



Autonomous (2016-17)

Malad Kandivli Education Society's
NAGINDAS KHANDWALA COLLEGE
OF COMMERCE, ARTS & MANAGEMENT STUDIES
AND SHANTABEN NAGINDAS KHANDWALA COLLEGE OF SCIENCE

(Re-accredited (3rd cycle) by NAAC with 'A' Grade)

ISO 9001 : 2015 Certified

Educational Excellence Award By Indus Foundation, U.S.A.

IMC Ramkrishna Bajaj National Quality Commendation Certificate

**Providing Appointment Letters of the Students
of Placement for Academic Year 2017-18**

M.Datta.

Prof. (Dr.) Moushumi Datta
I/c. Principal





**Nagindas Khandwala College
Autonomous**

NOTICE

DATE: 25/01/2018

This is to inform the students of **BCOM,BAF,BBI,BFM** that there will be a placement drive for **ASIAN PAINTS** on **16/02/2018** at **Shanti Nagar Santacruz, Mumbai** from **08.30am** onwards.

Dress Code: Formals

All students are instructed to carry original and photocopy of their results.

Ms Preethi Rao

Coordinator, Career Development Cell.

Student 12 2017-18

Asian Paints Ltd
6A, Shanti Nagar
Santacruz East
Mumbai 400 045
T: (022) 6219 1000
F: (022) 6219 1111
www.asianpaints.com

Date: 10th April, 2018

Dear Ms. Maltri Gandhi,

This has reference to the interview held on March 26, 2018. We are pleased to make an offer of appointment to you for the position of Officer I – Corporate Audit in our organization.

Location: Asian Paints Ltd, 6A, Shanti Nagar, Vakola, Santacruz East, Mumbai

The compensation offered to you on joining will be as follows:

(All figures are in INR)


| | Probation | Confirmation |
|----------------------------|-----------|--------------|
| Basic | 17000 | 17000 |
| HRA | 8500 | 8500 |
| Education Allowance | 800 | 800 |
| Consolidated Allowance | 7540 | 7540 |
| Conveyance Allowance | 1600 | 1600 |
| PF at 12% | 2040 | 2040 |
| Gratuity | 818 | 818 |
| Total per Month | 38298 | 38298 |
| LTA | | 7000 |
| Medical Allowance | | 12000 |
| Annual Bonus | | 50000 |
| Annual Cost to the Company | | 528576 |

The detailed terms and conditions of your employment and compensation will be given in the appointment letter which will be handed over to you at the time of joining.

Your appointment to the services of the Company is subject to medical fitness as certified by the Company's Medical Consultant or any other Doctor nominated by the Company, and background verification check.

This offer of appointment is valid until 13th April, 2018 for acceptance. If we do not hear from you by 13th April, 2018 i.e. the date on which the validity for acceptance expires, this offer of appointment shall be treated as withdrawn. Your expected date of joining is 18th April, 2018. In case you fail to join us by 18th April, 2018, this offer shall be automatically treated as withdrawn.

Thanking you,
For Asian Paints Ltd.


Priyanka Mohan
Manager – Human Resources

Date: 25th May, 2018

Dear Mr. Bhavik Kinkhabwala,

This has reference to the interview held on March 27, 2018. We are pleased to make an offer of appointment to you for the position of Officer I – Shared Services in our organization.

Location: Asian Paints Ltd, Gaiwadi Industrial Estate, S V Road, Goregaon West, Mumbai

The compensation offered to you on joining will be as follows:

(All figures are in INR)

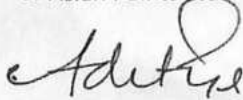
| | Probation | Confirmation |
|-----------------------------------|--------------|---------------|
| Basic | 17000 | 17000 |
| HRA | 9000 | 9000 |
| Education Allowance | 800 | 800 |
| Consolidated Allowance | 12540 | 12540 |
| PF at 12% | 2040 | 2040 |
| Gratuity | 818 | 818 |
| Total per Month | 42198 | 42198 |
| LTA | | 8000 |
| Annual Bonus | | 51000 |
| Annual Cost to the Company | | 565376 |

The detailed terms and conditions of your employment and compensation will be given in the appointment letter which will be handed over to you at the time of joining.

Your appointment to the services of the Company is subject to medical fitness as certified by the Company's Medical Consultant or any other Doctor nominated by the Company, and background verification check.

This offer of appointment is valid until 26th May, 2018 for acceptance. If we do not hear from you by 26th May, 2018 i.e. the date on which the validity for acceptance expires, this offer of appointment shall be treated as withdrawn. Your expected date of joining is 1st June, 2018. In case you fail to join us by 1st June, 2018, this offer shall be automatically treated as withdrawn.

Thanking you,
For Asian Paints Ltd



Aditya Goyal
Senior Manager – Human Resources



Nagindas Khandwala College Autonomous

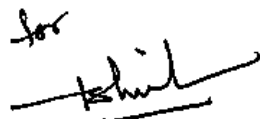
NOTICE

DATE: 10/11/2017

This is to inform the students of IT/CS that there will be a placement drive for CAPGEMINI on 22/11/2017 at Thakur College, Mumbai from 08.30am onwards.

Dress Code: Formals

All students are instructed to carry original and photocopy of their results.

for


Ms Preethi Rao

Coordinator, Career Development Cell.

Student 14 - 2017-18.



Capgemini Technology Services India Limited
Plant 2, 'C' Wing, 1st Floor, Godrej IT Park,
Godrej & Boyce Compound, Gate No. 2,
L.B.S. Marg, Pirojshanagar, Vikroli (West),
Mumbai-400 079, Maharashtra, India.
Tel: +91.22.6686 0500 | Fax: +91.22.6755 7066
www.capgemini.com

Date: 1/18/2018

Ref No: HR/Campus/20181548

Mr. Rashid Moinuddin Khan
Nagindas khandwala college

Letter of Intent ("LOI")

Dear Rashid,

With reference to your interview conducted by us at Thakur College of Science & Commerce, Mumbai, we are pleased to inform that you have been shortlisted for the position of **Associate** 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 subject to 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 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.



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 or such other extended period as Capgemini deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

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

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, 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 hear from you soon. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com.

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

Sayyad Asad Kadri
Senior Director – Head Fresher Hiring




ANNEXURE 1

Rashid Moinuddin Khan

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,10,000/- (Rupees Two Lakhs Ten Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

Sayyad Asad Kadri
Senior Director – Head Fresher Hiring

Signature: 
Candidate Name: **Rashid Moinuddin Khan**
Date: 23/01/2018



Capgemini Technology Services India Limited
Plant 2, 'C' Wing, 1st Floor, Godrej IT Park,
Godrej & Boyce Compound, Gate No. 2,
L.B.S. Marg, Pirojshanagar, Vikroli (West),
Mumbai-400 079, Maharashtra, India.
Tel: +91.22.6686 0500 | Fax: +91.22.6755 7066
www.capgemini.com

Date: 1/11/2018

Ref No: HR/Campus/20181029

Ms. Shruti Devalia
Nagindas Khandwala College

Letter of Intent ("LOI")

Dear Shruti,

With reference to your interview conducted by us at Viva College, Mumbai, we are pleased to inform that you have been shortlisted for the position of **Associate 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 subject to 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 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.



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 or such other extended period as Capgemini deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

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

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, 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 hear from you soon. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com.

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

Sayyad Asad Kadri
Senior Director – Recruitment

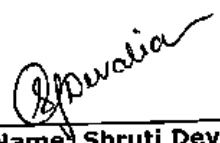
ANNEXURE 1

Shruti Devalia

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,10,000/- (Rupees Two Lakhs Ten Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

Sayyad Asad Kadri
Senior Director – Recruitment

Signature: 
Candidate Name: **Shruti Devalia**
Date: **18/11/2018**



Capgemini Technology Services India Limited
Plant 2, 'C' Wing, 1st Floor, Godrej IT Park,
Godrej & Boyce Compound, Gate No. 2,
L.B.S. Marg, Pirojshanagar, Vikrolli (West),
Mumbai-400 079, Maharashtra, India.
Tel: +91.22.6686 0500 | Fax: +91.22.6755 7066
www.capgemini.com

Date: 1/18/2018

Ref No: HR/Campus/20181586

Mr. Sameer Suhas Chavan
Nagindas Khandwala College

Letter of Intent ("LOI")

Dear Sameer,

With reference to your interview conducted by us at Thakur College of Science & Commerce, Mumbai, we are pleased to inform that you have been shortlisted for the position of **Associate 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 subject to 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 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.

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 or such other extended period as Capgemini deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

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

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, 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 hear from you soon. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com.

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

Sayyad Asad Kadri
Senior Director – Head Fresher Hiring


ANNEXURE 1

Sameer Suhas Chavan

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,10,000/- (Rupees Two Lakhs Ten Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

Sayyad Asad Kadri
Senior Director - Head Fresher Hiring

Signature: 
Candidate Name: **Sameer Suhas Chavan**
Date: **22/01/2018**



Capgemini Technology Services India Limited
Plant 2, 'C' Wing, 1st Floor, Godrej IT Park,
Godrej & Boyce Compound, Gate No. 2,
L.B.S. Marg, Pirojshanagar, Vikroli (West),
Mumbai-400 079, Maharashtra, India.
Tel: +91.22.6686 0500 | Fax: +91.22.6755 7066
www.capgemini.com

Date: 1/11/2018

Ref No: HR/Campus/20181034

Ms. Miti Gopani
Nagindas Khandwala College

Letter of Intent ("LOI")

Dear Miti,

With reference to your interview conducted by us at Viva College, Mumbai, we are pleased to inform that you have been shortlisted for the position of **Associate** 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 subject to 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 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.



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 or such other extended period as Capgemini deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

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

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, 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 hear from you soon. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com.

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

Sayyad Asad Kadri
Senior Director – Recruitment

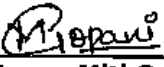
ANNEXURE 1

Miti Gopani

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,10,000/- (Rupees Two Lakhs Ten Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

Sayyad Asad Kadri
Senior Director - Recruitment

Signature: 
Candidate Name: Miti Gopani
Date: 16th January 2018



Capgemini Technology Services India Limited
Plant 2, 'C' Wing, 1st Floor, Godrej IT Park,
Godrej & Boyce Compound, Gate No. 2,
L.B.S. Marg, Pirojshanagar, Vikroli (West),
Mumbai-400 079, Maharashtra, India.
Tel: +91.22.6686 0500 | Fax: +91.22.6755 7066
www.capgemini.com

Date: 1/11/2018

Ref No: HR/Campus/20181031

Mr. Aman Mishra
Nagindas Khandwala College

Letter of Intent ("LOI")

Dear Aman,

With reference to your interview conducted by us at Viva College, Mumbai, we are pleased to inform that you have been shortlisted for the position of **Associate** 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 subject to 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 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.

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 or such other extended period as Capgemini deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

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

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, 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 hear from you soon. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com.

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

Sayyad Asad Kadri
Senior Director – Recruitment

ANNEXURE 1

Aman Mishra

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,10,000/- (Rupees Two Lakhs Ten Thousand only)** which should comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

Sayyad Asad Kadri
Senior Director – Recruitment

Signature: *Aman*
Candidate Name: Aman Mishra
Date: 15th JANUARY 2018



Capgemini Technology Services India Limited
Plant 2, 'C' Wing, 1st Floor, Godrej IT Park,
Godrej & Boyce Compound, Gate No. 2,
L.B.S. Marg, Pirojshanagar, Vikroli (West),
Mumbai-400 079, Maharashtra, India.
Tel: +91.22.6686 0500 | Fax: +91.22.6755 7066
www.capgemini.com

Date: 1/11/2018

Ref No: HR/Campus/20181035

Mr. Sameerkumar Kailash Pasi
Nagindas Khandwala College

Letter of Intent ("LOI")

Dear Sameerkumar,

With reference to your interview conducted by us at Viva College, Mumbai, we are pleased to inform that you have been shortlisted for the position of **Associate 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 subject to 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 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.

