



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

**Date: April 1, 2019**

**Ref No: HR/Campus/LO201972274/1**

**Shazia Ansari**  
**MAHARASHTRA COLLEGE**

### **Letter of Intent ("LOI")**

Dear Shazia Ansari,

With reference to your interview conducted by us at **Maharashtra College of Arts and Commerce**, 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 and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

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

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

Upon joining Capgemini,

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



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

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

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

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com)

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

**Puneet Kumra**  
**Head - Fresher Hiring**



## ANNEXURE 1

**Shazia Ansari**

**Associate and A3**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty 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.

**For & On Behalf of Capgemini**

**Puneet Kumra**  
**Head - Fresher Hiring**

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

**Candidate Name:** Shazia Ansari

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



HRD/2T/13087319/19-20

Ms. Shazia Moqueetur Rehman Ansari  
Candidate ID: 13087319  
122/2, Lambi Cement Chawl  
Station Road, Byculla  
Mumbai - 4000011  
Maharashtra  
India  
Ph: (91) 80977 95456

September 12, 2019

Dear Shazia,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources – Infosys Limited**

**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](mailto:askus@infosys.com)  
[www.infosys.com](http://www.infosys.com)

Digitally signed by RICHARD LOBO  
Date: 2019.09.12 16:24:27 +05:30  
Reason: Offer Letter  
Location: Bangalore



HRD/2T/13087319/19-20

Ms. Shazia Moqueetur Rehman Ansari  
Candidate ID: 13087319  
122/2, Lambi Cement Chawl  
Station Road, Byculla  
Mumbai - 4000011  
Maharashtra  
India  
Ph: (91) 80977 95456

September 12, 2019

Dear Shazia,

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 **January 13, 2020**.

#### 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](http://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) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

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

### Insurance

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

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 program 2018-2019. 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 require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure 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 and Head Human Resources – Infosys Limited

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

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

Sign your name

Print your name	Location
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Enclosures: Annexure - I (Compensation)

**ANNEXURE –I**  
**(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Ms. Shazia Moqeetur Rehman Ansari			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY	13,582			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580			
MONTHLY GROSS SALARY	16,162			
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136			
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary	1,630			
GRATUITY - 4.81% of Basic Salary*	653			
FIXED GROSS SALARY (1+2+3)	18,581			
TOTAL GROSS SALARY	18,581			
OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
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.				





Offer Letter

8<sup>th</sup> July 2019

Ebad Mohammed Husain  
Mumbai

Dear Ebad,

This has reference to your application for a suitable post and the subsequent interview you had with us.

We are pleased to offer you the position of **Trainee** for a period of 12 months in our organization. You will be located at our **Mumbai** office.

You will be entitled for Annual CTC of **Rs. 2,40,000/- (Rupees Two Lakhs Forty Thousand Only)**.

Kindly contact the HR Department to complete joining formalities on the day of your joining. Also, kindly bring with you the following documents.

1. Original and Photocopy of Certificate of Educational/Professional qualifications.(1 copy)
2. Passport Size Color Photographs. (6 copies)
3. Photocopy of your Birth Certificate or Proof of Age. (3 copies)
4. Photocopy of your Passport / Ration Card / Voter ID / Aadhar Card / Driving License. (3 copies)
5. Pan Card Copy - (3 copies).

Please return the duplicate copy of this letter duly signed by you as a token of your acceptance of the above terms and conditions. The detailed trainee letter will be issued on your joining date.

For **Clover Infotech Pvt. Ltd.,**



**Elizabeth Paul**  
Senior Vice President – Human Resources

**Clover Infotech Private Limited**

Corporate Office: Dhana Singh Processors Building, Vazir Glass Lane, J. B. Nagar, Andheri (E), Mumbai-400059, Maharashtra, India. Tel: +91 22-29261650 Fax: +91 22-29262001  
Registered Office: Clover Centrum, No. 5, Galaxy Society, 245 Boat Club Road, Pune 411 001, Maharashtra, India. Tel: +91 20 26160022/23/24, 6726 5700 Fax: +91 20 2616 0020  
Website: www.cloverinfotech.com Email: clover.info@cloverinfotech.com CIN No. U72200PN2000PTC014922  
India | Dubai | USA



OFFER LETTER

March 26, 2019

To,

**Shaikh Gufran Ahmed Saleem**

Dear Gufran,

Thank you for the keen interest you have shown in our organization. Consequent to your application and the subsequent discussions you had with us, we are pleased to offer you the position of **Trainee in Genesys International Corporation Limited**. Please accept our heartiest congratulations and we welcome you to our pursuit of excellence.

As discussed your **CTC** will be **Rs. 2,20,000 /- PA**. The detailed break-up of salary will be furnished in the appointment letter which shall be given to you at the time of joining the company subject to your medical fitness.

You are required to join the services of the Company latest by **March 25<sup>th</sup>, 2019**. We shall appreciate your confirmation of the above offer by **March 26, 2019**. Non-acceptance before the stipulated date shall make this offer redundant automatically.

*SM*

Offer Letter

Gen - Confidential

1



HRD/2T/1000807364/20-21

February 15, 2021

Ms. Unaiza Naseer Ansari  
434/4Th Flr, Ashrafi Manzil,  
Badloo Rangari Street Byculla  
Mumbai-400008  
India

Ph: +91-7400380097

Dear Unaiza,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

Signature Not Verified  
Digitally signed by Richard Lobo  
Date: 2021.02.15 17:48:04 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
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askus@infosys.com  
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HRD/1000807364/20-21

February 15, 2021

Ms. Unaiza Naseer Ansari  
434/4Th Flr, Ashrafi Manzil,  
Badloo Rangari Street Byculla  
Mumbai-400008  
India

Ph: +91-7400380097

Dear Unaiza,

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

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **10-May-2021**.

### **Location**

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

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

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

### **Training**

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

## **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

## **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

## **Transfer**

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

## **Agreement**

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

### **Passport and Driving License**

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

### **Compensation and Benefits**

#### **Salary**

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of **INR 461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

#### **Ex - Gratia / Bonus**

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2020-21 will be as follows:

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

#### **Insurance**

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

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

### Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

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

### Background Checks

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

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

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

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

## 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 program 2020-21. 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 require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company.  
The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.  
As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

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

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

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

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

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

\_\_\_\_\_  
Print your full Name                      Location

Signature Not Verified  
Digitally signed by Richard Lobo  
Date: 2021.02.15 17:48:04 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

## ANNEXURE - I

(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Unaiza Naseer Ansari
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
<b>MONTHLY GROSS SALARY</b>	<b>16,162</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				





Offer Letter

26th April, 2022

Suraj Gupta  
Mumbai

Dear Suraj,

This has reference to your application for a suitable post and the subsequent interview you had with us.

We are pleased to offer you the position of **Trainee** for a period of 12 months in our organization. You will be located at our **Mumbai** office.


You will be entitled for Annual CTC of Rs. 2,40,000/- (Rupees Two Lakh and Forty Thousand Only).

Kindly contact the HR Department to complete joining formalities on the day of your joining. Also, kindly bring with you the following documents.

1. Original and Photocopy of Certificate of Educational/Professional qualifications. (1 copy)
2. Passport Size Color Photographs. (6 copies)
3. Photocopy of your Birth Certificate or Proof of Age. (3 copies)
4. Photocopy of your Passport / Ration Card / Voter ID / Aadhar Card / Driving License. (3 copies)
5. Pan Card Copy - (3 copies).

