Cognizant

13-Jan-2022

Sumithra P
B.E. Computer Science & Engineering
Kongu Engineering College, Erode

Dear Sumithra P,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

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



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Cognizant

13-Jan-2022

Praanesh P S
B.E. Computer Science & Engineering
Kongu Engineering College, Erode

Dear Praanesh P S,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

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



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Cognizant

13-Jan-2022

Gokulnath V
B.E. Computer Science & Engineering
Kongu Engineering College, Erode

Dear Gokulnath V,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

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



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

doodleblue Innovations PrivateLimited

"Prakash Presidium", "B" Wing, Fifth Floor, 110, Mahatma Gandhi Road, Chennai-600 034

03rd January, 2022

Dear Gowtham.,

Welcome to **doodleblue Innovations Private Limited (Company)**

We are glad to offer you the appointment letter with the below terms and conditions;

You are hereby appointed as a **Reactjs Intern** in our organization to be based in Chennai.

1. Reporting

You will be reporting to the CEO or to any other person assigned as per the hierarchical route.

2. Accountability

You will be principally accountable for all specific work responsibilities listed under your designation, to ensure proper, truthful and righteous achievement and development of our company objective.

3. Stipend & Allowances

You will be given a stipend of Rs 5000 per month post getting into live Project.

4. Working hours / Leave Eligibility

Subject to Applicable Laws, we work Monday to Friday from 9:45 hrs to 19:00 hours

You are allowed 11 calendar holidays every year which will not carry over for the next year. You are eligible for 1 day leave per month which can be carry forwarded to the next month but not to the next year. Along with this you are eligible for 3 medical leaves.

5. Job Execution



a. By accepting this appointment letter you are expected to have complete knowledge / acquire knowledge about your Key result areas, their process and obtain supports to ensure all job responsibilities are carried out and completed on time as in each deserving case.

b. The employment requires you to adhere to the company's principles of systematic work practices and as such, you shall be expected to execute your responsibilities regularly, review them frequently, update your knowledge often and report to your superiors on the status.

c. The activities of your job will be monitored through the company's internal audit system and any lapses will attract action as per company policy.

6. Termination of employment

a. In case you choose to leave the services of the company, you will have to give the company a prior written notice of 1 months. On all such incidence, you will be required to return the company all papers, documents, confidential information and all other property which belongs to the company and which may be in your possession at that time. Your salary during your notice period will be based on your performance and your last month salary will be released after due diligence.

b. This letter of appointment has been issued to you on the understanding that there is nothing in your past record which should have prevented the company from offering you the appointment. If, however, it is found that your past record is objectionable of if any declaration given by you to the company is modified or if you have willfully suppressed any material or information, in such cases you shall be liable to be removed from the services of this company, without any notice or compensation in lieu thereof.

c. Acknowledgement of this appointment letter will automatically confirm your acceptance to above terms.

7. Job responsibility transfer / handover

a. While under the employment of the Company and as per this appointment terms, you may be subject to transfer / deputation to other areas / departments / projects etc within the organization or within the associate and affiliate companies.

b. In case of separation from the company, you shall ensure that each and every job / task handled by you shall be handed over and explained along with updated status and reasons, follow up and completion advise to the concerned person coming into your position.

c. Improper / incomplete or refusal to handover will result in the company not clearing your employment and you shall not take up any other employment whatsoever or carry out business in any aspect until the issue is resolved.

8. Non conflict of personal & company's business interest

a. You shall not, without the prior written consent of the company, either directly or indirectly during the continuance of this terms and conditions, be engaged in any capacity in any trade, business or occupation whatsoever other than being in the employment of this company.

b. If at any time during your employment (either alone or with others) you make, conceive, discover, reduce to practice or become possessed of any invention, modification, discovery, design, development, improvement, process, formula, data, technique, know-how, secret or intellectual property right whatsoever or any interest therein (whether or not patentable or registrable) (herein called "Inventions") that relates to the business of the Company in any manner connected to it or any of the products or services being developed, manufactured or sold by the company or which may conveniently be used in relation therewith, or results from tasks assigned to you by the Company or results from the use of premises owned, leased or contracted for by the company, such Inventions and the benefits thereof shall immediately become the sole and absolute property of the company, and You agree to promptly disclose to the Company (or any persons designated by it) each such Invention and shall assign such rights you may have or acquire in the Inventions including the benefits and/or rights resulting there from to the company without compensation and shall communicate, without cost or delay, and without publishing the same all available information relating thereto (with all necessary plans and models) to the company.

c. During the course of your employment and thereafter, you will be required to keep all correspondences and exchanges with the company as well as all other information, trade secrets or materials received by you concerning our business as confidential and not divulge to any person or firm or company such information. You shall not (except in the proper course of his duties) during the term of your employment and _ years from the date of termination of his employment, use or disclose or attempt to use or disclose to any Person, and shall use your best endeavours to prevent the publication or disclosure of all correspondences and exchanges with the company as well as all other information, trade secrets or materials received by you concerning our business. You In case it is discovered that you are a part to such an activity, you shall be deemed to subject yourself to any disciplinary action as found deemed proper by the management. For the purposes of this clause "other information" shall include, but shall not be limited to, information, knowledge or data of an intellectual, technical, financial, cost, pricing, commercial or marketing nature which is not in the public domain and in which the company has a business, proprietary or ownership interest or has a legal duty to protect, whether or not received from a third party in whatever form, including, but not limited to, technical data, drawings, designs, manuals, reports, algorithms, lists, computer programmes, blue

prints, computer databases, quotations and price lists, customers (including any other non-public personal information about such customers and any list, description or other grouping of customers that is derived using other non-public personal information), internal procedures, financial information, including, but not limited to, financial year forecasts and next financial year targets, valuation of business, employees' information,.

d. Please note that you are restricted to use any of doodleblue internal and client information like project names, client names on social media platforms like Facebook, Linkedin etc and even your resume. You can mention in discrete manner without giving names. Please approach the management for further clarification

e. **Non- Competition** - It is further acknowledged and agreed that following termination of your employment with for any reason you shall not, directly or indirectly, and whether alone or in conjunction with, or through an affiliate or by way of assistance to any other person, during the Term of this Agreement and for a period five years after your cessation of employment from the company (in any capacity):

a. canvass, solicit or approach or cause to be canvassed, solicited or approached by any person/business entity who at any time is or was interested in or has or had control of or intends to have control of any business which is competing or similar to business of the Company;

b. carry on, own, manage, operate, assist, have an interest or control in any business /business entity which is competing or similar to the business of the Company;

c. act as an advisor, consultant, trustee or agent for any entity who is engaged or financially interested in or proposes to provide same or similar to the business of the Company;

d. solicit or entice or endeavour to solicit or entice away from the Company or knowingly employ or aid or assist any other person or persons in employing or otherwise retaining the services of any employees of or consultants to the Company.

e. directly or indirectly use in connection with any competing or similar trade or business to that of the Company, a name resembling the Company's or capable of confusion therewith.

f. interfere or seek to interfere or take such steps as may interfere with the business of the Company.

g. Hire any current employees of Company for a period of 5 years.

f. Nothwistanding what has been stated above, you further acknowledge and agree that following termination of your employment for any reason you shall not solicit business from current clients or clients who have retained the Company in the 5 years period immediately preceding the employee's termination.

g. You acknowledge that the restrictions set forth in this offer letter are reasonable and necessary for the protection of the Company, its customers, its affiliates and associated companies. Any violation of the covenants and obligations set forth in this offer letter by you will cause irreparable injury to the company and that the company shall be entitled to an interim injunction, restraining order or such other equitable relief from the appropriate authority. The injunctive relief will be additional to any other rights and remedies that the company is entitled to under applicable laws.

Any claim, controversy or dispute (collectively referred to as "**Disputes**") arising out of or under this offer letter, not settled by mutual agreement between us within 30 days, shall be referred to a sole arbitrator appointed by Company. The arbitration proceedings shall be conducted in Chennai, India and shall be governed by and construed in accordance with the laws of India. The courts at Chennai shall have exclusive jurisdiction.

If you are agreeable to the above terms and conditions, kindly confirm your acceptance of this offer by signing the copy of this letter or joining our offices immediately.

Wishing you the very best,

For **doodleblue Innovations Private Limited,**

Atishe Chordia
CEO, doodleblue Innovations Private Limited.