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 or such other extended period as Capgemini deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

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

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, 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 hear from you soon. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com.

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

Sayyad Asad Kadri
Senior Director – Recruitment

ANNEXURE 1

Sameerkumar Kailash Pasi

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,10,000/- (Rupees Two Lakhs Ten Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

Sayyad Asad Kadri
Senior Director – Recruitment

Signature: 
Candidate Name: **Sameerkumar Kailash Pasi**
Date: 15th JANUARY, 2018



Capgemini Technology Services India Limited
Plant 2, C Wing, 1st Floor, Godrej IT Park,
Godrej & Boyce Compound, Gate No. 2,
L.B.S. Marg, Pirojshanagar, Vikroli (West),
Mumbai-400 079, Maharashtra, India.
Tel: +91.22.6686 0500 | Fax: +91.22.6755 7066
www.capgemini.com

Date: 1/18/2018

Ref No: HR/Campus/20181504

Mr. Dhruv Sushil Kaveria
NAGINDAS KHANDWALA COLLEGE

Letter of Intent ("LOI")

Dear Dhruv,

With reference to your interview conducted by us at Thakur College of Science & Commerce, Mumbai, we are pleased to inform that you have been shortlisted for the position of **Associate** 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 subject to 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 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.

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 or such other extended period as Capgemini deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

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

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, 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 hear from you soon. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com.

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

Sayyad Asad Kadri
Senior Director – Head Fresher Hiring

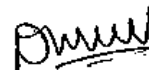
ANNEXURE 1

Dhruv Sushil Kaveria

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,10,000/- (Rupees Two Lakhs Ten Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

Sayyad Asad Kadri
Senior Director – Head Fresher Hiring

Signature: 
Candidate Name: **Dhruv Sushil Kaveria**
Date: 20/02/2023

Student 21- 2017 18 .



Capgemini Technology Services India Limited
Plant 2, C Wing, 1st Floor, Godrej IT Park,
Godrej & Boyce Compound, Gate No. 2,
L.B.S. Marg, Pirojshanagar, Vikroli (West),
Mumbai-400 079, Maharashtra, India.
Tel: +91.22.6686 0500 | Fax: +91.22.6755 7066
www.capgemini.com

Date: 1/18/2018

Ref No: HR/Campus/20181545

Mr. Niraj Shivprasad Sharma
Nagindas Khandwala College

Letter of Intent ("LOI")

Dear Niraj,

With reference to your interview conducted by us at Thakur College of Science & Commerce, Mumbai, we are pleased to inform that you have been shortlisted for the position of **Associate** 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 subject to 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 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.

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 or such other extended period as Capgemini deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

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

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, 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 hear from you soon. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com.

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

Sayyad Asad Kadri
Senior Director – Head Fresher Hiring

ANNEXURE 1

Niraj Shivprasad Sharma

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,10,000/- (Rupees Two Lakhs Ten Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

Sayyad Asad Kadri
Senior Director – Head Fresher Hiring

Signature: 
Candidate Name: **Niraj Shivprasad Sharma**
Date: 20/01/2018



Capgemini Technology Services India Limited
Plant 2, 'C' Wing, 1st Floor, Godrej IT Park,
Godrej & Boyce Compound, Gate No. 2,
L.B.S. Marg, Pirojshanagar, Vikroli (West),
Mumbai-400 079, Maharashtra, India.
Tel: +91.22.6686 0500 | Fax: +91.22.6755 7066
www.capgemini.com

Date: 1/11/2018

Ref No: HR/Campus/20181028

Ms. Ushma Ashar
Nagindas Khandwala College

Letter of Intent ("LOI")

Dear Ushma,

With reference to your interview conducted by us at Viva College, Mumbai, we are pleased to inform that you have been shortlisted for the position of **Associate 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 subject to 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 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.

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 or such other extended period as Capgemini deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

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

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, 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 hear from you soon. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com.

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

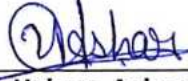
Sayyad Asad Kadri
Senior Director – Recruitment

ANNEXURE 1

Ushma Ashar
Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,10,000/- (Rupees Two Lakhs Ten Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

Sayyad Asad Kadri
Senior Director – Recruitment

Signature: 
Candidate Name: Ushma Ashar
Date: 18/01/18



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
Plant 2, 'C' Wing, 1st Floor, Godrej IT Park,
Godrej & Boyce Compound, Gate No. 2,
L.B.S. Marg, Pirojshanagar, Vikroli (West),
Mumbai-400 079, Maharashtra, India.
Tel: +91.22.6686 0500 | Fax: +91.22.6755 7066
www.capgemini.com

Date: 2/28/2018

Ref No: HR/Campus/20181947

Mr. Nayan M Patel
Nagindas Khandwala College

Letter of Intent ("LOI")

Dear Nayan,

With reference to your interview conducted by us at Birla College, Kalyan - Infra, we are pleased to inform that you have been shortlisted for the position of **Associate 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 subject to 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 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.



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 or such other extended period as Capgemini deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

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

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, 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 hear from you soon. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com.

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

Sayyad Asad Kadri
Senior Director - Head Fresher Hiring

ANNEXURE 1

Nayan M Patel

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,10,000/- (Rupees Two Lakhs Ten Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

Sayyad Asad Kadri
Senior Director – Head Fresher Hiring

Signature: Nayan
Candidate Name: Nayan M Patel
Date: 05/03/18



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
Plant 2, 'C' Wing, 1st Floor, Godrej IT Park,
Godrej & Boyce Compound, Gate No. 2,
L.B.S. Marg, Projshanagar, Vikroli (West),
Mumbai-400 079, Maharashtra, India.
Tel: +91.22.6686 0500 | Fax: +91.22.6755 7066
www.capgemini.com

Date: 2/13/2018

Ref No: HR/Campus/20181946

Mr. Rahul Ashok Sidam
Nagindas Khandwala College

Letter of Intent ("LOI")

Dear Rahul,

With reference to your interview conducted by us at Birla College, Kalyan - Infra, we are pleased to inform that you have been shortlisted for the position of **Associate** 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 subject to 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 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.

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 or such other extended period as Capgemini deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

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

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, 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 hear from you soon. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com.

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

Sayyad Asad Kadri
Senior Director – Head Fresher Hiring


ANNEXURE 1

Rahul Ashok Sidam

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,10,000/- (Rupees Two Lakhs Ten Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

Sayyad Asad Kadri
Senior Director – Head Fresher Hiring

Signature: 
Candidate Name: **Rahul Ashok Sidam**
Date: 16-02-2018



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
Plant 2, 'C' Wing, 1st Floor, Godrej IT Park,
Godrej & Boyce Compound, Gate No. 2,
L.B.S. Marg, Pirojshanagar, Vikroll (West),
Mumbai-400 079, Maharashtra, India.
Tel: +91.22.6686 0500 | Fax: +91.22.6755 7066
www.capgemini.com

Date: 3/19/2018

Ref No: HR/Campus/20182179

Mr. Amit Virendrapratap Singh
Nagindas Khandwala College

Letter of Intent ("LOI")

Dear Amit,

With reference to your interview conducted by us at Valia College, Mumbai, we are pleased to inform that you have been shortlisted for the position of **Associate 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 subject to 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 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.

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 or such other extended period as Capgemini deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

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

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, 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 hear from you soon. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com.

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

Sayyad Asad Kadri
Senior Director – Head Fresher Hiring

ANNEXURE 1

Amit Virendrapratap Singh

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,10,000/- (Rupees Two Lakhs Ten Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

Sayyad Asad Kadri
Senior Director – Head Fresher Hiring

Signature: _____
Candidate Name: Amit Virendrapratap Singh
Date: _____



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
Plant 2, 'C' Wing, 1st Floor, Godrej IT Park,
Godrej & Boyce Compound, Gate No. 2,
L.B.S. Marg, Pirojshanagar, Vikroll (West),
Mumbai-400 079, Maharashtra, India.
Tel: +91.22.6686 0500 | Fax: +91.22.6755 7066
www.capgemini.com

Date: 3/19/2018

Ref No: HR/Campus/20182209

Mr. Pankaj Himmatmal Suthar
Nagindas Khandwala College

Letter of Intent ("LOI")

Dear Pankaj,

With reference to your interview conducted by us at Valia Colelge, Mumbai, we are pleased to inform that you have been shortlisted for the position of **Associate 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 subject to 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 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.

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 or such other extended period as Capgemini deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

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

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, 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 hear from you soon. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com.

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

Sayyad Asad Kadri
Senior Director – Head Fresher Hiring

ANNEXURE 1

Pankaj Himmatmal Suthar

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,10,000/- (Rupees Two Lakhs Ten Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

Sayyad Asad Kadri
Senior Director – Head Fresher Hiring

Signature: _____
Candidate Name: Pankaj Himmatmal Suthar
Date: _____



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
Plant 2, 'C' Wing, 1st Floor, Godrej IT Park,
Godrej & Boyce Compound, Gate No. 2,
L.B.S. Marg, Pirojshanagar, Vikroli (West),
Mumbai-400 079, Maharashtra, India.
Tel: +91.22.6686 0500 | Fax: +91.22.6755 7066
www.capgemini.com

Date: 3/19/2018

Ref No: HR/Campus/20182200

Mr. Manthan Rajiv Wadiwala
Nagindas Khandwala College

Letter of Intent ("LOI")

Dear Manthan,

With reference to your interview conducted by us at Valia College, Mumbai, we are pleased to inform that you have been shortlisted for the position of **Associate** 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 subject to 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 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.

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 or such other extended period as Capgemini deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

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

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, 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 hear from you soon. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com.

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

Sayyad Asad Kadri
Senior Director – Head Fresher Hiring

ANNEXURE 1

Manthan Rajiv Wadiwala

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,10,000/- (Rupees Two Lakhs Ten Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

Sayyad Asad Kadri
Senior Director – Head Fresher Hiring

Signature: _____
Candidate Name: Manthan Rajiv Wadiwala
Date: _____



Nagindas Khandwala College Autonomous

NOTICE

DATE: 08/03/2018

This is to inform the students of IT/CS that there will be a placement drive for **INFOSYS** on **22/03/2018** at **Thakur College, Mumbai** from **09.30am** onwards.

Dress Code: Formals

All students are instructed to carry original and photocopy of their results.

Ms Preethi Rao

Coordinator, Career Development Cell.

HRD/2T/12207174/18-19

Ms. Steffie Shaby Rodrigues
Candidate ID: 12207174
Shantidham 2, Malvani Church,
Malad West, Mumbai
Mumbai - 400095
Maharashtra
India
Ph: (91) 99200 93163

August 09, 2018

Dear Steffie,

Congratulations! We are delighted to make you an offer as **Testing Executive - Trainee** and your role is **Operations Executive** in the **IT Operations Career Stream**.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **September 10, 2018**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period

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

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

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure – III.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

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.