Please return the duplicate copy of this letter duly signed by you as a token of your acceptance of the above terms and conditions. The detailed trainee letter will be issued on your joining date.

For Clover Infotech Pvt. Ltd.,



Elizabeth Paul

Senior Vice President – Human Resources

Confidential

---

**Clover Infotech Private Limited**

Corporate Office: Dhana Singh Processors Building, Vazir Glass Lane, J. B. Nagar, Andheri (E), Mumbai-400059, Maharashtra, India. Tel: +91 22 29261650 Fax: +91 22 29262991  
Registered Office: Clover Centrum No. 5, Galaxy Society, 245 Boat Club Road, Pune 411 001, Maharashtra, India. Tel: +91 20 26160022/23/24. 8/25 5:00 Fax: +91 20 2616 0029  
Website: www.cloverinfotech.com Email: clover.info@cloverinfotech.com CIN No. U72200PN2000PTC014922

India | UAE | USA



VoLTE 14% 9:18 pm



# Confirmation Mail - Shaikh Aisha Mohd Aslam



Inbox



Ajay Kurlekar 6:00 pm



to me, Suresh, Laks... ▾

Dear Aisha,



We are happy to inform you  
that your candidature has  
been selected for the position  
of **Trainee** at Clover Infotech  
Pvt Ltd.

This selection has been made



## Confirmation Mail - Ansari

Ayesha Rashid Inbox



Ajay Kurlekar 6:00 PM

to me, Suresh, Lakshmi, Swa... ▾



Dear Ayesha,



We are happy to inform you that your candidature has been selected for the position of **Trainee** at Clover Infotech Pvt Ltd.

This selection has been made based on the entire interview process (Aptitude Test, Technical & HR Round)

You have successfully completed all the rounds.

Your Date of Joining (DoJ) **will be confirmed soon.**

Please revert with your acceptance on the terms & conditions and relocation for further process.

All the Best !!!

- Kindly, Find enclosed the Trainee Agreement which will be assigned by you on your Joining the organization.
- We Wait for your confirmation on the same by **12th April 2022** to enable us to initiate the on-boarding process.

### DD procedure :

- Demand Draft would be in favour of –  
“**Clover Infotech Pvt. Ltd.**”
- Payable at – Mumbai
- Amount – Rs. 1 LAKH
- Refer to attachment - first day joining papers

9:16

Voij 4G LTE1 Voij 64% LTE2



## Confirmation Mail - Safiya Shaikh



Inbox



Ajay Kurlekar 5:57 pm

to me, Suresh, Lakshmi, Swapnal... ▾



Dear Safiya,



We are happy to inform you that your candidature has been selected for the position of **Trainee** at Clover Infotech Pvt Ltd.

This selection has been made based on the entire interview process (Aptitude Test, Technical & HR Round)

You have successfully completed all the rounds.

Your Date of Joining (DoJ) **will be confirmed soon.**

Please revert with your acceptance on the terms & conditions and relocation for further process.

All the Best !!!

- Kindly, Find enclosed the Trainee Agreement which will be assigned by you on your Joining the organization.
- We Wait for your confirmation on the same by **12th April 2022** to enable us to initiate the on-boarding process.

### DD procedure :

- Demand Draft would be in favour of – **"Clover Infotech Pvt. Ltd."**
- Payable at – Mumbai
- Amount – Rs. 1 LAKH
- Refer to attachment - first day joining papers





Dear Shebel,



We are happy to inform you that your candidature has been selected for the position of **Trainee** at Clover Infotech Pvt Ltd.

This selection has been made based on the entire interview process (Aptitude Test, Technical & HR Round)

You have successfully completed all the rounds.

Your Date of Joining (DoJ) **will be confirmed soon.**

Please revert with your acceptance on the terms & conditions and relocation for further process.

All the Best !!!

- Kindly, Find enclosed the Trainee Agreement which will be assigned by you on your Joining the organization.
- We Wait for your confirmation on the same by **12th April 2022** to enable us to initiate the on-boarding process.

**DD procedure :**

- Demand Draft would be in favour of – “**Clover Infotech Pvt. Ltd.**”
- Payable at – Mumbai
- Amount – Rs. 1 LAKH
- Refer to attachment - first day joining papers
- Kindly Carry DD on **your DoJ.**
- Feel free to connect in case of any queries

**Thanks & regards,**

Ajay Kurlekar

*Asst. Manager – Talent Acquisition*





Dear Sumit,



We are happy to inform you that your candidature has been selected for the position of **Trainee** at Clover Infotech Pvt Ltd.

This selection has been made based on the entire interview process (Aptitude Test, Technical & HR Round)

You have successfully completed all the rounds.

Your Date of Joining (DoJ) **will be confirmed soon.**

Please revert with your acceptance on the terms & conditions and relocation for further process.

All the Best !!!

- Kindly, Find enclosed the Trainee Agreement which will be assigned by you on your joining the organization.



Reply



Reply all



Forward



Delete



Thread

# Confirmation Mail - Talib



Iqbal Khan Inbox



**Ajay Kurlekar** 11 Apr  
to me, Suresh, Laksh... ▾



Dear Talib,



We are happy to inform you that your candidature has been selected for the position of **Trainee** at Clover Infotech Pvt Ltd.

This selection has been made based on the entire interview process (Aptitude Test, Technical & HR Round) You have successfully completed all the rounds. Your Date of Joining (DoJ) **will be confirmed soon.**



Confirmation Mail - Mohammed Akbar Ansari



Ajay Kurlekar

ansariakbar179@outlook.com, + 5

5:55 PM



FIRST DAY JOINING PAPERS.PDF

PDF - 347 KB



Tr  
PC

📎 2 attachments (642 KB)

Dear Akbar,



We are happy to inform you that your candidature has been selected for the position of **Trainee** at Clover Infotech Pvt Ltd.

This selection has been made based on the entire interview process (Aptitude Test, Technical & HR Round)

You have successfully completed all the rounds.

Your Date of Joining (DoJ) **will be confirmed soon.**

Please revert with your acceptance on the terms & conditions and relocation for further process.

All the Best !!!

- Kindly, Find enclosed the Trainee Agreement



Reply to all



8:26

VoLTE1 VoLTE2 90%



## Complete Pre-Offer process

Inbox



AMPA 11 Apr

to me, monali, christy.severance



Hi Shebel Qureshi,

Thank you for your interest in pursuing a career with "AMPA"

You are required to submit more information to proceed further.  
Begin your Pre-Offer process by clicking the link below.

[Click Here](#)

If you are not able to access the "Click here" button above, please click the link below.  
[https://ampa.darwinbox.in/ms/candidate/pre\\_offer](https://ampa.darwinbox.in/ms/candidate/pre_offer)

Regards,  
Team HR,  
AMPA

Powered By : [Darwinbox](#)

Reply

Reply all

Forward

← **Selections @toothsi | Maharashtra College ...**

displayed by students of **Maharashtra College of Arts, Science & Commerce** at toothsi campus hiring drive, held on **7th April 2022**.

It gives me immense happiness to inform you that the students have passed the below mentioned selection process with flying colours.

Interviews:

- Operations round of interview: Initial interaction with our subject matter expert who gauges their technical ability.
- HR Interview: Here, they are gauged on the stability and culture fit in the organization. Informed about various HR policies in terms of salary, relocation assistance, leave policy, work timings.

