, you will be entitled to other allowances and benefits whatsoever as per policies of the organization. Regular Performance reviews will be done to assess your suitability.

Offer stands canceled in case of any deviations in information or if you fail to report to me on or before pre-decided date. I will have to assume that you have not accepted this job offer if I do not hear from you before 16th May 2022.

You will need to submit all your original qualification documents on the date of joining. We are confident you will be able to make a significant contribution to the success of our company and look forward to working with you.

TECHNICAL INSPECTION SERVICE TTIS TRICHY

M. RIYAZ
ASNT LEVEL-III
Cert. No. 282132
UT, MT, RT, ET, PT, VT

Yours sincerely

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5.2.1. Average percentage of placement of outgoing students during the last five years

Trichy Technical Inspection Service
An ISO 9001:2015 Certified Institution

ABBAS ALI K
2/126, Harisana Street
Sirunavalur
Thuraiyur(TK)
Trichy (Dt), 621001

4 th January 2022

Dear Mr. K. ABBAS ALI,

It is my pleasure to extent the following offer of employment to you on behalf of **Trichy Technical Inspection Service**, Trichy further to the interview and discussions you have had with us.

You are expected to join duty on 13th June 2022.
You are appointed to the Position of **NDT Technician** and in this capacity, you will report directly to Mr. M. Riyaz as Proprietor, your starting monthly remuneration will be Rs. 13,500/- (Rupees Thirteen Thousand Five Hundred only). You will be on a probation period of six months.

After successful completion of the probation and review thereof, you will be entitled to other allowances and benefits whatsoever as per policies of the organization. Regular Performance reviews will be done to assess your suitability.

Offer stands canceled in case of any deviations in information or if you fail to report to me on or before pre-decided date. I will have to assume that you have not accepted this job offer if I do not hear from you before 18th May 2022.

You will need to submit all your original qualification documents on the date of joining. We are confident you will be able to make a significant contribution to the success of our company and look forward to working with you.

TTIS

M. RIYAZ
ASNT LEVEL-III
Cert. No. 282132
UT,MT,RT,ET,PT,VT

Yours sincerely

5.2.1. Average percentage of placement of outgoing students during the last five years

Trichy Technical Inspection Service

An ISO 9001:2015 Certified Institution

ABRAR AHAMED A
4/23 KAMARAJAR ,
SALAITHUDAIYUR,
TRICHY-621213.

22nd January 2022

Dear Mr. A. ABRAR AHAMED,

It is my pleasure to extent the following offer of employment to you on behalf of **Trichy Technical Inspection Service, Trichy** further to the interview and discussions you have had with us. You are expected to join duty on 4th June 2022.

You are appointed to the Position of **NDT Technician** and in this capacity, you will report directly to Mr. M. Riyaz as Proprietor, your starting monthly remuneration will be Rs. 13,500/- (Rupees Thirteen Thousand Five Hundred only). You will be on a probation period of six months.

After successful completion of the probation and review thereof, you will be entitled to other allowances and benefits whatsoever as per policies of the organization. Regular Performance reviews will be done to assess your suitability.

Offer stands canceled in case of any deviations in information or if you fail to report to me on or before pre-decided date. I will have to assume that you have not accepted this job offer if I do not hear from you before 18th May 2022.

You will need to submit all your original qualification documents on the date of joining. We are confident you will be able to make a significant contribution to the success of our company and look forward to working with you.

M. RIYAZ
ASNT LEVEL-III
Cert. No. 282132
UT,MT,RT,ET,PT,VT

TTIS

Yours sincerely

Trichy Technical Inspection Service
An ISO 9001:2015 Certified Institution

JAVED NIHAL. A
6th street Gandhi anagar
Pappamalpuram Aundipatty
Theni 625512

10th January 2022

Dear Mr. A. JAVED NIHAL,

It is my pleasure to extent the following offer of employment to you on behalf of **Trichy Technical Inspection Service, Trichy** further to the interview and discussions you have had with us. You are expected to join duty on 20th June 2022.

You are appointed to the Position of **NDT Inspector** and in this capacity, you will report directly to Mr. M. Riyaz as Proprietor, your starting monthly remuneration will be Rs. 16,500/- (Rupees Sixteen Thousand Five Hundred only). You will be on a probation period of six months.

After successful completion of the probation and review thereof, you will be entitled to other allowances and benefits whatsoever as per policies of the organization. Regular Performance reviews will be done to assess your suitability.

Offer stands canceled in case of any deviations in information or if you fail to report to me on or before pre-decided date. I will have to assume that you have not accepted this job offer if I do not hear from you before 12th May 2022.

You will need to submit all your original qualification documents on the date of joining. We are confident you will be able to make a significant contribution to the success of our company and look forward to working with you.

M. RIYAZ
ASNT LEVEL-III
Cert. No. 282132
UT,MT,RT,ET,PT,VT
TTIS TECHNICAL INSPECTION SERVICE TRICHY

Yours sincerely

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5.2.1. Average percentage of placement of outgoing students during the last five years

Trichy Technical Inspection Service
An ISO 9001:2015 Certified Institution

ABDUL MALIK J
4/1199, Therkkuppatti, Vadakadu
Post, Alangudy Taluk,
Pudukkottai - 622 304.