110 MG Road,
5th Floor, *Prakash Presidium*
Chennai – 600034, India

DOLPHIN EDUCATION CONSULTANCY
Reg. No. : India - U80902TZ2019PTC033198
GSTIN : 33AAHCD5776A1ZU
: +91 77087-58508, +91 94889-72333
: reachus@dolphineducationconsultancy.com
: www.dolphineducationconsultancy.com

DOLPHIN EDUCATION CONSULTANCY

Date: 04/01/2022

Dear Mohammed Nafeez Mufeeth M,

Greetings from Dolphin Education Consultancy!!!

We are delighted to inform you that you have been selected for the position of Student Counsellor/Digital Marketing at our firm

Your internship will be for the next three months. starting date i.e., 05-01-2022.

Your role will be made permanent and you will be provided with all the employee benefits after successful completion of your probation interview.

Further terms and conditions will be disclosed in the employment agreement.

All the best for your carrier at Dolphin Education Consultancy and feel free to reach me if you have any questions

With best wishes

Operations Director

Dolphin Education Consultancy

DocuSign Envelope ID: 41DFD576-4821-4F38-A00E-B3AF04A39BF8

CODINGMART

Training and Employment Agreement

This Training and Employment Agreement (hereinafter referred to as the "Agreement") is executed on **13th December 2021** (hereinafter referred to as "Effective Date") by and between

Codingmart Technologies, a company registered under the applicable laws and having its registered office at MDS Group Signature, 3rd Floor, 38th Cross Road, 5th Block, HBR Layout, Bangalore 560043, Karnataka (hereinafter referred as the "Company" which term shall, unless it be repugnant to the context or meaning thereof, be deemed to include its successors and assigns), represented by its authorized signatory Anitha Sathish.

AND

i. **Mohan P ,** bearing aadhaar number **6571 9702 1678** having place of residence at 16, **Unjakkadu, Avvayarpalayam, Klingiyam(PO), Erode, Tamil Nadu - 638453.** hereinafter referred as the "trainee"). The Company and the Trainee are together referred to as Parties and individually as party.

Recitals

WHEREAS the Trainee desires to work with the Company and in furtherance of the same has been selected for training by the Company for period of 9 months of internship (Excluding leaves availed), hereinafter referred to as "Term of Training" and if decided by the Company in its sole discretion may be offered by the Company an employment with the Company post the Training;

WHEREAS the Company, must disclose and discuss sensitive and confidential information in the ordinary course of their engagement with the Trainee and in furtherance of the same, this Agreement details the terms of this Training and Employment.

NOW THEREFORE, in consideration of the promises and other covenants and other good and valuable consideration, the receipt of which is hereby acknowledged by the Parties, this Agreement witness as follows:

2. Definitions

1.1. "Agreement" shall mean and include this Training and Employment Agreement along with its recitals, annexures, schedules, and amendments, if any.

1.2. "Confidential Information" shall mean and include any and all information disclosed by the Company to the Trainee during the term of this Agreement,

DocuSign Envelope ID: 41DFD576-4821-4F38-A00E-B3AF04A39BF8

which is by its very nature confidential whether or not expressly marked as confidential by the Company. The Company may disclose such Confidential Information in any manner including without limitation oral, written or in electronic form. The Confidential Information shall include (without limitation) proprietary information relating to all tangible and intangible information, development, utility, price, quotes, bids, controls, operating procedures, cost, know-how, research and development, general or specific data, documents, papers, statements, photographs, drawings, diagrams, pictures, computer programming techniques, methodologies, computer codes, source code, object code, trade secret, Intellectual Property, information pertaining to the present and/ or proposed vendors, customers/clients, business partners, affiliates, subsidiaries, independent contractors, sub-contractors, suppliers, organizational structure, policies and procedures of the Company, user manual documentation, marketing and sale techniques, technical and non-technical details, unpublished financial data, budgets, profits, accounting techniques and procedures, terms of this Agreement and any all agreements that the Parties may enter hereafter.

1.3. "Intellectual Property Rights" shall mean and include individually or collectively following worldwide rights relating to the Intellectual Properties including without limitation patents, trademarks, copyrights, trade secret, rights in the Confidential Information, right to privacy and publicity, website, logo and service marks, internet, intranet, world wide web URLs or addresses, brand name, whether or not filed, perfected, registered or recorded, including such intellectual property now, hereafter filed, issued or acquired.

1.4. "Assessment Period" shall mean and include **initial 2 weeks of training & evaluation period before the Internship followed by 9 months of Internship** of this Agreement during which the Trainee shall be assessed and evaluated by the Company.

3. Terms of Training

2.1. During the Assessment Period, the Company shall assess and evaluate the performance of the Trainee in accordance with the procedures and standards solely determined by the Company. The Company may confirm the Training of the Trainee, post the Assessment Period.

2.2. The Company may, at its sole discretion terminate the Training of the Trainee at any time during the term of the Assessment Period, with or without providing any justification of whatsoever nature for such termination. The Company reserves the right to extend the Assessment Period to such additional period of time as it considers appropriate.

2.4. The roles, duties, responsibilities and obligations of the Trainee shall be determined and communicated by the reporting manager upon the commencement of his/her Training in the Company.

2.5. The Trainee herein understands that the Company may require the Trainee to assume such other roles and discharge such other obligations other than those stipulated herein, from time to time having regard to the need and requirements

DocuSign Envelope ID: 41DFD576-4821-4F38-A00E-B3AF04A39BF8

of the Company. The Trainee agrees and accepts to promptly and efficiently discharge all such additional obligations determined and communicated by the Company.

2.6. The Trainee represents and warrants to provide accurate, appropriate, true, correct and complete information (personal and such other information queried by the Company) at the time of his/her joining. The Trainee shall be required to keep any and all information provided by him/her to the Company, as mentioned hereinbefore, updated and accurate.

2.7. During the Term of this Agreement, the Trainee shall provide his/her services exclusively to the Company and shall not engage with any third-party, directly or indirectly. The Trainee represents and warrants to provide the services to the Company faithfully, lawfully, competently, accurately, efficiently and diligently, at all times.

2.8. The Trainee understand and agrees that the Training is structured under 3 stages and the Trainee understands that the Trainee's performance shall be taken into consideration by the Company for process into the next stage of Training and to offer employment to the Trainee for the Training period.

2.9. The Trainee understands and agrees that in the event that the Company deems, in its sole discretion, that the Trainee requires additional duration of time to be trained at any stage of the Training (before being trained for the next stage), the duration of which will be communicated by the Company to the Trainee in writing, the training period for such stage as may be applicable, shall be undertaken by the Trainee. For reasons of clarity, based on the performance of the Trainee, the duration of the Training period may be extended.

4. Terms of Employment

3.1. The Trainee understands and agrees that if the Company, in its sole discretion, decides to offer employment, the Trainee shall be employed to the position of **Product Engineer** and shall be reporting to Technical Manager (hereinafter referred to as the 'reporting manager').

3.2. The roles, duties, responsibilities and obligations of the Trainee for employment shall be determined and communicated by the reporting manager upon the commencement of his/her employment in the Company.

3.3. The Trainee herein understands that the Company may require him/her to assume such other roles and discharge such other obligations other than those stipulated herein, from time to time having regard to the need and requirements of the Company. The Trainee agrees and accepts to promptly and efficiently discharge all such additional obligations determined and communicated to him/her.

4. Duties, Obligations, Representations and Warranties

4.1. The Trainee represents and warrants to provide accurate, appropriate, true, correct and complete information (personal and such other information queried by the Company). The Trainee shall be required to keep any and all information

DocuSign Envelope ID: 41DFD576-4821-4F38-A00E-B3AF04A39BF8

provided by him/her to the Company, as mentioned hereinbefore, updated and accurate.

4.2. During the term of this Agreement, the Trainee shall provide his services exclusively to the Company and shall not engage with any third-party, directly or indirectly.

4.3. The Trainee herein agrees and accepts to devout his/her entire time, attention and skill towards discharging his/her obligations in the Company.

4.4. The Trainee represents and warrants to provide services to the Company faithfully, lawfully, competently, accurately, efficiently and diligently, at all times.

4.5. The Trainee shall extend the highest degree of loyalty towards the Company and standard of conduct in discharging his/her obligations.

4.6. The Trainee represents and warrants to adhere to all the standards, guidelines, policies and procedures determined and communicated by the Company, oral or in writing.

4.7. The Trainee, at all times during the term of his/her employment with the Company, agrees to notify and update the Company regarding his/her conduct, acts, deeds and activities carried on by the Trainee in the Company or on behalf of the Company to any third-party, in writing if so, required by the Company. The Trainee also agrees to provide such additional and further information, records, clarification as the Company may require.

4.8. The Trainee expressly warrants not to engage or take up any alternative employment, full time or part-time, with any third-party including without limitation as a consultant, in the advisory position, board position, partnership and such other occupation, with or without remuneration without obtaining the prior written consent of the Company.