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 & 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.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at **20%** of the sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2018-19 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

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

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure – III for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 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 months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

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

Background checks

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

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

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

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

Other terms and conditions

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

Our offer to you as an **Operations Executive** 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 programme 2017-2018. These eligibility criteria for the Role of an Operations Executive, 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 requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You 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 II).

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 - Head HR

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

Date: _____, 20____

Sign your name

Print your name Location

Enclosures: Annexure - I (Compensation

ANNEXURE –I **(Compensation)**

| COMPENSATION DETAILS (All figures in INR. per month) | |
|--|-----------------------------|
| NAME | Ms. Steffie Shaby Rodrigues |
| ROLE | Operations Executive |
| ROLE DESIGNATION | Testing Executive - Trainee |
| 1. MONTHLY COMPONENTS | |
| BASIC SALARY | 5580 |
| FIXED DEARNESS ALLOWANCE (FDA) | 1100 |
| BASKET OF ALLOWANCES (HRA, LTA, Medical Allowance, Children's Education Allowance, Transport / Allowance, Miscellaneous Allowance) | 9442 |
| BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis) | 1269 |
| MONTHLY GROSS SALARY | 17,391 |

| | |
|--|----|
| 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) | 67 |

| | |
|---------------------------------------|---------------|
| 3. RETIRAL BENEFITS | |
| PROVIDENT FUND - 12% of (Basic + FDA) | 802 |
| GRATUITY - 4.81% of (Basic + FDA)* | 321 |
| 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) |
|--|------------------------------|----------|---------------------|---|
| SOFT LOAN | 30,000 (With Security) | 7% | 24 | Nil |
| | 20,000 (Without Security) | | | |
| SALARY LOAN (Subject to submission of Trainee Agreement) | 12,000 | Nil | 12 | Nil |

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance 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.



HRD/2T/12207299/18-19

Ms. Ushma Udaysinh Ashar
Candidate ID: 12207299
1B/501, Kalpavruksh Garden, Link Road, Mahavir Nagar,
Kandivali West, Mumbai 400067
Mumbai - 400067
Maharashtra
India
Ph: (91) 99301 55531

August 09, 2018

Dear Ushma,

Congratulations! We are delighted to make you an offer as **Testing Executive - Trainee** and your role is **Operations Executive** in the **IT Operations Career Stream**.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **September 10, 2018**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period

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

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

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure – III.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

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.

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 & 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.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at **20%** of the sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2018-19 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

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

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure – III for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 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 months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

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

Background checks

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

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

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

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

Other terms and conditions

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

Our offer to you as an **Operations Executive** 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 programme 2017-2018. These eligibility criteria for the Role of an Operations Executive, 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 requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You 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 II).

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 - Head HR

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

Date: _____, 20____

Sign your name

Print your name Location

Enclosures: Annexure - I (Compensation

ANNEXURE -I
(Compensation)

| COMPENSATION DETAILS (All figures in INR. per month) | |
|--|-----------------------------|
| NAME | Ms. Ushma Udaysinh Ashar |
| ROLE | Operations Executive |
| ROLE DESIGNATION | Testing Executive - Trainee |
| 1. MONTHLY COMPONENTS | |
| BASIC SALARY | 5580 |
| FIXED DEARNESS ALLOWANCE (FDA) | 1100 |
| BASKET OF ALLOWANCES (HRA, LTA, Medical Allowance, Children's Education Allowance, Transport / Allowance, Miscellaneous Allowance) | 9442 |
| BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis) | 1269 |
| MONTHLY GROSS SALARY | 17,391 |

| | |
|--|----|
| 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) | 67 |

| | |
|---------------------------------------|---------------|
| 3. RETIRAL BENEFITS | |
| PROVIDENT FUND - 12% of (Basic + FDA) | 802 |
| GRATUITY - 4.81% of (Basic + FDA)* | 321 |
| 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) |
| SOFT LOAN | 30,000 (With Security) | 7% | 24 | Nil |
| | 20,000 (Without Security) | | | |
| SALARY LOAN (Subject to submission of Trainee Agreement) | 12,000 | Nil | 12 | Nil |

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance 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.



HRD/2T/12207000/18-19

Mr. Pithwa Parth Rajesh
Candidate ID: 12207000
Room No 13 , Dharm Deep Bldg,
Borivali(West),Mumbai-400092
Mumbai - 400092
Maharashtra
India
Ph: (91) 90220 93925

August 09, 2018

Dear Pithwa,

Congratulations! We are delighted to make you an offer as **Testing Executive - Trainee** and your role is **Operations Executive** in the IT Operations Career Stream.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **September 10, 2018**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period

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

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

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure – III.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

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.

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 & 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.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at **20%** of the sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2018-19 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

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

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure – III for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 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 months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

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

Background checks

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

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

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

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

Other terms and conditions

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

Our offer to you as an **Operations Executive** 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 programme 2017-2018. These eligibility criteria for the Role of an Operations Executive, 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 requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You 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 II).

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 - Head HR

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

Date: _____, 20____

Sign your name

Print your name Location

Enclosures: Annexure - I (Compensation

ANNEXURE -I (Compensation)

| COMPENSATION DETAILS (All figures in INR. per month) | |
|--|-----------------------------|
| NAME | Mr. Pithwa Parth Rajesh |
| ROLE | Operations Executive |
| ROLE DESIGNATION | Testing Executive - Trainee |
| 1. MONTHLY COMPONENTS | |
| BASIC SALARY | 5580 |
| FIXED DEARNESS ALLOWANCE (FDA) | 1100 |
| BASKET OF ALLOWANCES (HRA, LTA, Medical Allowance, Children's Education Allowance, Transport / Allowance, Miscellaneous Allowance) | 9442 |
| BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis) | 1269 |
| MONTHLY GROSS SALARY | 17,391 |

| | |
|--|----|
| 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) | 67 |

| | |
|---------------------------------------|---------------|
| 3. RETIRAL BENEFITS | |
| PROVIDENT FUND - 12% of (Basic + FDA) | 802 |
| GRATUITY - 4.81% of (Basic + FDA)* | 321 |
| 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) |
| SOFT LOAN | 30,000 (With Security) | 7% | 24 | Nil |
| | 20,000 (Without Security) | | | |
| SALARY LOAN (Subject to submission of Trainee Agreement) | 12,000 | Nil | 12 | Nil |

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance 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.



HRD/2T/12208399/18-19

Mr. Rahul Omprakash Mishra
Candidate ID: 12208399
A 201 Sai Rajya C1, Shirdi Nagar, Bhayander
East
Mumbai - 401105
Maharashtra
India
Ph: (91) 90041 74487

August 09, 2018

Dear Rahul,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations Career Stream**.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **September 10, 2018**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities; by contract or otherwise.*

Training Period

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

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

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure – III.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

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.

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 & 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.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at **20%** of the sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2018-19 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

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

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure – III for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 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 months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

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

Background checks

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

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

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

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

Other terms and conditions

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

Our offer to you as an **Operations Executive** 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 programme 2017-2018. These eligibility criteria for the Role of an Operations Executive, 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 requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You 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 II).

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 - Head HR

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

Date: _____, 20____

Sign your name

Print your name

Location

Enclosures: Annexure - I (Compensation)

ANNEXURE -I
(Compensation)

| COMPENSATION DETAILS (All figures in INR. per month) | |
|--|--------------------------------|
| NAME | Mr. Rahul Omprakash Mishra |
| ROLE | Operations Executive |
| ROLE DESIGNATION | Operations Executive - Trainee |
| 1. MONTHLY COMPONENTS | |
| BASIC SALARY | 5580 |
| FIXED DEARNESS ALLOWANCE (FDA) | 1100 |
| BASKET OF ALLOWANCES (HRA, LTA, Medical Allowance, Children's Education Allowance, Transport / Allowance, Miscellaneous Allowance) | 9442 |
| BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis) | 1269 |
| MONTHLY GROSS SALARY | 17,391 |

| | |
|--|----|
| 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) | 67 |

| | |
|---------------------------------------|---------------|
| 3. RETIRAL BENEFITS | |
| PROVIDENT FUND - 12% of (Basic + FDA) | 802 |
| GRATUITY - 4.81% of (Basic + FDA)* | 321 |
| 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) |
| SOFT LOAN | 30,000 (With Security) | 7% | 24 | Nil |
| | 20,000 (Without Security) | | | |
| SALARY LOAN (Subject to submission of Trainee Agreement) | 12,000 | Nil | 12 | Nil |

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance 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.



HRD/2T/12206758/18-19

Ms. Kinjal Jayesh Savla
Candidate ID: 12206758
A-304 Om Chirag Chs , Chheda Park, Achole Rd, Nallasopara
East
Mumbai - 401209
Maharashtra
India
Ph: (91) 98195 70401

June 29, 2018

Dear Kinjal,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations Career Stream**.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **July 23, 2018**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period

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

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

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure – III.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

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.

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 & 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.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at **20%** of the sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2018-19 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

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

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure – III for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 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 months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

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

Background checks

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

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

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

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

Other terms and conditions

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

Our offer to you as an **Operations Executive** 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 programme 2017-2018. These eligibility criteria for the Role of an Operations Executive, 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 requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You 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 II).

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 - Head HR

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

Date: _____, 20____

Sign your name

Print your name Location

Enclosures: Annexure - I (Compensation)

**ANNEXURE -I
(Compensation)**

| COMPENSATION DETAILS (All figures in INR. per month) | |
|--|--------------------------------|
| NAME | Ms. Kinjal Jayesh Savla |
| ROLE | Operations Executive |
| ROLE DESIGNATION | Operations Executive - Trainee |
| 1. MONTHLY COMPONENTS | |
| BASIC SALARY | 5580 |
| FIXED DEARNESS ALLOWANCE (FDA) | 1100 |
| BASKET OF ALLOWANCES (HRA, LTA, Medical Allowance, Children's Education Allowance, Transport / Allowance, Miscellaneous Allowance) | 9442 |
| BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis) | 1269 |
| MONTHLY GROSS SALARY | 17,391 |

| | |
|--|----|
| 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) | 67 |

| | |
|---------------------------------------|---------------|
| 3. RETIRAL BENEFITS | |
| PROVIDENT FUND - 12% of (Basic + FDA) | 802 |
| GRATUITY - 4.81% of (Basic + FDA)* | 321 |
| 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) |
|--|---------------------------|----------|---------------------|--|
| SOFT LOAN | 30,000 (With Security) | 7% | 24 | Nil |
| | 20,000 (Without Security) | | | |
| SALARY LOAN (Subject to submission of Trainee Agreement) | 12,000 | Nil | 12 | Nil |

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance 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.





Nagindas Khandwala College Autonomous

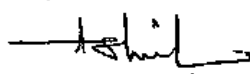
NOTICE

DATE: 20/03/2018

This is to inform the students of IT/CS that there will be a placement drive for L&T INFOTECH on 05/04/2018 at Thakur College, Mumbai from 09.30am onwards.

Dress Code: Formals

All students are instructed to carry original and photocopy of their results.

for


Ms Preethi Rao

Coordinator, Career Development Cell.

Date: July 25, 2017

Ref: LTI/HR/Campus/2018

Name: SHUBHANKAR TELANG

College: NAGINDAS KHANDWAL COLLEGE OF COMMERCE AND ECONOMICS

OFFER OF EMPLOYMENT

Dear SHUBHANKAR TELANG,

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 of 12 months, your CTC including all benefits will be Rs.2,48,000/- 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'.

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.