Below mentioned students have been selected for toothsi and are requested to join us on **6th June 2022**,

1. Aisha Shaikh
2. Sumit Singh
3. MD Akbar Ansari
4. Shreya Tiwari
5. MD Shebel Qureshi

As you continue playing a vital and crucial role of a mentor in their education journey. We take this opportunity to express our gratitude for encouraging the students to explore exciting career opportunities with us.

Many thanks for your support and co-operation. We look forward to a long-term association.

Regards,  
Monali Gajbe  
DGM- Human Resources  
[www.toothsi.in](http://www.toothsi.in) | [monali@toothsi.in](mailto:monali@toothsi.in)

--

Regards,

**Arwa Dahodwala**  
Human Resource

E: [arwa@toothsi.in](mailto:arwa@toothsi.in)  
W: [www.toothsi.in](http://www.toothsi.in)



Delete



Archive



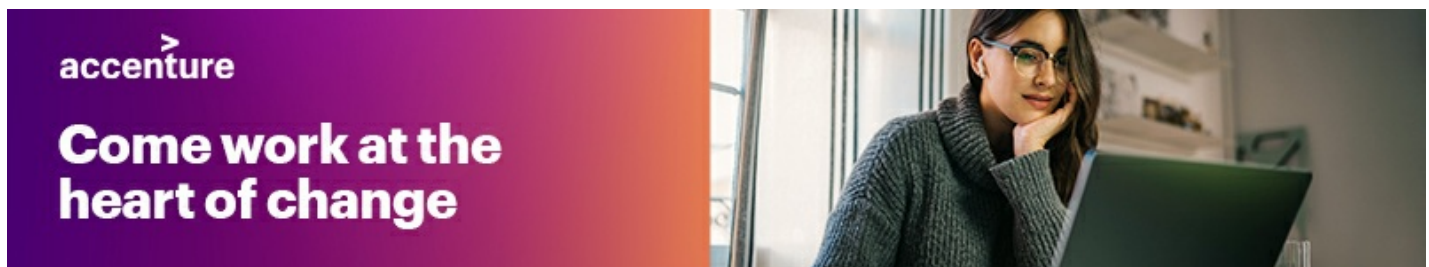
Move



Forward



More



To,

**Name :** Safiya Shaikh

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

Dear Safiya Shaikh,

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

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

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

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

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

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

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

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

#### **Annexure A**

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

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

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

“This is an electronically generated document does not require signatures”

14<sup>th</sup> April 2022

**Ms. Aisha Shaikh**

Chimna Butches Street,,  
Jamnadas Bldg, C Block,  
Room No.39, 1<sup>ST</sup> Floor Mumbai - 400003

**Dear Aisha,**

With reference to your application and subsequent interviews you had with us, we are pleased to engage you as **"Trainee"** in our Company on the following terms and conditions:

1. You will undergo training for duration of 6 (Six) Months from the date of your joining with a stipend of **Rs. 20,000/- per month** (Rupees Twenty Thousand Only). TDS deduction applicable.
2. On completion of 6 Months, you will be working as **Associate** on a revised Stipend as per your performance and to a maximum of **Rs. 25,000/- per month** (Rupees Twenty Five Thousand only). TDS deduction applicable
3. On expiry of the said period, Regularization of Employment and CTC, thereafter, will be based on your Performance during the entire 1 year.
4. We would like you to join us on or before **9<sup>th</sup> May 2022**. If you fail to join us by this date it will be presumed that you are no longer interested in making a career with the company and so this offer would be treated as withdrawn.
5. On Joining you will have to sign a Service Agreement for a period of **2 years** with a Breach Amount of Rs. 3,00,000/- (Three Lakhs Only) (including your Training Period). In case of breach of Service Agreement, the breach amount is not pro-rated and recovery is in full.
6. No other benefits or allowances as paid to the regular employee of the Company shall be admissible to you during training period.
7. During your Training Period the Notice Period applicable is 1 month (30 Days) or as mutually decided. After the completion of Training Period duration, once you are converted to Regular Employee, Notice Period applicability is 3 months (90 Days) and the Service Agreement continues to stay as it is.
8. You shall not take up any employment or any kind of engagement with any of our customers for a period of **Two years** from the date of separation from our company.
9. You will not give out to anyone by word of mouth or otherwise particulars or details of various processes, technical know-how, security arrangements, and administrative and/or organizational matters pertaining to the Company, which may be your personal privilege to know by virtue of your being trained in the Company.
10. The Management will expect you to work in any section/department in which you are placed with a high standard of initiative, efficiency and economy.
11. You will follow general rules of decorum and discipline and shall be subjected to same incoming and outgoing rules of office timings applicable to regular employees of the Company.



12. The Management may transfer you for training in any section/department of the whether existing at present or to be set up in future as it may consider necessary in its own judgement from time to time.
13. You will devote full time and attention to the work of the Company and will not undertake any indirect business or work honorary or remuneratory, except with the prior permission of the Management in each case.
14. Currently your place of posting is **Mumbai** and subject to change as per Company's requirement.
15. During the training period, you will submit by first of every month, a report reviewing your work, which will also include the details discussed and observations/suggestions you may have to make to your Reporting Manager.
16. You will be entitled for 1 (ONE) day leave in a month during your training period, which will lapse if not availed in the given month. In case you avail more than 1 (ONE) leave per month then they will be treated as LWOP.
17. **It is mandatory to take prior permission from your Reporting Manager before going on a pre-planned Leave.**

We look forward to having you with us soon.

Sincerely yours,

  
Prachnesh Bhonsale  
Senior Vice President

I have read and understood the terms and conditions stated above and in the earlier pages and hereby signify my acceptance of the same.

Signature.....  
**Aisha Shaikh**

14<sup>th</sup> April 2022

**Mr. Mohammed Akbar Ansari**

Shamim Palace,  
Flat no. 804, Mominpura Tank Pakhadi Rd  
Byculla West, Mumbai - 400011

**Dear Mohammed Akbar,**

With reference to your application and subsequent interviews you had with us, we are pleased to engage you as **"Trainee"** in our Company on the following terms and conditions:

1. You will undergo training for duration of 6 (Six) Months from the date of your joining with a stipend of **Rs. 20,000/- per month** (Rupees Twenty Thousand Only). TDS deduction applicable.
2. On completion of 6 Months, you will be working as **Associate** on a revised Stipend as per your performance and to a maximum of **Rs. 25,000/- per month** (Rupees Twenty Five Thousand only). TDS deduction applicable
3. On expiry of the said period, Regularization of Employment and CTC, thereafter, will be based on your Performance during the entire 1 year.
4. We would like you to join us on or before **9<sup>th</sup> May 2022**. If you fail to join us by this date it will be presumed that you are no longer interested in making a career with the company and so this offer would be treated as withdrawn.
5. On Joining you will have to sign a Service Agreement for a period of **2 years** with a Breach Amount of Rs. 3,00,000/- (Three Lakhs Only) (including your Training Period). In case of breach of Service Agreement, the breach amount is not pro-rated and recovery is in full.
6. No other benefits or allowances as paid to the regular employee of the Company shall be admissible to you during training period.
7. During your Training Period the Notice Period applicable is 1 month (30 Days) or as mutually decided. After the completion of Training Period duration, once you are converted to Regular Employee, Notice Period applicability is 3 months (90 Days) and the Service Agreement continues to stay as it is.
8. You shall not take up any employment or any kind of engagement with any of our customers for a period of **Two years** from the date of separation from our company.
9. You will not give out to anyone by word of mouth or otherwise particulars or details of various processes, technical know-how, security arrangements, and administrative and/or organizational matters pertaining to the Company, which may be your personal privilege to know by virtue of your being trained in the Company.
10. The Management will expect you to work in any section/department in which you are placed with a high standard of initiative, efficiency and economy.
11. You will follow general rules of decorum and discipline and shall be subjected to same incoming and outgoing rules of office timings applicable to regular employees of the Company.