4.9. The Trainee herein agrees and accepts to attend all the meetings and discussions organized and specified by the Company.

4.10. The Trainee represents and warrants not to make any public announcement of whatsoever nature (including press release, news channels, media, magazines and such other related announcements) with regard to any matters pertaining to the Company and its business operations.

4.11. The Trainee understands and expressly warrants not to undertake any acts or deeds or otherwise omit to undertake any acts or deeds that are detrimental to the interest of the Company.

4.12. The Trainee shall not make any promises, covenants or otherwise enter into any arrangements or agreements on behalf of the Company. Upon the termination of this Agreement, the Trainee shall not hold himself/herself as the representative, employee or agent of the Company. Any loss or damage incurred by the Company due to the failure of the Trainee in adhering to the obligation specified hereinbefore, the Trainee hereby agrees and accepts to indemnify and hold harmless the Company.

DocuSign Envelope ID: 41DFD576-4821-4F38-A00E-B3AF04A39BF8

4.13. The Trainee represents and warrants that he/she has all necessary rights, approvals and authority to enter into and execute the obligations contained herein under this Agreement.

4.14. The Trainee expressly warrants that there are no legal actions, suits or claims, whether pending or threatened against him/her, before any court, tribunal, governmental authority or agency that may or is likely to affect this Agreement.

4.15. The Trainee herein agrees and accepts that he/she shall not engage in any illegal or prohibited activities including without limitation theft, fraud, misrepresentation, or misappropriation of any property owned or possessed by the Company or shall make no attempts to defraud the Company.

4.16. The working days of the Trainee shall be 5 days a week, unless any day has been declared as a public holiday or such other holidays as per the holiday policies of the Company.

4.17. As per the need and requirements of the Company, the Trainee may be required to work on any of the public holidays or such other declared holidays.

4.18. The Trainee is entitled to such earned leaves and sick leaves as per the leave policy of the Company. Any additional leave/s availed beyond the prescribed limit may result in loss of pay leave/s and the Company is under no obligation to provide remuneration or benefits for the same.

4.19. The Company is entitled to amend or modify the leave policy of the Company, at its sole discretion. All such amendments or modification to the leave policy shall be duly notified by the Company.

5. Confidential Information

5.1. Information disclosed under this Agreement shall not be considered confidential if such information-

a. Is disclosed to any third party without any confidentiality obligation.
b. Is revealed to the public by the Company or by any third party without any involvement of the Trainee.
c. Is disclosed under the directions of a Court or similar authority.
d. Is lawfully made available to the Trainee by a third party not having any connection with the Company.

5.2. The Trainee agrees that he/she shall not use any Confidential Information outside the scope of executing his/her duties to the Company including but not limited to refraining from using such Confidential Information for personal gain or furthering personal interests or that of any third party.

5.3. The Trainee agrees that the Confidential Information received by him/her shall be shared with other employees/interns of the Company on a strict "need to know basis" after seeking prior approval from the Company.

5.4. The Trainee agrees that the information shared by the Company is highly sensitive in nature and any breach of this Agreement shall result in an irreparable

DocuSign Envelope ID: 41DFD576-4821-4F38-A00E-B3AF04A39BF8

loss to the Company and therefore the Company shall have the right to seek judicial remedies including but not limited to injunctive relief, damages etc.

5.5. The Trainee agrees that any and all Intellectual Property developed by the Trainee using the Confidential Information of the Company shall be solely owned by the Company.

6. Consideration

6.1. The Trainee is entitled to such consideration more specifically detailed under Schedule A of this Agreement.

6.2. The consideration shall be paid in the mode and manner as determined and communicated by the Company to the Trainee.

6.3. The consideration shall be paid to the Trainee by the last working day of every calendar month after deducting applicable taxes as per the prevailing income tax and such other applicable laws. The consideration shall be paid in the mode and manner as determined and communicated by the Company.

6.4. The Trainee herein agrees and accepts that the remuneration detailed under Schedule A of this Agreement shall be subject to revision and modification by the Company on the basis of the Trainee's efforts, skill, diligence and performance.

6.5. The Trainee acknowledges the sufficiency of the consideration detailed under Schedule A of this Agreement and expressly warrants not to demand any additional consideration or benefits from the Company.

6.6. If the Trainee owes any amount/s to the Company, such amount/s shall be deducted from the consideration due and payable to the Trainee. The Company shall not assume any obligation to provide any advance notice to the Trainee with respect to such deductions.

7. Intellectual Property Rights

7.1. The Trainee hereby acknowledges that any all Intellectual Property enumerated under this Agreement, is owned and/ or possessed by the Company and that the Trainee in no circumstances whatsoever shall have any right to utilize such Intellectual Property.

7.2. Any and all Intellectual Property created by the Trainee, solely or collectively with the Company, during the term of this Agreement, shall be deemed Intellectual Property constituted and commissioned by the Company for purposes of discharging the objectives set forth under this Agreement. The Trainee acknowledges and covenants that the rights, interests and benefits in such Intellectual Property now available or made available in the future shall immediately and automatically, upon the creation thereof, vests with the Company. In any case, Intellectual Property, in whole or any part of it, do not vest with the Company, automatically or by operation of law, the Trainee hereby agrees and accepts to irrevocably, unconditionally and in perpetuity assign to the extent of such unassigned Intellectual Property to the Company along with the right, title and interest in such Intellectual Property without any demur or protest.

DocuSign Envelope ID: 41DFD576-4821-4F38-A00E-B3AF04A39BF8

7.3. The Trainee in any circumstances whatsoever shall have no right to utilize, transfer, license or assign such Intellectual Property Rights to any third-party.
7.4. No information, content or material from any part of the Intellectual Property owned by the Company shall be copied, reproduced, republished, uploaded, recorded, posted, transmitted or distributed in any way (including by using any automated programs, software, or any other method of screen scraping) by the Trainee.
7.5. The Trainee accepts and agrees to immediately notify the Company of any infringement of Intellectual Property Rights occurred as a result of any act or omission on its part or any third-party infringement, as soon as it comes to the knowledge of the Trainee. The Trainee hereby agrees and accepts to provide complete cooperation to the Company in adopting appropriate legal actions in the event of the infringement of the Intellectual Property Rights.
7.6. The Intellectual Property obligation mentioned herein shall survive termination of this Agreement.

8. Indemnity
8.1. The Trainee hereby agrees to indemnify, defend and hold harmless the Company from and against any dispute, difference, claim, counterclaim, action, suit or legal proceeding initiated against the Company as a result of actions or inactions of the Trainee.
8.2. In furtherance of the foregoing, the Trainee undertakes to take complete control of defense or settlement in any matter initiated against the Company under such instances. However, if the Company is of the opinion that it would be in its best interest to protect or undertake its defense on its own then the Trainee shall extend its complete cooperation in this regard and shall be liable to make good the loss including but not limited to the attorney fee. In particular, the Trainee shall be obligated to furnish to the Company any documents or evidence that would facilitate the Company to protect and defend its right and/ or interest.
8.3. Under no circumstances shall the Company be liable for any loss of actual or anticipated revenues, profits, goodwill, opportunity or business or for any consequential, special, incidental, exemplary, punitive or other indirect losses or damages, whether arising out of or related to this Agreement including those in contract, tort (including negligence) even if such loss was foreseeable or if the Company has been advised of the possibility of such damages or loss.

9. Termination
9.1. The Company may terminate the Training of the Trainee any time during the Assessment Period without providing any prior notice to the Trainee.
9.2.The Company may terminate this Agreement if, in the opinion of the Company, the Trainee has caused any material breach of the terms of this Agreement, the

DocuSign Envelope ID: 41DFD576-4821-4F38-A00E-B3AF04A39BF8

termination in any such case shall be made by the Company without providing any notice to the Trainee.

9.3. The Trainee understands and agrees that the Company has put in tremendous amount of efforts and resources into training the Trainee. In furtherance of the same, in the event that the Trainee terminates this Agreement before the expiry of the Term or does not accept the employment opportunity offered by the Company post the completion of the Training, the Trainee shall be liable to repay the Company for the expenses incurred by the Company as detailed in Annexure B to this Agreement.

9.4. In the event that the Trainee does not accept the employment opportunity offered by the Company, the Trainee shall, in addition to the obligation mentioned under Clause 9.3, provide a notice of 2 months of termination of his/her engagement with the Company.

9.5. The Trainee shall be entitled to terminate the Agreement during the term of his employment by providing the Company with a notice of 3 months indicating his/her intention to terminate the engagement with the Company.