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. Service Agreement

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6. 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.intinfotech.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.

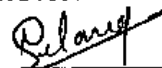
Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Joji Varghese
Sr. HR Manager

I have read the letter and accept the same.



Signature and Date

ANNEXURE-1

| Name : SHUBHANKAR TELANG | | Date : July 25, 2017 |
|------------------------------------|----------------------|-----------------------|
| Salary Grade : AT | | |
| Component | Amount Rs./Per Annum | Amount Rs. /Per Month |
| <u>MONTHLY REMUNERATION</u> | | |
| Basic | | 10,000 |
| House Rent Allowance (H.R.A.) | | 3,000 |
| Conveyance Allowance | | 1,600 |
| Medical Allowance | | 1,250 |
| Adhoc Allowance | | 747 |
| Meal Allowance | | 1,210 |
| Sub- Total (A) | 213,684 | 17,807 |
| <u>DEFERRED BENEFITS</u> | | |
| Provident Fund (P.F.) | | 1200 |
| Gratuity | | 481 |
| Sub- Total (B) | 20,172 | 1,681 |
| Total (A+B) | 233,856 | 19,488 |
| Variable Pay | 10,000 | |
| Mediclaime Premium | 4,140 | |
| Grand Total | 248,000 | |

Notes:

- Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- H.R.A. will be deducted for accommodation (if any) provided by the Company.
- You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
- The Company can set off or make appropriate adjustment from Adhoc Allowance towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
- The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
- The variable component 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.
- 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.

Medical Insurance:

The Group Mediclaime Policy of Company covers Employee, Spouse & upto 2 dependent children (below 21 yrs of age) for maximum amount of Rs. 100,000/- p.a.

ANNEXURE-2

LTI Eligibility Criteria for Non-Engineering Candidates- 2018 Batch

| | |
|--|--|
| Qualification | BSC, BCA, BCS |
| Branches: | Computer Science/Information Technology/Information science and Electronics |
| Age Criteria: As on 1st July of Passing year (2018) | Less than 23 years |
| Academic Gap: | No Academic gap allowed during/middle of the course for SSC, Diploma/HSC, Graduation |
| Course must complete in: | 3 years |
| SSC, HSC, Diploma (if applicable) Percentages / CGPA: | 55% & 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 degree will be taken into consideration. |
| Graduation Percentages/CGPA: | Aggregate of 55% & Above OR Equivalent CGPA Aggregate of all semesters AND all appeared subjects(irrespective of the University rule) |
| Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation) | Reattempts/Backlogs <u>are allowed</u> . There is no constraint on the count of Reattempts/Backlogs. • No Re-attempts/ATKTs/Backlogs/Arrears allowed in the <u>final semester</u> of any course. |
| Nature of Course: | All Full Time courses Only |
| Year of Passing: | 2018 SUMMER Graduates 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 |

If any information supplied by you in your application or during the selection process is found to be incorrect and/or false and/or you suppress material information regarding your qualification, experience or medical history, LTI reserves right to revoke this 'Offer of Employment' without any notice.



Date: July 25, 2017

Ref: LTI/HR/Campus/2018

Name: Muthumayandi Yadava

College: NAGINDAS KHANDWAL COLLEGE OF COMMERCE AND ECONOMICS

OFFER OF EMPLOYMENT

Dear Muthumayandi Yadava,

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 of 12 months, your CTC including all benefits will be Rs.2,48,000/- 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'.

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.

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. Service Agreement

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6. 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.ltininfotech.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.

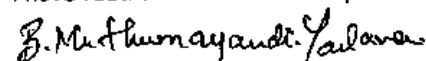
Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Joji Varghese
Sr. HR Manager

I have read the letter and accept the same.



Signature and Date



Date: July 25, 2017

Ref: LTI/HR/Campus/2018

Name: Uday Patel

College: NAGINDAS KHANDWAL COLLEGE OF COMMERCE AND ECONOMICS

OFFER OF EMPLOYMENT

Dear Uday Patel,

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 of 12 months, your CTC including all benefits will be Rs.2,48,000/- 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'.

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.

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. Service Agreement

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6. 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.ltinfoltech.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.

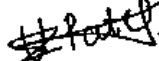
Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Joji Varghese
Sr. HR Manager

I have read the letter and accept the same.



Signature and Date

ANNEXURE-1

| Name : Uday Patel | | Date : July 25, 2017 |
|------------------------------------|----------------------|-----------------------|
| Salary Grade : AT | | |
| Component | Amount Rs./Per Annum | Amount Rs. /Per Month |
| <u>MONTHLY REMUNERATION</u> | | |
| Basic | | 10,000 |
| House Rent Allowance (H.R.A.) | | 3,000 |
| Conveyance Allowance | | 1,600 |
| Medical Allowance | | 1,250 |
| Adhoc Allowance | | 747 |
| Meal Allowance | | 1,210 |
| Sub- Total (A) | 213,684 | 17,807 |
| <u>DEFERRED BENEFITS</u> | | |
| Provident Fund (P.F.) | | 1200 |
| Gratuity | | 481 |
| Sub- Total (B) | 20,172 | 1,681 |
| Total (A+B) | 233,856 | 19,488 |
| Variable Pay | 10,000 | |
| Mediclaime Premium | 4,140 | |
| Grand Total | 248,000 | |

Notes:

- Basic will be reckoned for PF, Gratuity (if applicable) and Leave Encashment as per rules.
- H.R.A. will be deducted for accommodation (if any) provided by the Company.
- You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
- The Company can set off or make appropriate adjustment from Adhoc Allowance towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
- The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
- The variable component 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.
- 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.

Medical Insurance:

The Group Mediclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 21 yrs of age) for maximum amount of Rs. 100,000/- p.a.

ANNEXURE-2

LTI-Eligibility Criteria for Non-Engineering Candidates- 2018 Batch

| | |
|--|--|
| Qualification | BSC, BCA, BCS |
| Branches: | Computer Science/Information Technology/Information science and Electronics |
| Age Criteria: As on 1st July of Passing year (2018) | Less than 23 years |
| Academic Gap: | No Academic gap allowed during/middle of the course for SSC, Diploma/HSC, Graduation |
| Course must complete in: | 3 years |
| SSC, HSC, Diploma (if applicable) Percentages / CGPA: | 55% & 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 degree will be taken into consideration. |
| Graduation Percentages/CGPA: | Aggregate of 55% & Above OR Equivalent CGPA Aggregate of all semesters AND all appeared subjects(irrespective of the University rule) |
| Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation) | Reattempts/Backlogs <u>are allowed</u> . There is no constraint on the count of Reattempts/Backlogs. • No Re-attempts/ATKTs/Backlogs/Arrears allowed in the <u>final semester</u> of any course. |
| Nature of Course: | All Full Time courses Only |
| Year of Passing: | 2018 SUMMER Graduates 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 |

If any information supplied by you in your application or during the selection process is found to be incorrect and/or false and/or you suppress material information regarding your qualification, experience or medical history, LTI reserves right to revoke this 'Offer of Employment' without any notice.

Date: July 25, 2017

Ref: LTI/HR/Campus/2018

Name: KUNJ SANGHAVI

College: NAGINDAS KHANDWAL COLLEGE OF COMMERCE AND ECONOMICS

OFFER OF EMPLOYMENT

Dear KUNJ SANGHAVI,

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 of 12 months, your CTC including all benefits will be Rs.2,48,000/- 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'.

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.

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. Service Agreement

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6. 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.ltifotech.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.

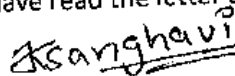
Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Joji Varghese
Sr. HR Manager

I have read the letter and accept the same.



Signature and Date



Date: July 25, 2017

Ref: LTI/HR/Campus/2018

Name: Quency Murzello

College: NAGINDAS KHANDWAL COLLEGE OF COMMERCE AND ECONOMICS

OFFER OF EMPLOYMENT

Dear Quency Murzello,

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 of 12 months, your CTC including all benefits will be **Rs.2,48,000/-** 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**'.

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.

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. Service Agreement

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6. 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.ltifotech.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.

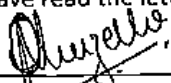
Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Joji Varghese
Sr. HR Manager

I have read the letter and accept the same.



Signature and Date



Date: July 25, 2017

Ref: LTI/HR/Campus/2018

Name: Akshay Vaja

College: NAGINDAS KHANDWAL COLLEGE OF COMMERCE AND ECONOMICS

OFFER OF EMPLOYMENT

Dear Akshay Vaja,

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 of 12 months, your CTC including all benefits will be **Rs.2,48,000/-** 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'.

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.

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. Service Agreement

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6. 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.ltiinfotech.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.



Joji Varghese
Sr. HR Manager

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

| Name : Akshay Vaja | | Date : July 25, 2017 |
|------------------------------------|----------------------|-----------------------|
| Salary Grade : AT | | |
| Component | Amount Rs./Per Annum | Amount Rs. /Per Month |
| <u>MONTHLY REMUNERATION</u> | | |
| Basic | | 10,000 |
| House Rent Allowance (H.R.A.) | | 3,000 |
| Conveyance Allowance | | 1,600 |
| Medical Allowance | | 1,250 |
| Adhoc Allowance | | 747 |
| Meal Allowance | | 1,210 |
| Sub- Total (A) | 213,684 | 17,807 |
| <u>DEFERRED BENEFITS</u> | | |
| Provident Fund (P.F.) | | 1200 |
| Gratuity | | 481 |
| Sub- Total (B) | 20,172 | 1,681 |
| Total (A+B) | 233,856 | 19,488 |
| Variable Pay | 10,000 | |
| Mediclaime Premium | 4,140 | |
| Grand Total | 248,000 | |

Notes:

- Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- H.R.A. will be deducted for accommodation (if any) provided by the Company.
- You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
- The Company can set off or make appropriate adjustment from Adhoc Allowance towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
- The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
- The variable component 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.
- 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.

Medical Insurance:

The Group Mediclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 21 yrs of age) for maximum amount of Rs. 100,000/- p.a.

ANNEXURE-2

LTI Eligibility Criteria for Non-Engineering Candidates- 2018 Batch

| | |
|---|--|
| Qualification | BSC, BCA, BCS |
| Branches: | Computer Science/Information Technology/Information science and Electronics |
| Age Criteria: As on 1st July of Passing year (2018) | Less than 23 years |
| Academic Gap: | No Academic gap allowed during/middle of the course for SSC, Diploma/HSC, Graduation |
| Course must complete in: | 3 years |
| SSC, HSC, Diploma (if applicable) Percentages / CGPA: | 55% & 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 degree will be taken into consideration. |
| Graduation Percentages/CGPA: | Aggregate of 55% & Above OR Equivalent CGPA Aggregate of all semesters AND all appeared subjects(irrespective of the University rule) |
| Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation) | Reattempts/Backlogs are allowed. There is no constraint on the count of Reattempts/Backlogs. • No Re-attempts/ATKTs/Backlogs/Arrears allowed in the <u>final semester</u> of any course. |
| Nature of Course: | All Full Time courses Only |
| Year of Passing: | 2018 SUMMER Graduates 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 |

If any information supplied by you in your application or during the selection process is found to be incorrect and/or false and/or you suppress material information regarding your qualification, experience or medical history, LTI reserves right to revoke this 'Offer of Employment' without any notice.



Date: July 25, 2017

Ref: LTI/HR/Campus/2018

Name: Ushma Ashar

College: NAGINDAS KHANDWAL COLLEGE OF COMMERCE AND ECONOMICS

OFFER OF EMPLOYMENT

Dear Ushma Ashar,

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 of 12 months, your CTC including all benefits will be **Rs.2,48,000/-** 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'.