12. The Management may transfer you for training in any section/department of the whether existing at present or to be set up in future as it may consider necessary in its own judgement from time to time.
13. You will devote full time and attention to the work of the Company and will not undertake any indirect business or work honorary or remuneratory, except with the prior permission of the Management in each case.
14. Currently your place of posting is **Mumbai** and subject to change as per Company's requirement.
15. During the training period, you will submit by first of every month, a report reviewing your work, which will also include the details discussed and observations/suggestions you may have to make to your Reporting Manager.
16. You will be entitled for 1 (ONE) day leave in a month during your training period, which will lapse if not availed in the given month. In case you avail more than 1 (ONE) leave per month then they will be treated as LWOP.
17. **It is mandatory to take prior permission from your Reporting Manager before going on a pre-planned Leave.**

We look forward to having you with us soon.

Sincerely yours,

  
Pradhnesh Bhonsale  
Senior Vice President

I have read and understood the terms and conditions stated above and in the earlier pages and hereby signify my acceptance of the same.

Signature.....  
**Mohammed Akbar Ansari**



**OFFER LETTER**

**March 23, 2022**  
**NSEIT/HR/OL/IMS/07553**

**To,**  
**Shubham Gupta**  
**Room No.8 Taiyab Building,**  
**Arthar Road Sane Guruji Marg, Near Sant Gadge Maharaj Chowk**  
**Satrapata Jacob Circle,**  
**Mumbai 400011**

**Dear Shubham Gupta,**

Further to your application and subsequent discussions that we had with you, we are pleased to offer you the position of a **“Trainee Engineer”** in our company.

1. Your traineeship will be for a period of Two years from the date of your appointment in the company.
2. During training period, you will be eligible for a monthly gross salary of **Rs.22800/-** per month.
3. You are required to sign a commitment for serving the organization for a minimum period of 2 years from the date of joining the organization.
4. Your appointment will be subject to you being found medically fit for service in the company and satisfactory report thereof being received.

If you find the above terms and conditions acceptable, we expect you to join us on or before **March 29, 2022**

Kindly return the duplicate copy of this letter duly signed as a token of acceptance of offer.

A detailed appointment letter will be issued to you on joining.

We look forward to work with you.

Yours Sincerely,  
For NSEIT Ltd.



**Tina Mathew**  
**Head – HR**

**OFFER LETTER OFFICE COPY**

**March 23, 2022**  
**NSEIT/HR/OL/IMS/07553**

**To,**  
**Shubham Gupta**  
**Room No.8 Taiyab Building,**  
**Arthar Road Sane Guruji Marg, Near Sant Gadge Maharaj Chowk**  
**Satrapa Jacob Circle,**  
**Mumbai 400011**

**Dear Shubham Gupta,**

Further to your application and subsequent discussions that we had with you, we are pleased to offer you the position of a **“Trainee Engineer”** in our company.

1. Your traineeship will be for a period of Two years from the date of your appointment in the company.
2. During training period, you will be eligible for a monthly gross salary of **Rs. 22800/-** per month.
3. You are required to sign a commitment for serving the organization for a minimum period of 2 years from the date of joining the organization.
4. Your appointment will be subject to you being found medically fit for service in the company and satisfactory report thereof being received.

If you find the above terms and conditions acceptable, we expect you to join us on or before.

Kindly return the duplicate copy of this letter duly signed as a token of acceptance of offer **March 29, 2022**.

A detailed appointment letter will be issued to you on joining.

We look forward to work with you.

Yours Sincerely,  
For NSEIT Ltd.



**Tina Mathew**  
**Head – HR**

***I accept the terms and conditions of my Offer.***

\_\_\_\_\_  
***Signature & Date***

### **OFFER DETAILS**

**Place of Work:**

The initial place of work for carrying out your assignment shall be as given below:

**Posting Location:** Mumbai

**Base Location:** Mumbai

**Area of Operation:** NA

**Note:** NA

Your working days will be **Monday to Friday**.

**Remuneration:**

Your salary and allowances will be as per the details attached to this letter and marked as Annexure I.

**Probation:**

You will be on probation for a period of 6 months from your date of joining.

**Medical Fitness:**

Your appointment will be subject to your being found medically fit for service in the Company and furnishing a duly stamped and signed letter by a registered medical practitioner as a memorandum thereof

**Submission of Documents:**

At the time of reporting for duty the documents as per Annexure II should be submitted. Original documents must be produced for verification purposes and the same will be returned to you after completion of the verification process. The Company reserves the right to revoke the offer or appointment if any discrepancy is found in your documents. If any statement, documentation, declaration or information given by you at any time, is found to be fraudulent / false or if any material / particular is suppressed / misinformed, your services are liable to be terminated forthwith without any notice or compensation in lieu thereof.

Your appointment will be subject to your furnishing such information as the Company may require from time to time and subject to your services being acceptable in the light of the information furnished.

**Background Verification:**

The Company reserves the right to carry out reference verifications or background checks (not restricted to the last salary drawn, past employment, use of banned / illegal drugs / narcotic substances, criminal records etc.) prior to your joining the Company or during the course of your employment with the Company. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks are carried out by the company or a third party agency engaged by the company.

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Initials

**Notice Period / Termination:**

- a. Either party can terminate the contract of employment by giving 90 (Ninety) days notice in writing (subject further that such requirement shall extend to you during the tenure of probation period as well) subject to the Company's right to pay salary in lieu thereof to you. The Company may also waive the requirement of serving notice period by you, either in full or part, solely at its own discretion and recover salary in lieu of notice period (*pro rata if applicable*) from you. However, should you sign any Service Agreement / undertaking with the company as a part of your employment process or later during the course of your employment with the company, you will then not be allowed to terminate your employment with the company unless you comply with the terms and conditions of the Service Agreement / Undertaking.
- b. It will be mandatory for you to serve the full notice period without taking any leave to help with complete hand over of all your responsibilities to an identified person. Any exceptions to this will be allowed only on special approval of your BU head. In such cases your notice period and release date will be extended on a pro-rata basis to the extent of the leaves taken.
- c. Company may, in certain circumstances, prefer to terminate your services without the notice period or a reduced notice period if there is a lack of business opportunity or your non competence, in such case, you will be paid salary in lieu of thereof for those many days.
- d. Similarly, if you are willing to serve the full notice period but the Company desires your early release for any reason, the Company will pay you salary in lieu of the relevant notice period.
- e. Your services are liable to be terminated forthwith without any notice or compensation or in the alternative, you shall be liable to disciplinary action and imposition of penalty in accordance with the Company Staff Rules if after your report for duty the Company receives information that you have prior to joining the Company's services committed any act of misconduct, furnished fraudulent information or during your service in the Company, violated Company policy/ Code of conduct/ Staff Rules and regulations, Employment contract or if you are guilty of any act of misconduct, dishonesty, fraud, misdemeanor, which, in the opinion of the Company renders you unfit to serve in the Company.
- f. Salary in all the above cases refers to Basic Salary.