10. Governing Law and Jurisdiction

10.1. This Agreement shall be interpreted in accordance with the laws of India and the courts at Bangalore shall have the exclusive jurisdiction to deal with matters arising out of or in connection with this Agreement.

11. Miscellaneous

11.1. This Agreement contains the entire understanding between the Parties and supersedes any prior or contemporaneous written or oral agreements, representations or warranties between them respecting the subject matter hereof.

11.2. If any term or provision of this Agreement is declared invalid by any law in force in India or otherwise then such invalid provision shall be considered severed from this Agreement and the remainder of the Agreement shall remain in full force and effect.

11.3. Any instance of non-observance of strict compliance on any provisions of this Agreement by the Company, it is not deemed to be the waiver of such clause or right by it.

COMPANY

Name:Anitha Sathish

DocuSigned by:
Anitha
18BFB804076F4DA...

Date: 12/13/2021

TRAINEE

Name: Mohan P

DocuSigned by:
AD93D25E763044C...

Date: 12/13/2021

DocuSign Envelope ID: 41DFD576-4821-4F38-A00E-B3AF04A39BF8

Annexure A
Consideration

Stipend Details:

Internship Period	9 Working Months
Stipend: Phase 1 (0- 3 months) Training Time	Rs 7000 + WFH allowance
Stipend: Phase 2 (4-6 months) Product support	Rs 14000 + WFH allowance
Stipend: Phase 3 (7-9 months) Project Production	Rs 21000 + WFH allowance
CTC (Fixed pay + Variable pay + Retainership bonus) post successful completion of the internship	7.2 LPA

Note:

All the Candidates need to submit their originals of 10th, 12th, and College certificates.

DocuSign Envelope ID: 41DFD576-4821-4F38-A00E-B3AF04A39BF8

Annexure B
Expense Details

Stage 1 of Training and Expense Associated

In this stage, the Company will train the Trainee to master both front-end and back-end technologies, starting with the basics and progressing to the advanced aspects of Full Stack Web Development. The Company will conduct day to day hands-on training in any of technologies like ReactJs , AngularJs , VueJs or similar technologies. The Company will also train the Trainee any of backend technologies like NodeJs, Ruby, Python or similar technologies. The Company will train the Trainee in professional coding and standard Coding hygienes. The Company will also conduct a soft skill training like maintain good team culture, communication and using professional project and communication tools. The Company will introduce the Trainee to Code versioning tools like Git and train in proper usage of the same.

The Company in provision of the above will incur an expense of INR 93,000 on the Trainee in Stage 1 of the Training.

Stage 2: Training and Support

Project based teaching approach shall be adopted by the Company in this stage to train the Trainee. The Trainee shall have to work on live project in market and use open source technology for the development and deployments. The Trainee will be trained for hosting locally and then final hosting of web page on real server.
The Company will also train the Trainee with an advanced understanding of databases, tables, as well as how to manipulate data with functions like add, edit or delete data from tables and databases. Data retrieval concepts, which includes sorting, filtering, multi-table join, sub-queries and using functions in retrieval statements are discussed in detail. The Company shall also train the Trainee to correctly structure the database, author efficient SQL statements, and clauses, and manage your SQL database for scalable growth in this Stage.

The Company in provision of the above will incur an expense of INR 1,77,000 on the Trainee in Stage 2 of the Training.

Stage 3: Live Training and Support

In this stage, the Trainee will be introduced to clients and Company's live project as shadow resources. The Trainee will be trained in project reporting , project deployment tools. The Trainee will be taught the principles of continuous development and deployment, automation of configuration management, inter-team

DocuSign Envelope ID: 41DFD576-4821-4F38-A00E-B3AF04A39BF8

collaboration and IT service agility, using DevOps tools like Git, Docker, Jenkins, Cucumber, Ansible, TeamCity, & Nagios. The Trainee will be trained in various aspects of DevOps delivery model.

The Company in provision of the above will incur an expense of INR 2,76,000 on the Trainee in Stage 3 of the Training.

The Trainee herein agrees and accepts to indemnify the Company in the event that Trainee terminates his/her engagement prior to completing the term of training or upon not accepting employment with the Company post the term of the training, as may be stipulated in this Agreement.

COMPANY

Name:Anitha Sathish

DocuSigned by:
Anitha
18BFB804076F4DA...

Date: 12/13/2021

TRAINEE

Name: Mohan P

DocuSigned by:
PM
AD93D25E763044C...

Date: 12/13/2021

Orion Innovation

OFFER OF APPOINTMENT

Ref: HRD/2021/IND/Offer/1591 **Date: December 19, 2021**

To,

Monisha S
25/11 Voc Nagar 1St Street ,
Valayankadu, Tiruppur,
Gandhinagar, Tamil Nadu-641603

Dear Monisha,

With reference to your application and subsequent interview(s) you had with us, we are pleased to offer you employment in Orion India Systems Private Limited (the "**Company**") on the terms and conditions detailed in this letter under **Annexure A** hereto.

1. **OPPORTUNITY, DESIGNATION AND DATE OF JOINING:**

Your will be appointed as **Associate Engineer** with the Company with effect from **June 06, 2022** (the "**Effective Date**").

You can start with us immediately as an "Intern" with a monthly stipend of Rs. 8,000 from February 16 to April 08, 2022. As an intern, you will undergo eight weeks of training and certification followed by skill assessment. We would give you 4 weeks break for preparation and appearing for final exams.
Post your final examination, you may start with us as **Associate Engineer** from **June 06, 2022** (the "**Effective Date**").

2. **SALARY**:

Your Salary will be as detailed under **Annexure C** to this letter (the "Salary").

3. **DOCUMENTS:**

On the date of appointment, you are required to furnish the documents as described under **Annexure B** to this letter.

4. DEDUCTIONS:

The Company shall be entitled to deduct from the Salary, the following amounts:

- Provident Fund;
- Income tax at source, at the rates applicable on your remuneration; and any other taxes or statutory dues/levies etc;
- Employment / Professional tax; and
- All other dues from you to the Company such as, loans and advances given to you.

The Income Tax Liability with regards to your Salary and perks will be at your liability, and will be governed by the tax laws of the country where you are posted and as applicable from time to time.

5. OTHER TERMS AND CONDITIONS:

You shall be bound by the terms and conditions as set out under Annexure A hereto. We take this opportunity to welcome you to the Company and wish you a long and fruitful association with us.

Yours sincerely,
***For* Orion India Systems Private Limited**

Narendra Kumar
Director

I hereby accept your offer of appointment as on the terms and conditions enclosed and will report for duty on

Signature ----------

Monisha S

ANNEXURE A

TERMS AND CONDITIONS OF THE APPOINTMENT

1. PROBATION & CONFIRMATION:

You will be on probation for a period of **Six (6) months** from the date of joining which may be reduced or extended, if considered necessary by the Company, at its discretion or based upon your overall performance during the probationary period. On completion of **Six (6) months** of probation, unless your employment is confirmed in writing, your probation period shall be deemed to be extended.

During the probationary period, your service can be terminated with one (1) month notice or salary in lieu of such notice, on either side.

Upon successful completion of your probation, you will be advised in writing of your confirmation as a regular employee of the company.

On confirmation, your services can be terminated upon three months' notice or three (3) months' salary in lieu of such notice, strictly based on the Company's decision.

2. PLACE OF WORK:

You will be initially posted in **Coimbatore** however, you are liable to be transferred / deputed in the same position or in an equivalent position to any country, wherever the Company has business interests. In the event your employment is transferred by the Company to a subsidiary or affiliated company, your employment with such company will, for the purpose of this offer of appointment, be considered as continued employment by the Company, unless and until you execute an agreement, substantially similar in substance to this offer of appointment, then in force in any such company for which you become employed.

3. EMPLOYMENT:

You hereby agree to work with the company for a minimum period of Twenty-Four (24) months from the Effective Date. After this period of Twenty-Four (24) months, in case, you decide to terminate your employment with the company, you agree to give a minimum notice of three (3) months after the expression of such intent to your higher authorities.

4. NON-COMPETE:

At the time you begin your employment and during the term of your employment by the Company, you will not, directly or indirectly engage in or become employed by or act on behalf of any other person, company or firm which is engaged in any business or activity similar to or competitive with that of, unless such employment/training has been approved by the Company in writing and signed by the appropriate authority of the Company.

5. INFORMATION FURNISHED REGARDING EMPLOYMENT:

This appointment is subject to your submitting relevant documents regarding your qualifications and past experience.