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.

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. Service Agreement

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6. 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.ltifotech.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.



Joji Varghese
Sr. HR Manager

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

| Name : Ushma Ashar | | Date : July 25, 2017 |
|--|----------------------|-----------------------|
| Salary Grade : AT | | |
| Component | Amount Rs./Per Annum | Amount Rs. /Per Month |
| <u>MONTHLY REMUNERATION</u> | | |
| Basic | | 10,000 |
| House Rent Allowance (H.R.A.) | | 3,000 |
| Conveyance Allowance | | 1,600 |
| Medical Allowance | | 1,250 |
| Adhoc Allowance | | 747 |
| Meal Allowance | | 1,210 |
| Sub- Total (A) | 213,684 | 17,807 |
| <u>DEFERRED BENEFITS</u> | | |
| Provident Fund (P.F.) | | 1200 |
| Gratuity | | 481 |
| Sub- Total (B) | 20,172 | 1,681 |
| Total (A+B) | 233,856 | 19,488 |
| Variable Pay | 10,000 | |
| Mediclaime Premium | 4,140 | |
| Grand Total | 248,000 | |
| <p><u>Notes:</u></p> <ul style="list-style-type: none"> - Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules. - H.R.A. will be deducted for accommodation (if any) provided by the Company. - You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy. - The Company can set off or make appropriate adjustment from Adhoc Allowance towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act. - The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution. - The eligibility for payment of Gratuity is a minimum of five years of service in the Company. - The variable component 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. - 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. <p><u>Medical Insurance:</u></p> <p>The Group Mediclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 21 yrs of age) for maximum amount of Rs. 100,000/- p.a.</p> | | |

ANNEXURE-2
LTI Eligibility Criteria for Non-Engineering Candidates- 2018 Batch

| | |
|---|--|
| Qualification | BSC, BCA, BCS |
| Branches: | Computer Science/Information Technology/Information science and Electronics |
| Age Criteria: As on 1st July of Passing year (2018) | Less than 23 years |
| Academic Gap: | No Academic gap allowed during/middle of the course for SSC, Diploma/HSC, Graduation |
| Course must complete in: | 3 years |
| SSC, HSC, Diploma (If applicable) Percentages / CGPA: | 55% & 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 degree will be taken into consideration. |
| Graduation Percentages/CGPA: | Aggregate of 55% & Above OR Equivalent CGPA Aggregate of all semesters AND all appeared subjects(irrespective of the University rule) |
| Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation) | Reattempts/Backlogs <u>are allowed</u> . There is no constraint on the count of Reattempts/Backlogs. • No Re-attempts/ATKTs/Backlogs/Arrears allowed in the <u>final semester</u> of any course. |
| Nature of Course: | All Full Time courses Only |
| Year of Passing: | 2018 SUMMER Graduates 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 |

If any information supplied by you in your application or during the selection process is found to be incorrect and/or false and/or you suppress material information regarding your qualification, experience or medical history, LTI reserves right to revoke this 'Offer of Employment' without any notice.



Date: July 25, 2017

Ref: LTI/HR/Campus/2018

Name: TVISHA ANJANIA

College: NAGINDAS KHANDWAL COLLEGE OF COMMERCE AND ECONOMICS

OFFER OF EMPLOYMENT

Dear TVISHA ANJANIA,

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 of 12 months, your CTC including all benefits will be Rs.2,48,000/- 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'.

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.

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. Service Agreement

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6. 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.ltinfoltech.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.



Joji Varghese
Sr. HR Manager

I have read the letter and accept the same.



~~30 Jul 2017~~

Signature and Date

23 Jan, 2018 .



Date: July 25, 2017

Ref: LTI/HR/Campus/2018

Name: AROKIAMARY GAUNDER

College: NAGINDAS KHANDWAL COLLEGE OF COMMERCE AND ECONOMICS

OFFER OF EMPLOYMENT

Dear AROKIAMARY GAUNDER,

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 of 12 months, your CTC including all benefits will be **Rs.2,48,000/-** 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'.

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.

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. Service Agreement

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6. 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.ltinfoltech.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.

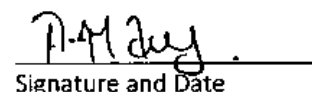
Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Joji Varghese
Sr. HR Manager

I have read the letter and accept the same.



Signature and Date

ANNEXURE-1

| Name : AROKIAMARY GAUNDER | | Date : July 25, 2017 |
|------------------------------------|----------------------|-----------------------|
| Salary Grade : AT | | |
| Component | Amount Rs./Per Annum | Amount Rs. /Per Month |
| <u>MONTHLY REMUNERATION</u> | | |
| Basic | | 10,000 |
| House Rent Allowance (H.R.A.) | | 3,000 |
| Conveyance Allowance | | 1,600 |
| Medical Allowance | | 1,250 |
| Adhoc Allowance | | 747 |
| Meal Allowance | | 1,210 |
| Sub- Total (A) | 213,684 | 17,807 |
| <u>DEFERRED BENEFITS</u> | | |
| Provident Fund (P.F.) | | 1200 |
| Gratuity | | 481 |
| Sub- Total (B) | 20,172 | 1,681 |
| Total (A+B) | 233,856 | 19,488 |
| Variable Pay | 10,000 | |
| Mediclaime Premium | 4,140 | |
| Grand Total | 248,000 | |

Notes:

- Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- H.R.A. will be deducted for accommodation (if any) provided by the Company.
- You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
- The Company can set off or make appropriate adjustment from Adhoc Allowance towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
- The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
- The variable component 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.
- 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.

Medical Insurance:

The Group Mediclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 21 yrs of age) for maximum amount of Rs. 100,000/- p.a.

ANNEXURE-2

| LTI-Eligibility Criteria for Non-Engineering Candidates- 2018 Batch | |
|---|---|
| Qualification | BSC,BCA,BCS |
| Branches: | Computer Science/Information Technology/Information science and Electronics |
| Age Criteria: As on 1st July of Passing year (2018) | Less than 23 years |
| Academic Gap: | No Academic gap allowed during/middle of the course for SSC, Diploma/HSC, Graduation |
| Course must complete in: | 3 years |
| SSC, HSC, Diploma (if applicable) Percentages / CGPA: | 55% & 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 degree will be taken into consideration. |
| Graduation Percentages/CGPA: | Aggregate of 55% & Above OR Equivalent CGPA Aggregate of all semesters AND all appeared subjects(irrespective of the University rule) |
| Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation) | Reattempts/Backlogs <u>are allowed</u> . There is no constraint on the count of Reattempts/Backlogs. • No Re-attempts/ATKTs/Backlogs/Arrears allowed in the <u>final semester</u> of any course. |
| Nature of Course: | All Full Time courses Only |
| Year of Passing: | 2018 SUMMER Graduates 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 |

If any information supplied by you in your application or during the selection process is found to be incorrect and/or false and/or you suppress material information regarding your qualification, experience or medical history, LTI reserves right to revoke this 'Offer of Employment' without any notice.



Date: July 25, 2017

Ref: LTI/HR/Campus/2018

Name: SIJI ALATHIL

College: NAGINDAS KHANDWAL COLLEGE OF COMMERCE AND ECONOMICS

OFFER OF EMPLOYMENT

Dear SIJI ALATHIL,

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 of 12 months, your CTC including all benefits will be **Rs.2,48,000/-** 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**'.

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.

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. Service Agreement

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6. 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.ltinfoltech.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.

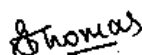
Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Joji Varghese
Sr. HR Manager

I have read the letter and accept the same.



Signature and Date

ANNEXURE-1

| | | |
|---|----------------------|-----------------------|
| Name : SIJI ALATHIL | | Date : July 25, 2017 |
| Salary Grade : AT | | |
| Component | Amount Rs./Per Annum | Amount Rs. /Per Month |
| <u>MONTHLY REMUNERATION</u> | | 10,000 |
| Basic | | 3,000 |
| House Rent Allowance (H.R.A.) | | 1,600 |
| Conveyance Allowance | | 1,250 |
| Medical Allowance | | 747 |
| Adhoc Allowance | | 1,210 |
| Meal Allowance | | |
| Sub- Total (A) | 213,684 | 17,807 |
| <u>DEFERRED BENEFITS</u> | | |
| Provident Fund (P.F.) | | 1200 |
| Gratuity | | 481 |
| Sub- Total (B) | 20,172 | 1,681 |
| Total (A+B) | 233,856 | 19,488 |
| Variable Pay | 10,000 | |
| Mediclaim Premium | 4,140 | |
| Grand Total | 248,000 | |
| <u>Notes:</u> - Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules. - H.R.A. will be deducted for accommodation (if any) provided by the Company. - You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy. - The Company can set off or make appropriate adjustment from Adhoc Allowance towards bonus payable, if any , subsequent to the amendments of payment of Bonus Act. - The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution. - The eligibility for payment of Gratuity is a minimum of five years of service in the Company. - The variable component 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. - 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. | | |
| <u>Medical Insurance:</u> The Group Mediclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 21 yrs of age) for maximum amount of Rs. 100,000/- p.a. | | |

ANNEXURE-2

LTI-Eligibility Criteria for Non-Engineering Candidates- 2018 Batch.

| | |
|--|---|
| Qualification | BSC,BCA,BCS |
| Branches: | Computer Science/Information Technology/Information science and Electronics |
| Age Criteria: As on 1st July of Passing year (2018) | Less than 23 years |
| Academic Gap: | No Academic gap allowed during/middle of the course for SSC, Diploma/HSC, Graduation |
| Course must complete in: | 3 years |
| SSC, HSC, Diploma (if applicable) Percentages / CGPA: | 55% & 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 degree will be taken into consideration. |
| Graduation Percentages/CGPA: | Aggregate of 55% & Above OR Equivalent CGPA Aggregate of all semesters AND all appeared subjects(irrespective of the University rule) |
| Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation) | Reattempts/Backlogs <u>are allowed</u> . There is no constraint on the count of Reattempts/Backlogs. • No Re-attempts/ATKTs/Backlogs/Arrears allowed in the <u>final semester</u> of any course. |
| Nature of Course: | All Full Time courses Only |
| Year of Passing: | 2018 SUMMER Graduates 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 |

If any information supplied by you in your application or during the selection process is found to be incorrect and/or false and/or you suppress material information regarding your qualification, experience or medical history, LTI reserves right to revoke this 'Offer of Employment' without any notice.



Date: July 25, 2017

Ref: LTI/HR/Campus/2018

Name: BHAKTI SALUNKHE

College: NAGINDAS KHANDWAL COLLEGE OF COMMERCE AND ECONOMICS

OFFER OF EMPLOYMENT

Dear BHAKTI SALUNKHE,

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 of 12 months, your CTC including all benefits will be **Rs.2,48,000/-** 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'.

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.

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. Service Agreement

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6. 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.ltininfotech.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.



Joji Varghese
Sr. HR Manager

I have read the letter and accept the same.