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Initials

## Annexure I

### COMPENSATION DETAILS

	ANNEXURE I	Location	Mumbai
<b>Name</b>	<b>Shubham Gupta</b>		
<b>Designation</b>	<b>Trainee Engineer</b>	<b>Grade</b>	<b>E10</b>
<b>w.e.f</b>	<b>29 March 2022</b>	<b>All Figures in INR</b>	
		<b>Monthly</b>	<b>Annual</b>
<b>PART I</b>	<b>Fixed Components</b>		
<b>A</b>	<b>Salary</b>		
	Basic	12,000	1,44,000
	HRA	6,000	72,000
	Statutory Bonus	3,214	38,568
	LTA	1,250	15,000
	Executive Allowance	11	132
	Mobile Charges Reimbursement	325	3,900
	<b>Total A</b>	<b>22,800</b>	<b>2,73,600</b>
<b>B</b>	<b>Retirals /Other Benefits</b>		
	Employer Contribution to Provident Fund	1,800	21,600
	Gratuity	1,000	12,000
	<b>Total B</b>	<b>2,800</b>	<b>33,600</b>
	<b>Total of PART I (A+B)</b>	<b>25,600</b>	<b>3,07,200</b>
<b>PART II</b>	<b>Variable Components</b>		
	Variable Pay *		12,800
	<b>Total of PART II</b>		<b>12,800</b>
	<b>Cost to Company (PART I + PART II)</b>		<b>3,20,000</b>
<b>Please note:</b>			
1. All Allowances / Bonuses / Incentives / Rewards / Benefits will be paid / reimbursed as per the Company policy. Employees who are on the rolls of the organization on the day of disbursement will be eligible for the same. 2. All employees are requested to keep themselves updated with changes announced in policies and procedures on the HRMS. 3. Payment of Gratuity will be in accordance with the Gratuity Act, 1972. 4. In case of any amendment in compliance law, the company reserves right to restructure the salary components keeping the CTC intact adhering to compliance			
* Currently paid bi-annually in April and October every year s.t. performance and you being confirmed on rolls of organization.			
<b>In addition to the above:</b> The company provides the following benefits for their employees, the premium for which is directly paid by the company: a. Medici claim for employees and their eligible dependents (as defined by the company). b. Personal Accident Policy for the employees			

Initial

**Annexure II**

**LIST OF DOCUMENTS**

**You are required to submit the following documents\* on the day you join the Company:**

1. Experience Certificate :

Relieving letter / Resignation Acceptance Letter from immediate previous employer.

(All the previous organizations mentioned in Employee Application Form).

2. Academic Qualification :

Certificate(s) / Marksheet (s) awarded by University/Institutes for S.S.C., H.S.C., Graduation, Diploma level / Post graduation as applicable.

3. Proof of Age (Any One) :

School Leaving Certificate, S.S.C. Certificate, Birth Certificate, Transfer Certificate

4. Proof of Residence (Any One) :

Driving License, Passport, Ration Card, Ownership Agreement, Bank Statement, Electricity Bill, Telephone Bill, Passport, Leave and License Agreement

5. PAN Card

6. Aadhaar Card (in case of not having Aadhaar Card, please submit Enrolment ID receipt)

7. Photographs 3 passport size photos with white colour background)

1 stamp size photograph for ID Card.

- **Please note that the copies of qualification/ mark sheets and experience certificates should be duly attested or else originals can be produced for verification purpose.**
- **You are requested to note that the processing of the salary will be subject to the submission of the PAN details. In case you do not have a PAN number please initiate the application process for the same immediately and carry the acknowledgement as issued by the Income Tax authorities with you on the day of joining. A copy of this acknowledgement would need to be submitted for our records, in the interim period, till you receive the PAN card.**

\_\_\_\_\_  
Initials

**OFFER LETTER**

**March 04, 2022**  
**NSEIT/HR/OL/ICS/07333**

**To,**  
**Sukeshkumar Gupta**  
**666 Transit Camp Zopada No:10,**  
**Bapurao Jagtap Marg Behind D Block,**  
**Saatrastra**  
**Mumbai 400011**

**Dear Sukeshkumar Gupta,**

Further to your application and subsequent discussions that we had with you, we are pleased to offer you the position of a **“Trainee Engineer”** in our company.

1. Your traineeship will be for a period of Two years from the date of your appointment in the company.
2. During training period, you will be eligible for a monthly gross salary of **Rs.22800/-** per month.
3. You are required to sign a commitment for serving the organization for a minimum period of 2 years from the date of joining the organization.
4. Your appointment will be subject to you being found medically fit for service in the company and satisfactory report thereof being received.

If you find the above terms and conditions acceptable, we expect you to join us on or before **March 07, 2022**

Kindly return the duplicate copy of this letter duly signed as a token of acceptance of offer.

A detailed appointment letter will be issued to you on joining.

We look forward to work with you.

Yours Sincerely,  
For NSEIT Ltd.



**Tina Mathew**  
**Head – HR**





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20218812655/Mumbai**  
**Date: 09/02/2022**

Ms. Safiya Shaikh  
Flat No. 1104, 11th Floor, 31/39 White Pearl Stable Street,  
Two Tank,  
Mumbai City-400008,  
Maharashtra.  
Tel# -

Dear Safiya Shaikh,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**COMPENSATION AND BENEFITS**

**BASIC SALARY**

You will be eligible for a basic salary of **₹7,950/-** per month.

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**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: [www.tcs.com](http://www.tcs.com)

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

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



## **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

### **1. House Rent Allowance (HRA)**

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,500/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### **Loans**

You will be eligible for loans, as per TCSL's loan policy.

### **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### **Professional Memberships**

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

### **RETIRALS**

#### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

#### **Gratuity**

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

### **TERMS AND CONDITIONS**

#### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

#### **2. Training Period**

You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### **3. Working Hours**

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

### **4. Mobility**

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

### **5. Compensation Structure / Salary components**

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

### **6. Increments and Promotions**

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

### **7. Alternative Occupation / Employment**

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





## **8. Confidentiality Agreement**

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

## **9. Work in SBWS mode**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

## **10. Service Agreement**

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

## **11. Overseas International Assignment Agreement**

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



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

## **12. Terms and Conditions**

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

## **13. TATA Code of Conduct**

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

## **14. Notice Period**

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

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

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

## **15. Retirement**

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

## **16. Pre-employment Medical Certificate**

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





qualification of MBBS to the Induction Coordinator.

### 17. Employment of Non Indian Citizens

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

### 18. Background Check

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

### 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## **20. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

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

## **21. Letter of Appointment**

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

## **22. Rules and Regulations of the Company**

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



time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

### **23. Compliance to all clauses**

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

### **24. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



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

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



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Safiya Shaikh</b>
<b>Designation</b>	<b>Graduate Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
<b>2) Performance Pay</b>		
Monthly Performance Pay	1,500	18,000
<b>3) Annual Components/Retirals</b>		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
<b>TOTAL GROSS</b>	<b>15,129</b>	<b>1,90,926</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>4,343</b>	<b>52,110</b>





## Annexure 2

<b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	<b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
<b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	<b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
<b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	<b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
<b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	<b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
<b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	





## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

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

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

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

## 11. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or 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 Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Date: 04-06-2022

**Subject: Offer of Intern**

Dear Mohammed Akbar Ansari

We are pleased to offer you intern at “AMPA ORTHODONTICS PVT LTD” in a “toothsi” vertical. Your internship with the Company will commence from **06-06-2022** for a period of **3 months** and your designation will be that of “**Customer Experience - Intern**”. You have been posted at “**Mumbai**”.

You are requested carry softcopy of below documents on the day of your joining.