6. TERMINATION CLAUSE:

We are looking forward to a long and fruitful association, however in the event of unforeseen circumstances your employment with the Company can be terminated in the manner provided below:

(a) The Company shall be entitled to terminate your services by giving three (3) months' written notice or salary in lieu of notice. In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, wilful misconduct, or a material violation of Company policies or any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.

(b) In the event of your resignation from the Company, the resignation will be accepted, subject to your giving the Company a notice period of three (3) months and proper handing over of your assigned responsibilities to the Company. You shall, on ceasing to be the employee of the

Company for any reason, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

(c) The company would conduct multiple assessments periodically on technology and domain to sharpen your skillsets and reasonable time would be available for you to successfully complete these assessments. In the event of any failure to successfully complete the assessments, Company shall be entitled to terminate your services with immediate effect.

The notice period has to be served in full, unless otherwise agreed by the Company in writing. It is clarified that you do not have the option to either adjust the notice period against any leave or pay compensation in lieu of the notice and the same shall be as per the discretion of the Company.
After being relieved from the Company, either after your termination or resignation, you agree that you will not join and/or work with any of the Company's current or previous business partners and/or clients for the next two (2) years from the date of being relieved from the Company.

7. COMPANY'S INTELLECTUAL PROPERTY RIGHTS:

All works such as development, modifications, improvisations in the form of programs, policies, studies, reports, manuals, products etc., carried out for the Company, with your involvement shall be the property of the Company. The intellectual property rights for such works shall be with the company and you will not have any claims on the same. Further you shall execute, acknowledge, make and deliver to the Company any and all instruments at any time, either during the term of employment or subsequently, which in the judgment of the Company may be necessary or desirable to vest in or secure for or maintain for the benefit of the Company adequate copyright, patent or design and other property rights in all jurisdictions with respect to any invention, claim or work including not limited to (i) copyright/patent/design applications; (ii) any other applications for
securing, protecting or registering any property rights relating to such works; and (iii) powers of attorney, assignments, oaths or affirmations, supplemental oaths and sworn statements; and further agree to assist the Company as required to draft such instruments, to obtain and to enforce such rights.

The Company shall at all times have the right to access and monitor all data and e-mails created, sent / received or stored by you using Company facility and on Company's system, at any time, without giving you any prior notification. All such data and information shall be the property of the Company at all times.

8. COMPANY POLICIES:

You will be governed by the Company's policies, regulations and procedures on the office timings, leave, travel, transfers, misconduct, provident fund, bonus and ESI/medical reimbursement or/and other matters etc., presently in force or as introduced/amended from time to time. Further, during the Employment period you shall perform your duties with honesty, diligence, orderliness, obedience and faithfulness towards the Company.

9. CONFIDENTIAL INFORMATION:

You shall not, whether during your employment with the Company, or after termination of your employment, for any reason, directly or indirectly, disclose, use for yourself or use for or disclose to any person/entity any Confidential Information other than for the benefit of Company and in the course of performing your duties and responsibilities.

"Confidential Information" means all information or data made available to you (whether furnished orally, in writing, electronically or through any other form or medium and regardless of whether it is specifically marked or identified as confidential) or which directly or indirectly comes to your knowledge, concerning or relating to the Company, including all analyses, reports, studies, designs, technologies, customer information, ideas, methodologies, agreements and other documents whether prepared by the Company, its executives or a third party.

Without prejudice to the generality of the foregoing, you shall:

i. keep confidential the Confidential Information and not disclose the same to any third party or use the same for your benefit or for the benefit (financial or otherwise) of any third party, except as expressly permitted by an agreement or except with the prior written consent of the Company;

ii. protect the Confidential Information received with all reasonable care so as to ensure that the same does not fall into the hands of third parties or is not put to unauthorized use; and

iii. not reproduce, copy or reverse engineer the Confidential Information except with the prior written consent of the Company. The provisions for the protection of the Confidential Information shall apply notwithstanding that you have in an unauthorized manner or inadvertently obtained access to or have otherwise come into possession of such Confidential Information.

The confidentiality obligations herein shall not prevent you from disclosing the Confidential Information if required by law or under the orders of any court of competent jurisdiction or other competent legal authority, provided that you give the Company notice of such intended disclosure and an opportunity to oppose the same. In order to secure or preserve the Confidential Information, the Company shall have the right at all times to deactivate, disable, remove or prevent access to any Company property, including computers, servers, computer networks, email accounts, databases, storage, and vehicles.

You acknowledge that all the Confidential Information shall remain the sole and absolute property of the Company or any third party, as applicable. You shall, at the time of leaving the services of the Company, return all the Confidential Information and other Company property in your possession.

The provisions of this Clause shall survive the termination of your employment for any reason whatsoever.

10. GENERAL RESPONSIBILITIES:

You shall during the period of employment:

a) Diligently and faithfully carry out all instructions given to you from time to time;

b) You shall not engage in any other trade, business, service or profession directly or indirectly during the continuance of your employment with the Company;

c) Endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall deal with the Company's money, material and documents with utmost honesty and professional ethics; and

d) You shall guard all trade secrets that you may come to possess during the tenure of your employment with us and shall not divulge any information at any time to anyone, which may be detrimental to the interests of the company.

While in the service of the Company you are expected to endeavor your best to contribute towards the interests of the Company and maintain confidentiality related with your post. Your individual Salary is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your Salary, as strictly personal and confidential.

11. GOVERNING LAWS AND JURISDICTION:

These terms and conditions shall be governed and construed in accordance with the laws of India. Any dispute arising hereunder shall be resolved at Mumbai, Maharasthra,India.

You acknowledge that this offer letter, represents the entire agreement between you and Company and that no verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon the Company.

Kindly note that, any action of yours, contrary to any of the abovementioned clauses shall render you liable to termination with immediate effect, notwithstanding any other terms and conditions or your appointment.

Please sign each page of this letter and return the duplicate of this letter as a token of acceptance of the terms of employment as set out herein before.

We will be proud to have you as a member of our team to enable us to achieve our professional goals and objectives.

ANNEXURE B

DOCUMENTS REQUIRED

A. Immediately (Scanned)

- UG/PG Degree certificates;
- Marks cards/transcripts;
- Experience and relieving letters from previous employers;
- Five (5) passport size photographs;
- Two (2) photocopies each of your educational certificates, experience certificates, last drawn salary slip and proof of your age;
- Please show the original of the above certificates for verification;
- A copy of your valid passport; and
- Address proof.

B. Training will be given for the specified skill set you have been employed for.

C. Employment Background Verification

The Company is committed to provide a safe and productive working environment. Therefore, as part of the hiring process you will be required to successfully complete an employment background verification prior joining. Please note that in the event of failure in background verification will result in withdrawal of your offer of employment.

ANNEXURE C

Date: December 19, 2021

Name: Monisha S
Designation: Associate Engineer
Location: Coimbaore

Compensation Structure	
Components	**Amount (₹)**
Basic	10,000.00
HRA	5,000.00
**Special Allowance	5,750.00
Conveyance Allowance	1,600.00
Education Allowance	200.00
Medical Allowance	1,250.00
Sub Total A	**23,800.00**
*PF Contribution (Employer)	1,200.00
Sub Total B	**1,200.00**
Total (A+B)	**25,000.00**
Monthly CTC	25,000.00
CTC (Fixed)	300,000.00
***Performance Bonus	50,000.00
Total CTC (per annum)	**350,000.00**

Income Tax Benefit Options

Food Coupons (Optional)	2,000.00
LTA (Optional)	(5% of CTC)
Fuel Reimbursement and Driver's Salary (Optional)	As per policy

**The amount will be subject to applicable Statutory and Income Tax Deductions. Employee Contribution of PF will be deducted from the Gross Salary.*
***Special Allowance is subject to change as per your choice of flexible benefit components.*
****Performance Bonus is subject to your achievement of Orion technology badges, certifications, and annual performance rating of 3 or more*

Yours sincerely,

***For* Orion India Systems Pvt. Ltd.**

Narendra Kumar

Director

L&T Technology Services

Ref: LTTS/HR/ET/2022-23/10252 **Date: 08th February 2022**

Name: Nandhini N

Letter of Intent

Dear Nandhini N

Greeting from L&T Technology Services Ltd.!

We are pleased to share with you this Letter of intent for the position of **Associate Engineer (Trainee).** We trust that this opportunity finds you mutually excited about your new employment with L&T Technology Services (hereinafter referred as "Company"). We reiterate that you have made the right decision and we are certain that you will have a great career with us!

Upon your acceptance of this Letter of Intent and subject to you meeting all the applicable requirements under this Letter of Intent, we shall share a detailed Appointment Letter, which will outline the specific employment terms, conditions and detailed breakup of remuneration. Please note this Letter of Intent is not an offer or offer of employment or a legally binding contract of employment.