Signature and Date

ANNEXURE-1

| Name : BHAKTI SALUNKHE | | Date : July 25, 2017 |
|------------------------------------|----------------------|-----------------------|
| Salary Grade : AT | | |
| Component | Amount Rs./Per Annum | Amount Rs. /Per Month |
| <u>MONTHLY REMUNERATION</u> | | |
| Basic | | 10,000 |
| House Rent Allowance (H.R.A.) | | 3,000 |
| Conveyance Allowance | | 1,600 |
| Medical Allowance | | 1,250 |
| Adhoc Allowance | | 747 |
| Meal Allowance | | 1,210 |
| Sub- Total (A) | 213,684 | 17,807 |
| <u>DEFERRED BENEFITS</u> | | |
| Provident Fund (P.F.) | | 1200 |
| Gratuity | | 481 |
| Sub- Total (B) | 20,172 | 1,681 |
| Total (A+B) | 233,856 | 19,488 |
| Variable Pay | 10,000 | |
| Mediclaime Premium | 4,140 | |
| Grand Total | 248,000 | |

Notes:

- Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- H.R.A. will be deducted for accommodation (if any) provided by the Company.
- You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
- The Company can set off or make appropriate adjustment from Adhoc Allowance towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
- The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
- The variable component 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.
- 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.

Medical Insurance:

The Group Mediclaime Policy of Company covers Employee, Spouse & upto 2 dependent children (below 21 yrs of age) for maximum amount of Rs. 100,000/- p.a.

ANNEXURE-2

LTI Eligibility Criteria for Non-Engineering Candidates- 2018 Batch

| | |
|--|--|
| Qualification | BSC, BCA, BCS |
| Branches: | Computer Science/Information Technology/Information science and Electronics |
| Age Criteria: As on 1st July of Passing year (2018) | Less than 23 years |
| Academic Gap: | No Academic gap allowed during/middle of the course for SSC, Diploma/HSC, Graduation |
| Course must complete in: | 3 years |
| SSC, HSC, Diploma (if applicable) Percentages / CGPA: | 55% & 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 degree will be taken into consideration. |
| Graduation Percentages/CGPA: | Aggregate of 55% & Above <u>OR</u> Equivalent CGPA Aggregate of all semesters AND all appeared subjects(irrespective of the University rule) |
| Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation) | Reattempts/Backlogs <u>are allowed</u> . There is no constraint on the count of Reattempts/Backlogs. • No Re-attempts/ATKTs/Backlogs/Arrears allowed in the <u>final semester</u> of any course. |
| Nature of Course: | All Full Time courses Only |
| Year of Passing: | 2018 SUMMER Graduates 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 |

If any information supplied by you in your application or during the selection process is found to be incorrect and/or false and/or you suppress material information regarding your qualification, experience or medical history, LTI reserves right to revoke this 'Offer of Employment' without any notice.



**Nagindas Khandwala College
Autonomous**


NOTICE

DATE: 4/01/2018

This is to inform the students of IT/CS that there will be a placement drive for TCS on 17/01/2018 at Thakur College, Mumbai from 08.30am onwards.

Dress Code: Formals

All students are instructed to carry original and photocopy of their results.

for


Ms Preethi Rao

Coordinator, Career Development Cell.



Student 44 2017-18

Offer: Computer Consultancy
Ref: TCSL/DT20184215289/Chennai
Date: 20/03/2018

Ms. Jeel Pankaj Jain
1704/2cChikuwadi,
Ambey Mata Mandir,
Mumbai-400067,
Maharashtra.
Tel# 91-7045101545

Dear Jeel Pankaj Jain,

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 **₹1,89,402/-** 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSL/DT20184215289

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

415/21-24, Kujaralan Nagar, Sholinganallur, Old Mahabalipuram, Chennai-600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2535 Website: www.tcs.com
Registered Office: Nirma Building, 9th Floor, Stationer Point, Mumbai-400 021
TCS Careers Service Centre: 1800 209 3311 Email: careers@tcs.com



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹7,100/- 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 ₹2,840/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Conveyance Allowance

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

3. Leave Travel Allowance

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

4. Sundry Medical Reimbursement

You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for ₹6,000/- per annum or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.

TCS Confidential

TCSL/DT20184215289

TATA CONSULTANCY SERVICES

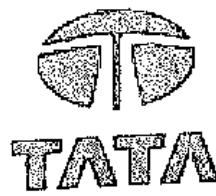
Tata Consultancy Services Limited

General: 24, Kumbharanagar, 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: Naraina Building, 9th Floor, Nariman Point, Mumbai 400 021

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



5. Personal Allowance

You will be eligible for a monthly personal allowance of of ₹100/- per month. This component is subject to review and may change as per TCSL's compensation policy.

6. 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.

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 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 expense-s 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.

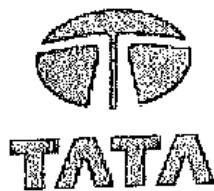
Gratuity

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

TCS Confidential
TCSL/DT20184215289

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

#10/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2535 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



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 in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination 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. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

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

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

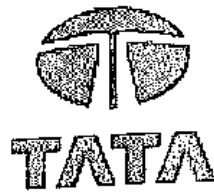
2. Disclaimer

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

3. Training Period

Continuous Learning is a way of life in TCSL and forms a critical part of your employment with TCSL. On joining TCSL, you will be given the opportunity to undergo our Initial Learning program (ILP). This formal learning will add value to you as a professional and help you to excel in your career.

Formal assessments will be carried out during your learning period. The weighted average of these evaluations will be a major component of your first appraisal.



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.

You may please note that in the event of your performance during the ILP falling short of the required standard, TCSL reserves the right to either extend your ILP or terminate your services. You will be confirmed at the end of twelve months from the date of joining TCSL. This confirmation will be communicated to you in writing.

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

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

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



- 8. Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.
- 9. Confidentiality Agreement**
As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.
- 10. Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.
- 11. Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

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



12. Terms and Conditions

The above terms and conditions 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

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/or performance are not found satisfactory at any point in time during your employment, TCSL may terminate your services by giving notice as mentioned herein above.

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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



17. Employment of Non Indian Citizens

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

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted.

- Permanent Account Number (PAN) Card

You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.

- Standard X and XII mark sheets equivalent

- Diploma certificate and mark sheets of all semesters

- Degree certificate and mark sheets for all semesters

- Birth Certificate / Proof of Age

- Work permit and/or any other documentation as prescribed by Government of India

- Passport

- 6 photographs

- Medical Certificate

-An affidavit/notarised undertaking stating:

*There is no criminal offence registered/pending against you

*There is no disciplinary case pending against you in the university

*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

Please note that failure to produce the prescribed set of documents before completion of your Initial Learning Program would entitle TCSL to withdraw this offer letter.



20. Initial Training Programme

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

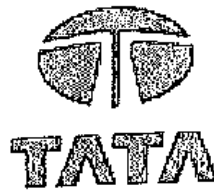
You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

 For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



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

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

TCS Confidential
TCSL/DT20184215289

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

4th/2nd/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: Airtel Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers ServiceLine: 1800 209 3311 Email: careers@tcs.com



GROSS SALARY SHEET

Annexure 1

| | |
|----------------|------------------|
| Name | Jeel Pankaj Jain |
| Designation | Graduate Trainee |
| Institute Name | Others |

Table 1: Compensation Details (All Components in INR)

| Component Category | Monthly | Annual |
|---------------------------------------|---------------|-----------------|
| 1) Fixed Compensation | | |
| Basic Salary | 7,100 | 85,200 |
| Bouquet Of Benefits # | 5,332 | 63,980 |
| 2) Performance Pay | | |
| Monthly Performance Pay | 1,500 | 18,000 |
| 3) Annual Components/Retirals | | |
| Health Insurance*** | NA | 7,900 |
| Provident Fund | 852 | 10,224 |
| Gratuity | 341 | 4,098 |
| Total of Annual Components & Retirals | 1,194 | 22,222 |
| Retention Incentive | NA | 0 |
| TOTAL GROSS | 15,126 | 1,89,402 |

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.

*** 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.

Table 2: TCSL defined structure for BoB (All Components in INR)

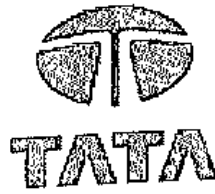
| Component Category | Monthly | Annual |
|----------------------------------|--------------|---------------|
| House Rent Allowance | 2,840 | 34,080 |
| Conveyance Allowance | 800 | 9,600 |
| Leave Travel Assistance | 592 | 7,100 |
| Sundry Medical Reimbursement | 500 | 6,000 |
| Food Card | 500 | 6,000 |
| Personal Allowance | 100 | 1,200 |
| GROSS BOUQUET OF BENEFITS | 5,332 | 63,980 |



Annexure 2

Regional Offices

| | |
|---|--|
| Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5 th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601 | Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore - 560 066 Tel: 080 - 67247000 Fax: 080 - 28410114 |
| Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555 | Delhi Lead-Talent Acquisition Tata Consultancy Services 5 th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735 |
| Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 - 66672000 Fax: 040 - 66672222 | Kolkata Lead-Talent Acquisition TATA Consultancy Services ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town, Kolkata - 700 156, West Bengal. Tel: 033 - 6653 0000 Fax : 033 - 6653 0003 |
| Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001 | Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190 |
| Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 - 66087777 Fax: 020 - 66087107 | Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499 |



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 Retainer/Consultant 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 Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant'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 Retainer/Consultant 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 Retainer/Consultant.



- 2. Retainer/Consultant's Obligations**
Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant 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 Retainer/Consultant-ship, the Retainer/Consultant 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**
The Retainer/Consultant 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 Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant 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, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.

TCS Confidential

TCSL/DT20184215289

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumbakonam Nagar, Sholinganallur, Old Mahabalipuram, Chennai-600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2535 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



4. Prior knowledge

The Retainer/Consultant 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. The Retainer/Consultant 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

The Retainer/Consultant 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

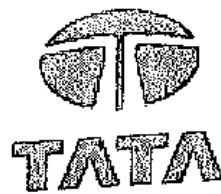
The Retainer/Consultant agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Retainer/Consultant's Rights

The Retainer/Consultant 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 engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and the Retainer/Consultant 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 Retainer/Consultant of the Confidential Information.



9. Equitable Rights

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

10. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant 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 the Retainer/Consultant 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.

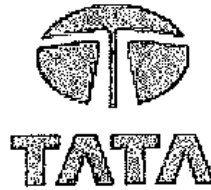


(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

11. Non-Compete

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.



Offer: Computer Consultancy
Ref: TCSL/DT20184215598/Chennai
Date: 20/03/2018

Mr. Pankaj Himmatmal Suthar
503, Prathmesh Bld, Sadguru Nagar, Devipada, Borivali East,
Devipada,
Mumbai-400066,
Maharashtra.
Tel# 91-9768790771

Dear Pankaj Himmatmal Suthar,

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 **₹1,89,402/-** 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.

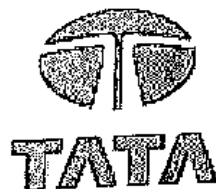
After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSL/DT20184215598

1

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 139 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 Service Line: 1800-209 3111 Email: careers@tcs.com



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹7,100/- 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 ₹2,840/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Conveyance Allowance

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

3. Leave Travel Allowance

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

4. Sundry Medical Reimbursement

You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for ₹6,000/- per annum or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.



5. Personal Allowance
You will be eligible for a monthly personal allowance of ₹100/- per month. This component is subject to review and may change as per TCSL's compensation policy.

6. 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.

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.

TCS Confidential
TCSL/DT20184215598

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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



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 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 expense-s 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.