1. Two recent passport size
2. Copy of educational certificates – SSC/HSC/Graduation/ Diplomas
3. Relieving letter/ acceptance to resignation from the previous
4. Experience letter from all the previous
5. Proof of current and permanent
6. Copy of Aadhar card & PAN

You will be entitled to stipend of **Rs.10,000 /-** per month, which will be subject to periodical reviews.

**Attendance:** Your hours of work and shifts shall be regulated to suit the duties entrusted to you from time to time. You will have to punch the attendance in any manner as may be prescribed from time to time. While in this position of continuous responsibility you will not be entitled to payment of overtime. During your internship, if you are absent from duty without intimation or notice for more than 7 consecutive days, it will be deemed that you have abandoned your internship and your internship will be deemed as terminated with immediate effect.

**Past Records:** If any declaration given or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, your internship will be liable to be terminated from without any notice.

**Confidentiality:** The terms and conditions of your internship are confidential and may not be disclosed to or discussed with anyone other than your reporting manager, HR and authorities from your institute.



AMPA ORTHODONTICS PRIVATE LIMITED

CIN: U85310MH2017PTC294169

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

**Separation/ Termination of Employment:** Your internship can be terminated by the company in case of any indiscipline observed, non-performance of assignment given or in case of any exigency in the organization – without providing any notice or compensation whatsoever.

We wish you success in your tenure with the Company and look forward to working with you.

For AMPA ORTHODONTICS PRIVATE LIMITED

Mr. Ashish Vyas

Assistant Vice President – Human Resources

1st floor, Empire Plaza B Wing, Lal Bahadur Shastri Marg, Vikhroli (West), Mumbai – 400083

+91 9898000000 | Info@toothsi.in | www.toothsi.in



AMPA ORTHODONTICS PRIVATE LIMITED

CIN: U85310MH2017PTC294169

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**Annexure I**

**Acknowledgment Letter**

I have carefully read and understood the above terms and conditions and I hereby confirm acceptance of the same in full.

Yours Sincerely,

**Mohammed Akbar Ansari**

**Signature :**

**Date:**

---

 1st floor, Empire Plaza B Wing, Lal Bahadur Shastri Marg, Vikhroli (West), Mumbai - 400083

 +91 9898000000 |  Info@toothsi.in |  www.toothsi.in

Date: 04-06-2022

**Subject: Offer of Intern**

Dear Aisha Shaikh

We are pleased to offer you intern at “**AMPA ORTHODONTICS PVT LTD**” in a “**toothsi**” vertical. Your internship with the Company will commence from **06-06-2022** for a period of **3 months** and your designation will be that of “**Customer Experience - Intern**”. You have been posted at “**Mumbai**”.

You are requested carry softcopy of below documents on the day of your joining.

1. Two recent passport size
2. Copy of educational certificates – SSC/HSC/Graduation/ Diplomas
3. Relieving letter/ acceptance to resignation from the previous
4. Experience letter from all the previous
5. Proof of current and permanent
6. Copy of Aadhar card & PAN

You will be entitled to stipend of **Rs.10,000 /-** per month, which will be subject to periodical reviews.

**Attendance:** Your hours of work and shifts shall be regulated to suit the duties entrusted to you from time to time. You will have to punch the attendance in any manner as may be prescribed from time to time. While in this position of continuous responsibility you will not be entitled to payment of overtime. During your internship, if you are absent from duty without intimation or notice for more than 7 consecutive days, it will be deemed that you have abandoned your internship and your internship will be deemed as terminated with immediate effect.

**Past Records:** If any declaration given or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, your internship will be liable to be terminated from without any notice.

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AMPA ORTHODONTICS PRIVATE LIMITED

CIN: U85310MH2017PTC294169

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We wish you success in your tenure with the Company and look forward to working with you.

For AMPA ORTHODONTICS PRIVATE LIMITED

Mr. Ashish Vyas

Assistant Vice President – Human Resources

1st floor, Empire Plaza B Wing, Lal Bahadur Shastri Marg, Vikhroli (West), Mumbai – 400083

+91 9898000000 | Info@toothsi.in | www.toothsi.in



AMPA ORTHODONTICS PRIVATE LIMITED

CIN: U85310MH2017PTC294169

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**Annexure I**

**Acknowledgment Letter**

I have carefully read and understood the above terms and conditions and I hereby confirm acceptance of the same in full.

Yours Sincerely,

**Aisha Shaikh**

**Signature :**

**Date:**

---

 1st floor, Empire Plaza B Wing, Lal Bahadur Shastri Marg, Vikhroli (West), Mumbai - 400083

 +91 9898000000 |  Info@toothsi.in |  www.toothsi.in



Date: 04-06-2022

**Subject: Offer of Intern**

Dear Shebel Qureshi

We are pleased to offer you intern at “**AMPA ORTHODONTICS PVT LTD**” in a “**toothsi**” vertical. Your internship with the Company will commence from **06-06-2022** for a period of **3 months** and your designation will be that of “**Customer Experience - Intern**”. You have been posted at “**Mumbai**”.

You are requested carry softcopy of below documents on the day of your joining.

1. Two recent passport size
2. Copy of educational certificates – SSC/HSC/Graduation/ Diplomas
3. Relieving letter/ acceptance to resignation from the previous
4. Experience letter from all the previous
5. Proof of current and permanent
6. Copy of Aadhar card & PAN

You will be entitled to stipend of **Rs.10,000 /-** per month, which will be subject to periodical reviews.

**Attendance:** Your hours of work and shifts shall be regulated to suit the duties entrusted to you from time to time. You will have to punch the attendance in any manner as may be prescribed from time to time. While in this position of continuous responsibility you will not be entitled to payment of overtime. During your internship, if you are absent from duty without intimation or notice for more than 7 consecutive days, it will be deemed that you have abandoned your internship and your internship will be deemed as terminated with immediate effect.

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**Confidentiality:** The terms and conditions of your internship are confidential and may not be disclosed to or discussed with anyone other than your reporting manager, HR and authorities from your institute.



AMPA ORTHODONTICS PRIVATE LIMITED

CIN: U85310MH2017PTC294169

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We wish you success in your tenure with the Company and look forward to working with you.

For AMPA ORTHODONTICS PRIVATE LIMITED

Mr. Ashish Vyas

Assistant Vice President – Human Resources

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1st floor, Empire Plaza B Wing, Lal Bahadur Shastri Marg, Vikhroli (West), Mumbai – 400083

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**Annexure I**

**Acknowledgment Letter**

I have carefully read and understood the above terms and conditions and I hereby confirm acceptance of the same in full.

Yours Sincerely,

**Shebel Qureshi**

**Signature :**

**Date:**



## WELCOME TO WIPRO

**25 March, 2022**

Dear **Umair Ibji**,

Welcome to Wipro Limited and congratulations on your appointment as **Hardware Engineer**.

For us at Wipro, success is the outcome of choice and expectations, more than a matter of circumstances, and we are delighted that you have chosen us. Your terms of appointment are elucidated in detail in the Appointment Letter. Please go through and confirm your acceptance by selecting "Submit" on the offer form.

We have an introductory session on your day of joining, which will provide you with a brief overview of Wipro, its policies and practices. This would come in handy to help you settle in at work. Also, we have especially designed an interactive session to introduce you to something close to our heart and our way of life - the Spirit of Wipro.

In the next few weeks, you will meet your colleagues and managers. Feel free to let them know what you intend to accomplish with your new responsibilities.