The content of this Letter of Intent is strictly between you and the Company. Please treat this Letter of Intent and the contents here as personal and confidential.

This Letter of Intent is valid subject to you

- Having secured more than 60% in SSC / X and HSC / XII std (10th and 12th).
- Having secured 60% aggregate in Engineering Graduation
- Found medically fit by the Company authorized doctors.
- **Submitting a Service Agreement, agreeing to serve the company for a period of up to 2 years and 3 months from the date of commencement of training cum employment.**
- Submitting all necessary documents at the time of joining
- No drop in any semester/ year throughout the course

If any information provided by you during the selection process is found to be incorrect and / or false, the Company reserves the right to revoke this Letter of Intent without any notice.

This Letter of Intent is also contingent upon us working together to determine an appropriate start date for your employment. The date of commencement of training cum employment and venue for reporting will be intimated to you at a later date.

You will be continuously assessed during your training cum employment. If you do not complete the class room / on the job training to our satisfaction, your appointment automatically stand cancelled.

During your employment with LTTS, you will be paid a Total Compensation of INR 4,00,000/- per annum. A detailed compensation sheet will be shared along with the appointment letter.

During your period of Training cum Employment, you can be posted / transferred to any of our SEZ / STPI sites across India. Your employment will be governed by the rules, regulations and policies of the company.

L&T Technology Services

If the above stated terms are acceptable to you, kindly sign and return the duplicate copy of this Letter of Intent within three (3) days from the date of issue. If we do not receive your acceptance within the stipulated time frame, this Letter of Intent will be deemed to have been rejected by you.

All communications / notices should be addressed to:

Human Resource Dept – Talent Acquisition (Campus Hiring)
L&T - Technology Services, SEZ Unit II,
Hazel-Block L3, Ground Floor, Manyata Embassy Business Park,
Nagawara, Bangalore 560045

We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

Yours truly,
For L&T Technology Services Limited

Prakash Krishnamoorthy
Head – Leadership Hiring and Strategic Talent Initiatives

Acceptance by applicant below

.....

I have read this Letter of Intent and accept the same

Name: Nandhini N

College: Kongu Engineering College

Signature N. Nandhini

Date: 9.02.22

CIN NO :U85110KA1993PTC014806

AMBOSELI HR

Amboseli Professional Associates Private Limited
135 & 136, Raheja Arcade, Koramangala, Bangalore - 560095
Phone : +91 80 25505348, 25505349, 25534924, 25537162
email : info@amboselihr.com Web : www.amboselihr.com

Ref: APA/OL/111/21-22

28th February, 2022

Mr. Prabhuram Jagannathan
6/1461, K K Nagar,
5th Street
Lakshminagar
VTC:Bhavani
PO:Vasavi College
Erode
Tamil Nadu -638316

Dear Mr. Prabhuram Jagannathan

With reference to your application and subsequent interview, you had with LSI India Research & Development Private Limited with we are pleased to offer you an assignment as Test Engineer to be placed in LSI India Research & Development Private Limited

We congratulate you on being selected by our client LSI India Research & Development Private Limited which is a renowned multinational Semiconductor Company. You are requested to report for work on 7th March 2022 at 9 AM

Location —you will be on deputation at LSI India Research & Development Private Limited based in Bangalore; but the Company may require you to work at other Company locations and on customers' sites both, inside or outside India. In such an event the Company will seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

Compensation — Your annual CTC will be Rs.4,00,000 /- (Four Lakhs Only) inclusive of everything. Compensation details will be provided at the time of joining Amboseli.

Personal/Professional Tax — the payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules.



CIN NO :U85110KA1993PTC014806

AMBOSELI HR

Amboseli Professional Associates Private Limited
135 & 136, Raheja Arcade, Koramangala, Bangalore - 560095
Phone : +91 80 25505348, 25505349, 25534924, 25537162
email : info@amboselihr.com Web : www.amboselihr.com

Annual Leave/Public Holidays —You will be eligible for annual leave and Holidays during the contract period as per the prevailing rules. You will have to follow the prevailing working hours of LSI India

Termination - In the event of wilful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment without notice.

Notice Period-This contract of employment is terminable by giving two-months' notice on either side. The Company reserves the right to pay or recover salary in lieu of notice period. Further, on receipt of a separation notice from your side, the Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without compensating for the unexpired period and is not bound to give any reason thereof.

As part of the joining process, you are requested to send us the following document within the specified period.

Photocopies of

- SSLC//Diploma,12th, Degree, Highest Qualification certificate
- Relieving letter from previous organization
- Experience letter
- Permanent Address proof
- Pan card copy, Aadhar Card
- Passport/DL photocopy
- 5 passport size photographs

We look forward to your joining AMBOSELI and wish you all success

Yours sincerely
for Amboseli Professional Associates Pvt. Ltd

AMBOSELI Professional Associates Pvt. Ltd. Bangalore

Saritha Uday
Director

I accept the above offer on the terms indicated

_____

Signature & Date

Pentafox Technologies Private Limited
91Springboard, ITPL main road,
Garudacharpalya, Bengaluru 560048.
E: hello@pentafox.in | M: +91-9043269523

From,
Vignesh Sankaran,
Co-Founder & Director,
Pentafox Technologies Private Limited

Subject: Offer Letter - Reg.

Dear Pranesh S,

We are pleased to offer you the position of **Software Engineer** in our organization Pentafox Technologies Private Limited with effect from **3rd January, 2021.** Please, report to our office at the following address on the date of joining.
Pentafox Technologies Private Limited, 920, 2nd Floor, Park Road, Erode - 638 001.

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization. As per organization policy, the probation period applicable to you shall be 3 months which is inclusive of a 2 month training period. During probation, the period of notice required for resignation is one week on either side. After probation, the period of notice required for resignation is one month on either side. This offer would further be converted into a permanent position only based on your performance during the probation period.

As an employee of Pentafox, it is likely that you will work on confidential and or Proprietary information related to the operations, products and services of the Company and associated clients. In order to protect the interests of both the Company and its clients, employees may be required to read and sign a Non-Disclosure Agreement from time to time. You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to Disciplinary action. Your appointment is subject to satisfactory reference checks and clearance from any secrecy/service agreements that you may have executed, which could have a bearing on your working with us.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in the future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice. Any disputes arising out of this letter shall be governed by and construed per the laws of India.

We welcome you to Pentafox and look forward to your contribution to the growth of the organization and yourself. Your signature at the end of this letter confirms the conditions of your employment. Kindly, sign and return to us the duplicate copy of this letter and Annexure as your Acceptance.

Wish you all the best!

Yours Sincerely,

For Pentafox Technologies,



Vignesh Sankaran
Director & Co Founder
Authorized Signatory

Pranesh S
Acceptance Signature

Pentafox Technologies Private Limited
91Springboard, ITPL main road,
Garudacharpalya, Bengaluru 560048.
E: hello@pentafox.in | M: +91-9043269523

Annexure (A)

Compensation Details (During probation)

During the probation period a flat compensation of **Rs. 13,500** would be paid every month.

Compensation Details (Post confirmation)

CTC Breakup			
S.No	**Description**	**Monthly**	**Annually**
	CTC	**20,000 + (Incentive)**	**3,40,000**
1.	Basic	10,000	1,20,000
2.	HRA	5,000	60,000
3.	Transport allowance	2,500	30,000
4.	Special pay	2,500	30,000
5.	Incentive (Performance based)	-	1,00,000
	Net pay	**20,000**	**3,40,000**

Note:

1. You will receive salary and all other benefits forming part of your remuneration package subject to and after deduction of tax at source in accordance with applicable laws
2. Performance incentives shall be paid out on quarterly basis in line with performance appraisals as per grade achieved (Illustrated below)

Grade	Performance	Bonus Level (Per Qtr)
A	Outstanding	25,000
B	Exceeds Expectations	20,000
C	Satisfactory	10,000

Cognizant

13-Jan-2022

VASANTHA KUMAR K
B.E. Computer Science & Engineering
Kongu Engineering College, Erode

Dear Ninisa B A,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

• The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
• Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
• There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
• You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
• You may be required, to travel to other locations within India if there is a business need as per your internship program
• Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
• Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
• Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

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



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

PRESIDIO®
Cloud Solutions

22 September 2021

Dear Abinash S,

Congratulations! We are happy to offer you internship at Presidio from **04 October 2021 for Eight months**. We hope it will be a great learning experience and will provide the right exposure. During this period, Presidio will be happy to provide a stipend of **INR 16,000/month**.

Wishing you all the best and "Do Something Great Every day!"