TCS Confidential

TCSL/DT20184215598

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 149 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



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 in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination 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. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

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

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

2. Disclaimer

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

3. Training Period

Continuous Learning is a way of life in TCSL and forms a critical part of your employment with TCSL. On joining TCSL, you will be given the opportunity to undergo our Initial Learning program (ILP). This formal learning will add value to you as a professional and help you to excel in your career.

Formal assessments will be carried out during your learning period. The weighted average of these evaluations will be a major component of your first appraisal.

TCS Confidential

TCSL/DT20184215598

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 315 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 209 311 | Email: careers@tcs.com



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.

You may please note that in the event of your performance during the ILP falling short of the required standard, TCSL reserves the right to either extend your ILP or terminate your services. You will be confirmed at the end of twelve months from the date of joining TCSL. This confirmation will be communicated to you in writing.

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

4. Working Hours

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.

TCS Confidential

TCSL/DT20184215598

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

41/5/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai-600 143 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 3311 E-mail: careers@tcs.com



8. Alternative Occupation / Employment

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

TCS Confidential

TCSL/DT20184215598

TATA CONSULTANCY SERVICES

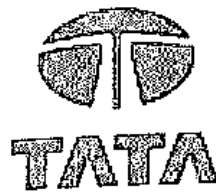
Tata Consultancy Services Limited

415/21-24, Kotharayan Nagar, Sholinganallur, Old Mahabalipuram, Chennai-600 119 Tamil Nadu, India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2535 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



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

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory at any point in time during your employment, TCSL may terminate your services by giving notice as mentioned herein above.

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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



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

18. Background Check
Your association with TCSL will be subject to a background check in line with TCS background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents
At the time of your joining, photocopy of the following documents should be submitted:

- Permanent Account Number (PAN) Card
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Diploma certificate and mark sheets of all semesters
- Degree certificate and mark sheets for all semesters
- Birth Certificate / Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
- An affidavit/notarised undertaking stating:
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - *If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

Please note that failure to produce the prescribed set of documents before completion of your Initial Learning Program would entitle TCSL to withdraw this offer letter.

TCS Confidential
TCSL/DT20184215598

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

4th/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu, India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2535 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



20. Initial Training Programme

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



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

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

TCS Confidential
TCSL/DT20184215598

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

415/21-24, Munarao Nagar, Sholinganallur, Old Madhavaram, Chennai-600 034, Tamil Nadu, India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2516 Website: www.tcs.com
Registered Office: Nirmal Building, 20th Fl, 100, Nariman Point, Mumbai-400 021
TCS Careers ServiceLine: 1800 209 3711 E-mail: careers@tcs.com



GROSS SALARY SHEET

Annexure 1

| | |
|----------------|-------------------------|
| Name | Pankaj Himmatmal Suthar |
| Designation | Graduate Trainee |
| Institute Name | Others |

Table 1: Compensation Details (All Components in INR)

| Component Category | Monthly | Annual |
|---------------------------------------|---------------|-----------------|
| 1) Fixed Compensation | | |
| Basic Salary | 7,100 | 85,200 |
| Bouquet Of Benefits # | 5,332 | 63,980 |
| 2) Performance Pay | | |
| Monthly Performance Pay | 1,500 | 18,000 |
| 3) Annual Components/Retirals | | |
| Health Insurance*** | NA | 7,900 |
| Provident Fund | 852 | 10,224 |
| Gratuity | 341 | 4,098 |
| Total of Annual Components & Retirals | 1,194 | 22,222 |
| Retention Incentive | NA | 0 |
| TOTAL GROSS | 15,126 | 1,89,402 |

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.

*** 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.

Table 2: TCSL defined structure for BoB (All Components in INR)

| Component Category | Monthly | Annual |
|----------------------------------|--------------|---------------|
| House Rent Allowance | 2,840 | 34,080 |
| Conveyance Allowance | 800 | 9,600 |
| Leave Travel Assistance | 592 | 7,100 |
| Sundry Medical Reimbursement | 500 | 6,000 |
| Food Card | 500 | 6,000 |
| Personal Allowance | 100 | 1,200 |
| GROSS BOUQUET OF BENEFITS | 5,332 | 63,980 |

CS Confidential

CSL/DT20184215598

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganalur, 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



Annexure 2

Regional Offices

| | |
|---|--|
| Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5 th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601 | Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore - 560 066 Tel: 080 - 67247000 Fax: 080 - 28410114 |
| Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555 | Delhi Lead-Talent Acquisition Tata Consultancy Services 5 th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735 |
| Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 - 66672000 Fax: 040 - 66672222 | Kolkata Lead-Talent Acquisition TATA Consultancy Services ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town, Kolkata - 700 156, West Bengal. Tel: 033 - 6653 0000 Fax : 033 - 6653 0003 |
| Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001 | Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190 |
| Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 - 66087777 Fax: 020 - 66087107 | Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499 |



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 Retainer/Consultant 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 Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant'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 Retainer/Consultant 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 Retainer/Consultant.

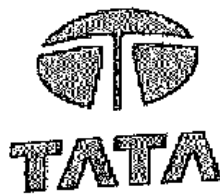


2. Retainer/Consultant's Obligations

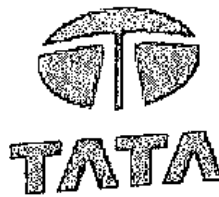
Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to 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 Retainer/Consultant-ship, the Retainer/Consultant 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

The Retainer/Consultant 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 Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant 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, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



- 4. Prior knowledge**
The Retainer/Consultant 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. The Retainer/Consultant 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**
The Retainer/Consultant 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**
The Retainer/Consultant agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.
- 7. Restriction on Retainer/Consultant's Rights**
The Retainer/Consultant 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 engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.
- 8. No License**
TCS and the Retainer/Consultant 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 Retainer/Consultant of the Confidential Information.



- 9. Equitable Rights**
The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by the Retainer/Consultant will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.
- 10. General**
(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant 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 the Retainer/Consultant 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 clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

1. Non-Compete

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.



Offer: Computer Consultancy
Ref: TCSL/DT20184226820/Chennai
Date: 20/03/2018

Mr. Abhishek Sachchidanand Pandey
Room No 7 Jai Bharat ChsBhabrekar Nagar,
Charkop Kandivali West,
Mumbai-400067,
Maharashtra.
Tel# 91-9867580344

Dear Abhishek Sachchidanand Pandey,

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 **₹1,89,402/-** 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSL/DT20184226820

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2525 Website: www.tcs.com

Registered Office: Nirmal Building, 5th Floor, Nariman Point, Mumbai - 400 021

TCS Careers Servicecentre: 1800 209 3111 E-mail: careers@tcs.com



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹7,100/- 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 ₹2,840/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Conveyance Allowance

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

3. Leave Travel Allowance

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

4. Sundry Medical Reimbursement

You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for ₹6,000/- per annum or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.

TCS Confidential

TCSL/DT20184226820

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Ref: 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 Service: 1800 209 3711 Email: careers@tcs.com



5. **Personal Allowance**

You will be eligible for a monthly personal allowance of ₹100/- per month. This component is subject to review and may change as per TCSL's compensation policy.

6. **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.

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 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 expense-s 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.

TCS Confidential

TCSL/DT20184226820

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

41, 42 & 24, Kumbakon Nagari, Sholinganallur, Old Mahabalipuram, Chennai-600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Web: www.tcs.com

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

TCS Careers Service Line: 1800 209 2911 Email: careers@tcs.com



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 in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination 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. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

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

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

2. Disclaimer

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

3. Training Period

Continuous Learning is a way of life in TCSL and forms a critical part of your employment with TCSL. On joining TCSL, you will be given the opportunity to undergo our Initial Learning program (ILP). This formal learning will add value to you as a professional and help you to excel in your career.

Formal assessments will be carried out during your learning period. The weighted average of these evaluations will be a major component of your first appraisal.



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.

You may please note that in the event of your performance during the ILP falling short of the required standard, TCSL reserves the right to either extend your ILP or terminate your services. You will be confirmed at the end of twelve months from the date of joining TCSL. This confirmation will be communicated to you in writing.

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

4. Working Hours

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.

TCS Confidential

TCSL/DT20184226820

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

45/21-24, Kumbakonam Nagar, Cholingeranallur, Old Mahabalipuram, Chennai 600 039 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

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

TCS Careers Service Line: 1800 209 3311 Email: careers@tcs.com



8. Alternative Occupation / Employment

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

TCS Confidential

TCSL/DT20184226820

TATA CONSULTANCY SERVICES

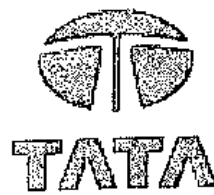
Tata Consultancy Services Limited

415/21-24 Kusanur Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2535 Website: www.tcs.com

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

TCS Careers ServiceLine: 1800 209 2111 Email: careers@tcs.com



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

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/or performance are not found satisfactory at any point in time during your employment, TCSL may terminate your services by giving notice as mentioned herein above.

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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



17. Employment of Non Indian Citizens

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

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted.

- Permanent Account Number (PAN) Card
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Diploma certificate and mark sheets of all semesters
- Degree certificate and mark sheets for all semesters
- Birth Certificate / Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
- An affidavit/notarised undertaking stating:
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - *If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

Please note that failure to produce the prescribed set of documents before completion of your Initial Learning Program would entitle TCSL to withdraw this offer letter.

TCS Confidential

TCSL/DT20184226820

TATA CONSULTANCY SERVICES

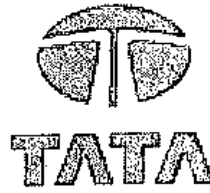
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai-600 119 Tamil Nadu, India

Tel: 91 44 6616 2322 Fax: 91 44 6616 2555 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Narayan Point, Mumbai-400 023

TCS Careers Service Line: 1800 209 371 | Email: careers@tcs.com



20. Initial Training Programme

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

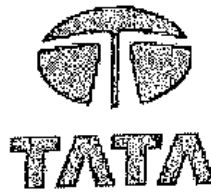
You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

 For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



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

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

TCS Confidential
TCSL/DT20184226820

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

415/21/24, Kamarajar Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 159 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2535 Website: www.tcs.com
Registered Office: Naraina Business Park, 9th Floor, Naraina Point, Mumbai 400 021
TCS Careers Service Line: 1800 209 3773 Email: careers@tcs.com



GROSS SALARY SHEET

Annexure 1

| | |
|----------------|-------------------------------|
| Name | Abhishek Sachchidanand Pandey |
| Designation | Graduate Trainee |
| Institute Name | Mumbai University |

Table 1: Compensation Details (All Components in INR)

| Component Category | Monthly | Annual |
|---------------------------------------|---------------|-----------------|
| 1) Fixed Compensation | | |
| Basic Salary | 7,100 | 85,200 |
| Bouquet Of Benefits # | 5,332 | 63,980 |
| 2) Performance Pay | | |
| Monthly Performance Pay | 1,500 | 18,000 |
| 3) Annual Components/Retirals | | |
| Health Insurance*** | NA | 7,900 |
| Provident Fund | 852 | 10,224 |
| Gratuity | 341 | 4,098 |
| Total of Annual Components & Retirals | 1,194 | 22,222 |
| Retention Incentive | NA | 0 |
| TOTAL GROSS | 15,126 | 1,89,402 |

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.