6th January 2022

Dear Mr. J. ABDUL MALIK,

It is my pleasure to extent the following offer of employment to you on behalf of **Trichy Technical Inspection Service, Trichy** further to the interview and discussions you have had with us. You are expected to join duty on 7th June 2022.

You are appointed to the Position of **NDT Technician** and in this capacity, you will report directly to Mr. M. Riyaz as Proprietor, your starting monthly remuneration will be Rs. 13,500/- (Rupees Thirteen Thousand Five Hundred only). You will be on a probation period of six months.

After successful completion of the probation and review thereof, you will be entitled to other allowances and benefits whatsoever as per policies of the organization. Regular Performance reviews will be done to assess your suitability.

Offer stands canceled in case of any deviations in information or if you fail to report to me on or before pre-decided date. I will have to assume that you have not accepted this job offer if I do not hear from you before 10th May 2022.

You will need to submit all your original qualification documents on the date of joining. We are confident you will be able to make a significant contribution to the success of our company and look forward to working with you.

TTIS

M. RIYAZ
ASNT LEVEL-III
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Yours sincerely

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Trichy Technical Inspection Service
An ISO 9001:2015 Certified Institution

AJMAL KHAN M
863 C, 30th Cross street,
Shanthi Nagar ,
Palayamkottai ,
Tirunelveli.

27th January 2022

Dear Mr. M. AJMAL KHAN,

It is my pleasure to extent the following offer of employment to you on behalf of **Trichy Technical Inspection Service, Trichy** further to the interview and discussions you have had with us. You are expected to join duty on 7th June 2022.

You are appointed to the Position of **NDT Technician** and in this capacity, you will report directly to Mr. M. Riyaz as Proprietor, your starting monthly remuneration will be Rs. 13,500/- (Rupees Thirteen Thousand Five Hundred only). You will be on a probation period of six months.

After successful completion of the probation and review thereof, you will be entitled to other allowances and benefits whatsoever as per policies of the organization. Regular Performance reviews will be done to assess your suitability.

Offer stands canceled in case of any deviations in information or if you fail to report to me on or before pre-decided date. I will have to assume that you have not accepted this job offer if I do not hear from you before 19th May 2022.

You will need to submit all your original qualification documents on the date of joining. We are confident you will be able to make a significant contribution to the success of our company and look forward to working with you.

TTIS TECHNICAL INSPECTION SERVICE TRICHY

M. RIYAZ
ASNT LEVEL-III
Cert. No. 282132
UT, MT, RT, ET, PT, VT

Yours sincerely

5.2.1. Average percentage of placement of outgoing students during the last five years

Trichy Technical Inspection Service
An ISO 9001:2015 Certified Institution

ABDULLA KHAJA MOHIDEEN S P
49,Nagalingam Pillai Street,
Senjai,
Karaikudi-630001

28th January 2022

Dear Mr. S.P. ABDULLA KHAJA MOHIDEEN,

It is my pleasure to extent the following offer of employment to you on behalf of **Trichy Technical Inspection Service, Trichy** further to the interview and discussions you have had with us. You are expected to join duty on 8th June 2022.

You are appointed to the Position of **NDT Inspector** and in this capacity, you will report directly to Mr. M. Riyaz as Proprietor, your starting monthly remuneration will be Rs. 16,500/- (Rupees Sixteen Thousand Five Hundred only). You will be on a probation period of six months.

After successful completion of the probation and review thereof, you will be entitled to other allowances and benefits whatsoever as per policies of the organization. Regular Performance reviews will be done to assess your suitability.

Offer stands canceled in case of any deviations in information or if you fail to report to me on or before pre-decided date. I will have to assume that you have not accepted this job offer if I do not hear from you before 19th May 2022.

You will need to submit all your original qualification documents on the date of joining. We are confident you will be able to make a significant contribution to the success of our company and look forward to working with you.

TECHNICAL INSPECTION SERVICE * TRICHY * TTIS

M. RIYAZ
ASNT LEVEL-III
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5.2.1. Average percentage of placement of outgoing students during the last five years

Trichy Technical Inspection Service
An ISO 9001:2015 Certified Institution

KARUPPANNAN.R
24 C Prasad Street
K.K NagarTrichy 21

24th January 2022

Dear Mr. R. KARUPPANNAN,

It is my pleasure to extent the following offer of employment to you on behalf of **Trichy Technical Inspection Service, Trichy** further to the interview and discussions you have had with us. You are expected to join duty on 4th June 2022.

You are appointed to the Position of **NDT Inspector** and in this capacity, you will report directly to Mr. M. Riyaz as Proprietor, your starting monthly remuneration will be Rs. 16,500/- (Rupees Sixteen Thousand Five Hundred only). You will be on a probation period of six months.

After successful completion of the probation and review thereof, you will be entitled to other allowances and benefits whatsoever as per policies of the organization. Regular Performance reviews will be done to assess your suitability.

Offer stands canceled in case of any deviations in information or if you fail to report to me on or before pre-decided date. I will have to assume that you have not accepted this job offer if I do not hear from you before 18th May 2022.

You will need to submit all your original qualification documents on the date of joining. We are confident you will be able to make a significant contribution to the success of our company and look forward to working with you.

TRICHY TECHNICAL INSPECTION SERVICE ★ TTIS

M. RIYAZ
ASNT LEVEL-III
Cert. No. 282132
UT, MT, RT, ET, PT, VT

Yours sincerely

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