For Presidio Solutions Private Limited

Sangeetha Gupta
Sangeetha Gupta (Sep 22, 2021 19:43 GMT+5.5)

Sangeetha Gupta
Senior Manager-HR and Business Operations

Name: Abirami S P

Roll No : 18CSR003

Dicipline : BE

Specialisation: Computer Science Engineering

College : KONGU ENGINEERING COLLEGE

Date: August 28, 2021

Sub: Offer for Internship

Dear Abirami S P,

We are pleased to offer you the position of Intern in the Technology Department of AscentHR in Coimbatore, Tamil Nadu. We would like you to join us during Sept 2021 for an internship program and upon successful completion of the internship, you will be absorbed for full time employment.

- During your internship from **1st Sept 2021** till **June 2022** or your date of graduation, whichever is later , you will be paid a stipend of Rs. 12,000/- (Rupees Twelve Thousand only). Other terms and conditions will be spelt out in the Service Agreement to be issued upon your joining the Internship.
- From July 2022 onwards, you will be offered full time employment with an annual remuneration package of Rs. 4,50,000/- Lakhs (Four Lakhs Fifty Thousand only) depending on the performance and continuous evaluation during the internship period.

This offer remains valid for one week from the offer date. Please reply to this email as a token as your acceptance.

We welcome you to the AscentHR family and look forward to offering a long and successful career with us.

For Ascent Consulting Services Pvt. Ltd.

L Geeta
Co - Founder & Coo
Place: Bangalore
Date: 26 Aug, 2021

Data Classification: Confidential

PRESIDIO®
Cloud Solutions

22 September 2021

Dear Ajay R,

Congratulations! We are happy to offer you internship at Presidio from **04 October 2021 for Eight months**. We hope it will be a great learning experience and will provide the right exposure. During this period, Presidio will be happy to provide a stipend of **INR 16,000/month**.

Wishing you all the best and “Do Something Great Every day!”

For Presidio Solutions Private Limited

Sangeetha Gupta
Sangeetha Gupta (Sep 22, 2021 19:43 GMT+5.5)

Sangeetha Gupta
Senior Manager-HR and Business Operations

Cognizant

13-Jan-2022

Vasantha Kumar K
B.E. Computer Science & Engineering
Kongu Engineering College, Erode

Dear Vasantha Kumar K,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

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



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

AKASH V **21st June 2022**

JL 2

Dear AKASH V,

With reference to your application and the subsequent interviews you had with us, we are pleased to confirm your appointment as **Associate Data Engineer** at **Job Level 2** with effect from **27th June 2022** subject to the following terms, conditions and the general rules of our Company:

1. Please refer to the attached annexure for details of your remuneration.

2. You will be placed on probation for a period of three months. This period will be extended if it is felt necessary to do so by another three months. During the probationary period, the Company shall be at liberty to terminate your employment without assigning any reason on giving fifteen days' notice or without any notice on payment of fifteen day's salary in lieu of notice. On the expiry of the probationary period, and subject to your services being found up to Company's expectations, you shall be confirmed as a permanent employee. In the absence of any communication confirming you, you shall be deemed to be confirmed on the expiry of the probationary period as aforesaid.

3. You will be eligible for coverage under the Company's Provident Fund, Gratuity Scheme as per Company's rules in force from time to time.

4. You shall be required to work initially at our **Global Service Centre at Bangalore.** The Company shall be entitled to direct or depute you to work in any other Department or Branch of the Company wherever situated in India or abroad, whether existing on the date hereof or which may exist in future and you shall comply with such direction. The Company will also be entitled to transfer your services to any subsidiary or affiliate of the Company whether existing or which may exist in future and which Company is generally regarded as part of the Maersk Group of Companies.

5. You shall accept such management decisions pertaining to Clause 4. Failure to adhere or refusal to comply with any order or instruction by the management as per Clause 4 shall be treated as a breach of employment contract.

6. After your confirmation in permanent service, the Company shall be entitled to terminate your employment at any time without assigning any reason either on giving two months' notice or without any notice on payment of two month's salary in lieu of notice.

Classification: Confidential

7. You shall, in the event of your resignation give the Company two months' notice of your intention to resign. The Company however, reserves their right to accept your resignation with immediate effect or at any time during the notice period. In the event of any breach of this term, you shall have to compensate the company for the damages incurred.

8. You hereby agree that, while you are employed by Company and for one (1) year following the termination of your employment with Company, will not directly or indirectly solicit, attempt to solicit or interfere with any customer or supplier of Company in a manner that conflicts with or interferes in the business of Company as conducted with such customer or supplier.

9. You hereby represent and warrant to Company that you are not party to any written or oral agreement with any third party that would be conflicting to this Appointment or Confidentiality and Proprietary Information to perform your obligations hereunder and that you will not, by joining the Company, breach any non-disclosure, proprietary rights, non-competition, non-solicitation or other covenant in favor of any third party.

10. You are not permitted to divulge the contents of this Contract to any other third party.

11. You are to devote your entire working ability to **Maersk Global Services Centres (India) Pvt. Ltd**. and to exercise full discretion towards any third party in all matters concerning the Company, its business and policies, its Management and employees. It is understood that the rights to any EDP system/ Programs and all data and Information belong fully to the Company.

12. You should not divulge or utilize, except in the furtherance of the organization's business, any confidential information that comes to your knowledge in the course of your employment with the organization or its associates. The responsibility for keeping such information confidential applies not only to the period of employment but also thereafter.

    As a condition of employment, you are requested to consider work done and information received during the course of employment as confidential. Violation of the IT security policy, Email and Internet policy will call for strict disciplinary action.

13. The retirement age is 60 years.

14. The Company Rules and Regulations will form part of your Contract of Employment, and your employment is conditional upon and subject to your acceptance of these as currently in force and as may be amended from time to time.

Classification: Confidential

15. Strict action will also be taken which may include immediate termination without any compensation or notice pay following:

    - Employees implicated in Criminal cases, found to have committed an offence involving questionable integrity, moral turpitude
    - any act subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation, incurring excessive debts, commission of any act prejudicial to, or in conflict with the interests of the company
    - Employees indulging in Substance abuse
    - Employees indulging in Sexual harassment
    - If any information furnished or declaration given by you regarding your employment to the Company is found to be false or any material information willfully suppressed, your appointment would be liable for termination without any notice or compensation.

16. The Company will require you to undergo a background check, which will be conducted by the Company or by any third party retained by the Company to perform the investigation. Your employment with the Company depends on successful clearance of the background check process. Upon your failure to successfully clear the background check process, the Company shall have the right to terminate your services without prior notice or any compensation in lieu of such notice and without being liable to pay any compensation for such termination. The decision of the Company in this regard shall be final and binding on you.

You are kindly requested to confirm your Agreement to the above terms and conditions, including the Company's rules and regulations, by signing and returning the duplicate of this Letter.

We welcome you to our organization and trust that your association with us will be a happy and mutually rewarding one!

Yours faithfully,

for MAERSK GLOBAL SERVICE CENTRES (INDIA) PVT. LTD.



Gautam Shetty

India Hiring Lead – India Recruitment

I confirm that I have read and understood the terms and conditions of the appointment letter. I agree and accept the above terms and conditions and the Company's rules and regulations.

Agree _____ ___ Date _22/06/2022_____

AKASH V

MAERSK

Annexure

Name **: AKASH**
V M

Designation **: Associate Data Engineer**

Level **: JL 2**

Location **: Bangalore**

Date of Joining **: 27th June 2022**

Salary Components	INR p.m.	INR p.a.
Basic Salary	30,000	3,60,000
House Rent Allowance	15,000	1,80,000
Bonus Allowance	1,000	12,000
Conveyance Allowance	1,600	19,200
Other Allowance	22,357	2,68,284
Annual Fixed Salary	**69,957**	**8,39,484**
Provident Fund (12% of salary)	3,600	43,200
Annual Fixed Salary incl. PF	**73,557**	**8,82,684**
Gratuity (as per the Gratuity Act)	1,443	17,316
Annual Fixed Salary incl. retirals	**75,000**	**9,00,000**

You will also be eligible for bonus pay as per the company's Bonus Plan, your target incentive payout for the current year being **INR. 83,948**. The actual amount for disbursement may be higher or lower than target basis company's performance. The variable payout for employees who join in the middle of Performance Cycle would be pro-rated as per duration of service. The variable payout would only be made to employees on rolls of the organization on the date of actual disbursement. Please refer to the **Bonus Plan** document for further details.