We are confident that you will add value through your role and strengthen Wipro's values by living the Wipro way of life every day. Looking forward to a long-term relationship and wishing you all the success at Wipro.

**Best regards,  
For Wipro Limited.**

A handwritten signature in black ink, reading "Vishwas", written over a horizontal line.

**Vishwas Deep  
Global Talent Acquisition Head**

(We would like to emphasize that the offer of appointment is subject to completion of your reference check.)

In case you need any clarifications regarding your job, salary, or any policy, please contact **Jessie Raja Nadar** At **[jessie.nadar@wipro.com](mailto:jessie.nadar@wipro.com)**.



## APPOINTMENT LETTER

**25 March, 2022**

Dear **Umair Ibji**,

It is our pleasure to appoint you as **Hardware Engineer** in Wipro Limited ("Company") at **IN-MH-Mumbai**, in **Project Stream** or in any such capacity as the management shall from time to time determine. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

### 1. APPOINTMENT

1. The date of appointment is effective from the date of joining which is **28 March, 2022**, unless otherwise communicated in writing by the Company.
2. You will join as a confirmed employee.
3. The retirement age is 58 years.
4. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
5. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
6. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

## 2. COMPENSATION

You will be eligible for:

1. Compensation and benefits in accordance with **Annexure I\_Salary Offer Sheet**.
2. Variable Pay - The details of this component are listed in **Annexure III**. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
3. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
4. Your salary will be reviewed periodically as per Company policy.
5. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

## 3. OTHER BENEFITS

You will also be eligible for:

1. Leave, holidays and working hours as applicable to your stream and location of posting.
2. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
3. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
4. Leave Travel Assistance (LTA) as per the Company's policy.
5. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act. Contributory Medical Insurance for your band and stream.
6. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
7. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**.

## 4. RESPONSIBILITIES

1. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

2. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
3. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
4. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

## **5. CONFLICT OF INTEREST**

1. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
2. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
3. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
  - Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
  - Any existing employee to become associated with, or perform services of any type for any third party.
4. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

## **6. CONFIDENTIALITY**

1. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
2. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

## **7. ASSIGNMENT OF INTELLECTUAL PROPERTY**

In connection with your employment and during the term of your employment upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours) that are related to the company's business or that results from work that you perform for the company or using the company's equipment, supplies and facilities, and shall comply with the policies of Wipro in relation to Intellectual Property.

## **8. NON-COMPETE**

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to information of key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

## **9. GENERAL**

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

1. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
2. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
3. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
4. During the period of employment you are required to comply with all Wipro policies. These policies are updated/modified on a periodic basis and new policies may be introduced and notified to employees from time to time.

#### **10. NOTICE PERIOD & TERMINATION:**

Your employment with the Company shall be terminable, without reasons, by either party giving three-months notice. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.



**Best regards,  
For Wipro Limited.**

A handwritten signature in black ink, appearing to read 'Vishwas', is enclosed within a thin black rectangular border.

**Vishwas Deep  
Global Talent Acquisition Head**

By selecting the "Submit" on the offer form, I hereby expressly confirm that I have read, understood and agree to accept the employment on the terms and conditions herein. I shall be reporting for duty on **28 March, 2022**.

**Name: Umair Ibji**

**Signature: E-Signature Signature**

**Date: E-Signature Date**

**Place: IN-MH-Mumbai**

## ANNEXURE - I

### SALARY OFFER SHEET

**Name: Umair Ibji**

**Location: IN-MH-Mumbai**

**Position: Hardware Engineer**

**Career Group: A3**

**Career Stream: Project Stream**

Annual Gross Salary Offered by Wipro: **Rs. 220000**

You shall receive salary as detailed below.

<b>Components</b>	<b>Figures (in INR PER ANNUM)</b>
BASIC	<b>88000</b>
HOUSE RENT ALLOWANCE	<b>44000</b>
BONUS	<b>17604</b>
WIPRO BENEFITS PLAN	<b>34103</b>
PROVIDENT FUND (EMPLOYER CONTRIBUTION)	<b>14640</b>
GRATUITY	<b>4673</b>
ESI (EMPLOYER CONTRIBUTION)	<b>5976</b>
VARIABLE PAY	<b>11004</b>
<b>TARGET COST TO COMPANY (PER ANNUM)</b>	<b>220000</b>

\*Notional sum indicating contribution of 5.31% of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

\*Please note that your compensation is personal to you and you are requested not to share details of the same with others.

Please note that the above stack is applicable for all Indian passport holders. In case you are non Indian passport holder, request you to immediately declare the same to the hiring team. The hiring team will accordingly issue the offer letter guided by the International Worker rules.

## **ADDITIONAL INFORMATION ON THE SALARY OFFER**

### **Applicable limits for Career Group A3:**

#### **Basic, Additional Allowance and Bonus:**

These are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

#### **House Rental Allowance:**

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

#### **Wipro Benefit Plan (WBP):**

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of telephone/mobile phone, non-transferable Meal Cards can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, the portion of allowances that is not exempt, will be subjected to tax. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges.

Following are your WBP Entitlements:

#### **1. Leave Travel Allowance:**

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs.50,000

#### **2. Telephone/Mobile Phone Allowances:**

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exemption up to Rs.30,000 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

### **3. Non-transferable Meal Cards:**

An amount of Rs. 2,750 per month towards Non-Transferable Meal Cards is eligible for IT exemption under WBP.

### **4. Education Allowance:**

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

### **5. National Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

### **Retirement Benefits:**

It consists of:

- Provident fund - Where basic is higher than INR 15,000 - 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000 - Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm.
- Notional sum indicating contribution of 5.31% of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

## ANNEXURE-II

### DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealing with the suppliers, customers and all other organizations or individuals doing or seeking to do business with Wipro. Noted below are a few examples of 'conflict of interest':

1. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises securities in widely held corporations which are quoted and sold on open market or the interest is not material.
2. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become the contractor, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to serve as an officer, director or in any other management capacity or as consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
4. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
5. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization, doing or seeking to do business with the company.

I have read and understood the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

**Name:** Umair Ibji

**Signature:** E-Signature Signature

**Date:** E-Signature Date



## **COMPLIANCE TO COMPANY'S CODE OF CONDUCT TO REGULATE, MONITOR AND REPORT TRADING (CODE) BY INSIDERS**

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

**1. Trading when in possession of UPSI:** Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: [polycycleclearinghouse@wipro.com](mailto:polycycleclearinghouse@wipro.com).

**2. Communication or procurement of Unpublished Price Sensitive Information (UPSI):** Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:

- (i) Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
- (ii) Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
- (iii) Unauthorized disclosure or communication of UPSI.
- (iv) Procuring any UPSI from others

**3. Individual and Personal Responsibility:** As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

**4. Disclosure requirements:** Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees.

For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [polycycleclearinghouse@wipro.com](mailto:polycycleclearinghouse@wipro.com).