*** 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.

Table 2: TCSL defined structure for BoB (All Components in INR)

| Component Category | Monthly | Annual |
|----------------------------------|--------------|---------------|
| House Rent Allowance | 2,840 | 34,080 |
| Conveyance Allowance | 800 | 9,600 |
| Leave Travel Assistance | 592 | 7,100 |
| Sundry Medical Reimbursement | 500 | 6,000 |
| Food Card | 500 | 6,000 |
| Personal Allowance | 100 | 1,200 |
| GROSS BOUQUET OF BENEFITS | 5,332 | 63,980 |



Annexure 2

Regional Offices

| | |
|---|--|
| Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5 th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601 | Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114 |
| Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555 | Delhi Lead-Talent Acquisition Tata Consultancy Services 5 th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735 |
| Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 - 66672000 Fax: 040 - 66672222 | Kolkata Lead-Talent Acquisition TATA Consultancy Services ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town, Kolkata - 700 156, West Bengal. Tel: 033 - 6653 0000 Fax : 033 - 6653 0003 |
| Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001 | Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190 |
| Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107 | Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499 |



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 Retainer/Consultant 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 Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant'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 Retainer/Consultant 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 Retainer/Consultant.

TCS Confidential
TCSL/DT20184226820

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu
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

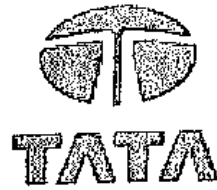


2. Retainer/Consultant's Obligations

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant 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 Retainer/Consultant-ship, the Retainer/Consultant 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

The Retainer/Consultant 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 Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant 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, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



4. Prior knowledge

The Retainer/Consultant 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. The Retainer/Consultant 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

The Retainer/Consultant 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

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

7. Restriction on Retainer/Consultant's Rights

The Retainer/Consultant 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 engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and the Retainer/Consultant 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 Retainer/Consultant of the Confidential Information.



9. Equitable Rights

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

10. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant 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 the Retainer/Consultant 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.

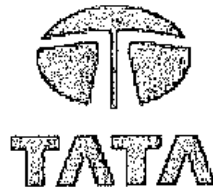


(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

11. Non-Compete

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.



Student 47 2017-18

Offer: Computer Consultancy
Ref: TCSL/DT20184226811/Chennai
Date: 20/03/2018

Mr. Meet Urmish Badani
405, Bhavik Darshan Rokadia Lane,
Borivali West,
Mumbai-400092,
Maharashtra.
Tel# 91-7021580067

Dear Meet Urmish Badani,

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 **₹1,89,402/-** per annum, as per the terms and conditions set out herein.

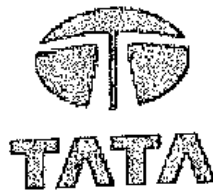
Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSL/DT20184226811

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

41/20/21/24, Kumbakonam Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu, India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2535 Website: www.tcs.com
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service line: 1800 209 3311 E-mail: careers@tcs.com



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹7,100/- 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 ₹2,840/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Conveyance Allowance

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

3. Leave Travel Allowance

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

4. Sundry Medical Reimbursement

You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for ₹6,000/- per annum or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.

TCS Confidential

TCSL/DT20184226811

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumbhar 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: Narmal Building, 9th Floor, Narlinan Point, Mumbai 400 021

TCS Careers Service Line: 1800 295 3111 Email: careers@tcs.com



5. **Personal Allowance**

You will be eligible for a monthly personal allowance of ₹100/- per month. This component is subject to review and may change as per TCSL's compensation policy.

6. **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.

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.

TCS Confidential

TCSL/DT20184226811

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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, Nandanam Road, Mumbai 400 021

TCS Careers Service Line: 1800 209 2111 E-mail: careers@tcs.com



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 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 expense-s 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.

TCS Confidential

TCSL/DT20184226811

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganalkur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Web site: www.tcs.com

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

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



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 in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination 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. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

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

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

2. Disclaimer

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

3. Training Period

Continuous Learning is a way of life in TCSL and forms a critical part of your employment with TCSL. On joining TCSL, you will be given the opportunity to undergo our Initial Learning program (ILP). This formal learning will add value to you as a professional and help you to excel in your career.

Formal assessments will be carried out during your learning period. The weighted average of these evaluations will be a major component of your first appraisal.



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.

You may please note that in the event of your performance during the ILP falling short of the required standard, TCSL reserves the right to either extend your ILP or terminate your services. You will be confirmed at the end of twelve months from the date of joining TCSL. This confirmation will be communicated to you in writing.

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

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

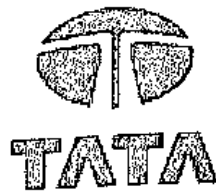
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

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



8. **Alternative Occupation / Employment**

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

9. **Confidentiality Agreement**

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

10. **Service Agreement**

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

11. **Overseas International Assignment Agreement**

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

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



12. Terms and Conditions

The above terms and conditions 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

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory at any point in time during your employment, TCSL may terminate your services by giving notice as mentioned herein above.

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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



7. 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.

8. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted.

- Permanent Account Number (PAN) Card
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Diploma certificate and mark sheets of all semesters
- Degree certificate and mark sheets for all semesters
- Birth Certificate / Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
- An affidavit/notarised undertaking stating:
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - *If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

Please note that failure to produce the prescribed set of documents before completion of your Initial Learning Program would entitle TCSL to withdraw this offer letter.

TCS Confidential

TCSL/DT20184226811

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

41/5/21-24, Kurnaman 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 3711 Email: careers@tcs.com



20. Initial Training Programme

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



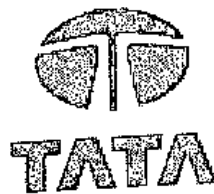
[Click here](#) or use a QR code scanner from your mobile
to validate the offer letter

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

TCS Confidential
TCSL/DT20184226811

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

415/21-24, Komaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 139 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



GROSS SALARY SHEET

Annexure 1

| | |
|----------------|--------------------|
| Name | Meet Urmish Badani |
| Designation | Graduate Trainee |
| Institute Name | Others |

Table 1: Compensation Details (All Components in INR)

| Component Category | Monthly | Annual |
|---------------------------------------|---------------|-----------------|
| 1) Fixed Compensation | | |
| Basic Salary | 7,100 | 85,200 |
| Bouquet Of Benefits # | 5,332 | 63,980 |
| 2) Performance Pay | | |
| Monthly Performance Pay | 1,500 | 18,000 |
| 3) Annual Components/Retirals | | |
| Health Insurance*** | NA | 7,900 |
| Provident Fund | 852 | 10,224 |
| Gratuity | 341 | 4,098 |
| Total of Annual Components & Retirals | 1,194 | 22,222 |
| Retention Incentive | NA | 0 |
| TOTAL GROSS | 15,126 | 1,89,402 |

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.

*** 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.

Table 2: TCSL defined structure for BoB (All Components in INR)

| Component Category | Monthly | Annual |
|----------------------------------|--------------|---------------|
| House Rent Allowance | 2,840 | 34,080 |
| Conveyance Allowance | 800 | 9,600 |
| Leave Travel Assistance | 592 | 7,100 |
| Sundry Medical Reimbursement | 500 | 6,000 |
| Food Card | 500 | 6,000 |
| Personal Allowance | 100 | 1,200 |
| GROSS BOUQUET OF BENEFITS | 5,332 | 63,980 |



Annexure 2

Regional Offices

| | |
|---|--|
| Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5 th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601 | Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114 |
| Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555 | Delhi Lead-Talent Acquisition Tata Consultancy Services 5 th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735 |
| Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 - 66672000 Fax: 040 - 66672222 | Kolkata Lead-Talent Acquisition TATA Consultancy Services ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town, Kolkata - 700 156, West Bengal. Tel: 033 - 6653 0000 Fax : 033 - 6653 0003 |
| Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001 | Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190 |
| Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107 | Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499 |



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 Retainer/Consultant and shall include the following:

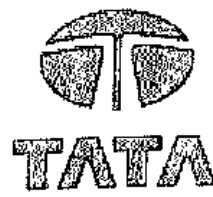
(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant'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 Retainer/Consultant 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 Retainer/Consultant.

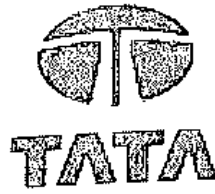


2. Retainer/Consultant's Obligations

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant 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 Retainer/Consultant-ship, the Retainer/Consultant 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

The Retainer/Consultant 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 Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant 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, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



- 1. Prior knowledge**

The Retainer/Consultant 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. The Retainer/Consultant 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**

The Retainer/Consultant 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**

The Retainer/Consultant agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.
- 7. Restriction on Retainer/Consultant's Rights**

The Retainer/Consultant 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 engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.
- 8. No License**

TCS and the Retainer/Consultant 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 Retainer/Consultant of the Confidential Information.



9. Equitable Rights

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

10. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant 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 the Retainer/Consultant 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.

TCS Confidential

TCSL/DT20184226811

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

41/7/21-25, Ponnambalagan, Cholingerallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2535 Website: www.tcs.com

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

TCS Careers Service Line: 1800 209 3511 Email: careers@tcs.com



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

(f) The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

.Non-Compete

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.



Ref: TCSL/DT20184958858/1224336/Mumbai
Date: 23-03-2019

MR. RUDRESH SUNIL VYAS
A-4/11 Mira Co-Op Hsg Society Western Express Highway,
Behind Amar Palace Hotel, Mira Road East,
Maharashtra-401107.
Tel# 918779004521

Sub: Joining Letter

Dear Mr. Rudresh Sunil Vyas,

Welcome to TATA Consultancy Services Limited (TCSL). We are glad that you have accepted our offer and look forward to you being a part of our family.

We are pleased to inform you that your Initial Learning Program (ILP) at TCSL will commence on **11th April 2019 at Trivandrum**. You are requested to report at the address detailed below on **11th April 2019 at 08:30 AM**.

Tata Consultancy Services Ltd.
Peepul Park, Technopark Campus,
Kariyavattom P.O.,
Trivandrum, Kerala-695581.
(Route map of the ILP Centre can be viewed on TCS NextStep>>ILP Corner>>ILP Centres)

Contact Person: Mr. Paul Joseph Fernandez
Phone: 914716629400
Email Id: paul.f@tcs.com
(Contact Hours: Monday - Friday, 9 AM to 6 PM)

Please download the Joining Letter Annexure (TCS NextStep>>ILP Corner>> Joining Letter) detailing the formalities to be complied with prior to the commencement of your learning.

We are confident that with your academic background and experience, you will find yourself very comfortable in an extremely illuminating learning environment and we have no doubt that you will add immense value to your profile at the end of this programme. This would also open a window to the TCSL way of life and would help you to integrate yourself into the TCSL mainstream.

Accommodation would be arranged by TCSL at the ILP Centres and the rent towards the same would be deducted from your HRA. Details of the accommodation will be sent to you in a separate mail one week before your ILP start date. Travel expenses to the location of ILP will not be reimbursed.

Private and Confidential

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Akroti Business Port, Gateway Park, Road NO 13, MIDC, Andheri, Mumbai 400 093, India

Tel 91 22 6779 6868 Fax 91 22 6779 6855 Website www.tcs.com

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



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.

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

We would like you to confirm your acceptance of joining this batch by clicking on the 'I Accept' button online. In the event of us not receiving an update, TCSL reserves the right to withdraw the offer. If you fail to join on the date provided in the TCSL Joining letter, the offer dated 01-03-2019 will stand automatically terminated at the discretion of TCSL.

We are sure you are as excited to be a part of this great family, just as we are to have you with us. Together, let us take TCSL to greater heights! Wish you the very best!

With warm regards,

Yours sincerely,

K Ganesan
Global Head Talent Acquisition & AIP



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