## SUMMARY - SOCIAL SECURITY & OTHER BENEFITS\*

### MEDICAL

1. **Medical Assistance Program (MAS):** This is a medical scheme covering you, your spouse and your children to the extent of Rs. 15,000 per annum. This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI). This limit will be prorated based on your joining and remaining months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates the outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim and submitting relevant proofs. "MAS Benefit" is subject to the terms and conditions of the company policy and cannot be converted to fixed cash.
2. **ESI (Employee State Insurance Act):** Employees with a fixed salary of less than INR 21,000 per month are covered under ESI. ESI is a comprehensive social security program in the event of medical contingencies, such as sickness, maternity, death or disablement due to employment injury and occupational disease. This scheme provides access to medical treatment, medical facilities, cash compensation and other support for insured persons.
3. **Mediclaim:** You are eligible for a floater coverage of Rs. 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a monthly deduction from your payroll towards this base sum insured premium. The premium will vary based on your family status. The floater sum insured is as per your band and any top-up plan opted by you. 10% of the claim amount has to be borne by you. If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.
4. **Health check:** Company paid Annual health checkup program is available for employees above 40 years of age.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

### Gratuity Benefit: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

"Gratuity Benefit" is subject to the terms and conditions of the company policy and cannot be converted to fixed cash

## **Survivor Benefit Pension Program:**

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows:

Basic \* No of years to Retirement \* Grade

Factor \* % based on number and age of surviving members.

I.e.  $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$  per month as supplementary pension payable.

\*Grade Factor is a band specific pre-defined pension Accrual rate.

"Survivor Benefit" is subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

## **Loans:**

**Interest Free Loan:** An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

**Contingency Loan:** An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

## **Voluntary Superannuation Scheme (VSS):**

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company. We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC and ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has a Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite and transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window is open from the 1st to 18th of every month.

## **Your Life and Accident Cover:**

### **1. Group Life Insurance Program + EDLI: Rs. 14,00,000**

In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. The sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

### **2. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000**

Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. You also have an option to increase your Group Personal Accident Insurance cover by opting for a top-up for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in myWipro which is accessible on joining. You can access through myWipro > My Policies > My Financials

The policies mentioned here are policies of the Company as on date, and this is subject to change in future as per policies of the Company from time to time.



## **ANNEXURE – III**

### **VARIABLE PAY- A BRIEF OVERVIEW**

#### **VARIABLE PAY Policy Summary & Computation:**

VARIABLE PAY is a variable component in your salary stack which would be paid out on a quarterly basis.

You will be covered under an Variable Pay Program, which would entitle you to receive an Variable Pay of **Rs. 11004 per annum**, subject to individual, group/function and organization level achievement parameters. The details of the program will be communicated to you at the time of commencement of this coverage under the program.

The Variable Pay program may be changed/altered or modified in part or full thereof from time to time, at the sole discretion of the management

## ANNEXURE – IV

### PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **Umair Ibji**, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') for the following purposes:

1. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification
2. Processing my job application including background verification checks
3. Employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party. I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me.

**Name:** Umair Ibji

**Signature:** E-Signature Signature

**Date:** E-Signature Date

Dear **Umair Ibji**,

To facilitate your transition to the city of **IN-MH-Mumbai**, we have put down a few points that would be of interest to you.

**1. Reimbursement of travel costs:** You can claim travel expenses from your current work location in India to your joining location as per the company policy.

In case you opt to visit your home town before joining us, you may still claim the amount as would be applicable for travelling to your joining location directly from your work location.

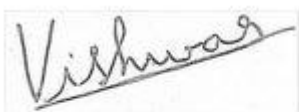
Please retain all your tickets/ bills to claim the same.

**2. Initial Accommodation:** The company provides you, your spouse and children accommodation at your joining location as per the company policy.

Please inform us a week before your scheduled arrival to help us make the necessary arrangements and inform you of the same.

Please feel free revert to us for any clarification or further information.

**Best regards,  
For Wipro Limited.**

A handwritten signature in black ink, reading "Vishwas", written over a horizontal line.

**Vishwas Deep**  
Global Talent Acquisition Head

## **RELOCATION ENTITLEMENTS**

An out station candidate selected and offered to join Wipro is entitled to the benefits specified in this policy on his/ her joining the organization, only if the candidate is working at a location outside the location of posting.

### **ENTITLEMENTS UNDER THE POLICY**

#### **1.1. Travel Expenses**

1.1.1. Travel expenses upto 2nd Class A/C or equivalent with family can be claimed.

1.1.2. If travel by rail/ road is 14 hrs & above then Economy class Air travel with family can be claimed.

1.1.3. If the candidate is desirous of travelling to his/ her residence from the place of work before joining us (if location of work of the previous organization is not the same as place of residence) travel expenses can be claimed upto a limit of travel from your work location of the previous organization to the location of posting in Wipro.

1.1.4. Candidate can claim for excess baggage through air travel upto a limit of INR 6,500. However, if candidate is availing excess baggage then candidate will not be eligible to avail goods transfer facility and will need to provide a self-declaration.

#### **1.2. Boarding and Lodging**

1.2.1. The candidate is eligible for lodging with family for a period of 7 days at the Wipro Guest House/ Approved Wipro Hotels/ Hotel of Candidates choice upto a limit of Rs. 2000 per day for joining at the following locations Mumbai/ Delhi/ Kolkata/ Bangalore/ Pune/ Hyderabad/ Chennai. And Rs. 1500 per day for joining at other locations.

1.2.2. The candidate is also eligible for Food/ Intracity travel expenses upto a limit of Rs. 350 per person per day.

1.2.3. The candidate will not eligible to reimburse the Food/Conveyance for extended accommodation period.

#### **1.3. Reimbursement for Goods Movement**

1.3.1. Packing and transportation costs as well as service vary between service providers. To smoothen the transfer process, Wipro has designated some relocation service providers to facilitate the movement of personal household goods including vehicle

movement. Candidates are advised to use the services of any one of these service providers only.

1.3.2. If a candidate uses a service provider other than the once mentioned below - reimbursement will not be made towards the goods movement expenses.

1.3.3. Reimbursement for goods transportation/ packing/ unpacking/ loading/ unloading would be as per actuals.

1.3.4. Candidates can reach out to the service providers by using the below contact details. Reimbursement will be done at reasonable actuals subject to providing consignor copy/ payment receipt.

Service Provider	Contact Details
<b>AGS GLOBAL</b>	Pallavi : ph- 8373906241,Email- <a href="mailto:ags.wipromoves@ags-globalsolutions.com">ags.wipromoves@ags-globalsolutions.com</a>  Tansir : Ph- 9886116605,Email - <a href="mailto:tansir.baba@ags-globalsolutions.com">tansir.baba@ags-globalsolutions.com</a>  Payal Singh: ph : 9811110061,Emai id - <a href="mailto:payal.singh@ags-globalsolutions.com">payal.singh@ags-globalsolutions.com</a>
<b>FIDELIS GLOBAL</b>	Vishnu : Ph- 9008882056 , Email id- <a href="mailto:vishnu@fidelisglobal.in">vishnu@fidelisglobal.in</a>  Sumeesh : Ph - 9008880894,Email id - <a href="mailto:sumeesh@fidelisglobal.in">sumeesh@fidelisglobal.in</a>  Lijeesh Amayatt : ph- 9008880691,Email id- <a href="mailto:lijeesh@fidelisglobal.in">lijeesh@fidelisglobal.in</a>

1.4. All expenses will have to be cleared by you and then reimbursed by the Company on production of all original receipts/ bills, within two months of the date of joining.

1.5. The definition of a family for the purpose of this policy limits itself to the candidate, spouse and two dependent children.

1.6. Dependent parents/ brothers/ sisters are not included in the definition of a family.

1.7. The management reserves the right to make any changes to the policy at any time. In the event of an exceptional circumstance in a business situation, or when in doubt on

the interpretation of the policy, the decision of HR Head and/ or Head-Talent Acquisition would be final and binding.

1.8. In the event of resignation within 6 months from the date of joining, all payments processed under joining/ relocation entitlement shall be liable to be recovered.