Name: Akshykumar Bhiva Mote

Roll No : 18CSR010

Dicipline : BE

Specialisation: Computer Science Engineering

College : KONGU ENGINEERING COLLEGE

Date: August 28, 2021

Sub: Offer for Internship

Dear Akshykumar Bhiva Mote,

We are pleased to offer you the position of Intern in the Technology Department of AscentHR in Coimbatore, Tamil Nadu. We would like you to join us during Sept 2021 for an internship program and upon successful completion of the internship, you will be
absorbed for full time employment.

- During your internship from **1st Sept 2021** till **June 2022** or your date of graduation, whichever is later , you will be paid a stipend of Rs. 12,000/- (Rupees Twelve Thousand only). Other terms and conditions will be spelt out in the Service Agreement to be issued upon your joining the Internship.
- From July 2022 onwards, you will be offered full time employment with an annual remuneration package of Rs. 4,50,000/- Lakhs (Four Lakhs Fifty Thousand only) depending on the performance and continuous evaluation during the internship period.

This offer remains valid for one week from the offer date. Please reply to this email as a token as your acceptance.

We welcome you to the AscentHR family and look forward to offering a long and successful career with us.

For Ascent Consulting Services Pvt. Ltd.

L Geeta
Co - Founder & Coo
Place: Bangalore

Data Classification: Confidential

TERZO TECHNOLOGIES PRIVATE LIMITED

Date: 2nd Aug 2021

Dear Ananya. M

We are delighted to offer you an opportunity to join our team as an Intern. Your internship will start from Aug 16th 2021. You will be paid Rs 15,000/month during the internship period. Your responsibilities will be given at the start of the internship.

Upon successful completion of degree, you will be given a full time opportunity to join us and your annual package will range between 4.5 LPA to 7 LPA depending on your performance during internship period.

We will work closely with your college to ensure that all the appropriate steps have been taken to make this an exciting and positive experience for you.

Looking forward to having you part of the Terzo family..!!

Thanks,

T. Prady

(Terzo technologies Pvt Ltd)

M-12, ANNA NAGAR KOOTTAPPALLI COLONY, TIRUCHENGODE, NAMAKKAL,
TAMILNADU- 637214

CONTRACT OF EMPLOYMENT

Date: February 23, 2022

Name : Anuradha R
Candidate ID : 25623814
Kongu Engineering College

Dear **Anuradha,**

We refer to the offer letter dated **November 19, 2021** we are pleased to appoint you to the position of **Trainee Decision Scientist** with **Mu Sigma Business Solutions Private Limited** ('**Company**') effective from **February 23, 2022 (**'**Effective Date**').

This Letter is the form of Contract of Employment that sets out the terms and conditions upon which the Company is prepared to employ you. Your execution of this Contract constitutes your acceptance of entering into employment with the Company on the following terms and conditions:

1. Interpretation:

Unless otherwise provided, in the event of any conflict between this Contract and the Offer Letter, the terms and conditions of this Contract shall prevail.

2. Designation:

You shall be employed as a permanent employee in the capacity of **Trainee Decision Scientist** in the Company from the Effective Date in accordance with the terms and conditions set out herein.

3. Place of Posting:

Your place of posting is **Bangalore** However during your employment with the Company you may be posted or transferred/attached to any other departments/ units/companies/ offices or clients of Company either in India or abroad at the sole discretion of the management of the Company. You may be required to work in shifts if required, based on project requirements. You may also be required to travel to any location as may be specified by the Company for the purposes of the business of the Company.

4. Reporting Authority:

You shall report to an **Apprentice Leader** or any other authorized person nominated by the Company from time to time, who will in turn assign your role, duties and responsibilities in the Company.

5. Scope of service:

You will perform the duties and responsibilities set out by the Company and assigned to you from time to time.

The Company shall be entitled to change or amend the services performed by you at any time on serving a written notice. You are governed by the service rules and regulations of the Company which are in force or may come in force from time to time.

6. Training

Your will undergo training for a period of 5 months for learning and delivering value real-time every day upon joining depending on the business requirement. The training program is designed to promote your competence, understanding and familiarity of the Company's business as well as enable you to develop a problem-solving mindset.

The Company will be making use of its best resources, not limited to human or technical ones, and is incurring cost for your benefit. The Company will also be using its proprietary and confidential information for the purposes of your Training Program. The Company is incurring an expenditure of approximately Rs. 10,00,000/- (Rupees Ten Lakh Only) towards meeting the costs in connection with Your Training Program.

7. Remuneration:

An estimate of your Cost to Company (CTC) including training is as per **Annexure 1**. Your total compensation will comprise of salary advance, annual base salary, guaranteed bonus, provident fund contributions and any other components listed in **Annexure 2**. The details of the remuneration payable to you are personal and shall be treated with strict confidentiality and shall not be disclosed unless otherwise required by law.

Please note that the various CTC components mentioned in **Annexure 2** will be governed by the prevalent employment policies of the Company as in force from time to time and will be subject to deductions under applicable laws as may be in force from time to time. It will also be dependent on the performance of the Company and market forces surrounding the Company.

8. General duties and obligation:

You shall perform your duties and obligations and carry out your services as contained herein with a reasonable degree of care and skill. You agree to abide by all standards, requirements, rules, regulations, ethics, policies, practices and Information security responsibilities generally recognized in profession and as are established/ altered/amended by the Company from time to time. You will make every effort to protect all data in your and the Company's custody from unauthorized access, disclosure, modification, destruction. You understand and agree to comply with Information Security Policy, not limiting to adherence to acceptable usage of assets, maintain confidentiality and report security events or potential events or other risks to the organization.

9. Term:

This Contract shall come into effect from the Effective Date and shall remain in force until expiry or termination of the Contract in accordance with Section 11**.**

10. Termination

Termination at will:

During the first 54 (fifty-four) months of your employment ('**Fixed Track Tenure**'), this Contract may be terminated by you with 30 days prior notice, you are required to pay the penalty as mentioned in **Annexure 1**. The Company shall be entitled to recover from you the penalty, all costs and expenses incurred in enforcing this Contract including attorney's fees and other reasonable expenditure. The company may terminate your employment for misconduct and recover the penalty from you.

Upon completion of the Fixed Track Tenure, this Contract may be terminated by either the Company or you, without cause by serving a written notice of such termination 30 days or payment of one-month salary in lieu thereof. In the event of termination by the employee without notice or payment in lieu thereof, the Company shall be entitled to recover all costs and expenses incurred in enforcing this Contract including attorney's fees and other reasonable expenditure from you.

Termination for cause:

The Company shall be entitled to terminate this Contract without notice on any of the following grounds:

i. Any act or omission by you that is a material breach of your Services under this Contract. Such act or omission shall include any act of willful neglect or refusal to perform your duties under this Contract, any act of willful dishonesty, fraud, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without valid reason or deliberate material injury with respect to the Company,

ii. In the event of any unauthorized leave or absence of work exceeding 7 working days.

iii. In the event that you are convicted for any offence involving moral turpitude or the commission or omission of any act that is likely to bring disrepute to the business of the Company.

iv. On the insolvency of the Company

v. On the death of the employee.

vi. Permanent disability of the employee. For the purposes of this section, if the disability is of a nature that prevents the employee from carrying on his/her Services under this Contract for a consecutive period of 180 days in a 365 day period.

It is clarified that the Company shall be entitled to recover the penalty mentioned in Annexure 1 in case the employment is terminated for cause except for clause iv, v and vi above during the fixed track tenure (54 Months).

11. Consequences of termination:

On expiry or termination of this Contract, you shall return to the Company all property belonging to the Company or relating to its business including without limitation all apparatus, computer, software, hardware, media, tapes, conversations (if reduced to writing) designs, notebooks, contracts, lists, blueprints, details of customers, clients, suppliers, and contractors, intellectual property, Proprietary Information, Intellectual property, programs, correspondences, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or records, files, information assets, etc. and all copies thereof. You will also return to the Company all the assets and equipment given to you by

the Company or assets owned by the client issued for official and/or personal use excluding those assets or items, which are obligatory for you to buy under any Company schemes.

Assets not limiting to peripherals issued during the tenure for official usage, if found damaged (partial or whole) due to negligence and/or not being returned in acceptable working condition upon exit, reasonable replacement and operational cost would be levied wherever applicable

Cooperation in Pending Work: You shall fully cooperate with the Company in all matters relating to the execution or completion of pending work on behalf of the Company and the orderly transfer of work to other employees of the Company following termination of your employment with the Company.

On termination, you are no longer obliged to serve the Company as an employee of the Company from the effective date of the termination and the Company's obligation to pay any remuneration to you shall also be terminated henceforth. However, you shall be entitled to receive all salary and other benefits earned till the date of termination.

12. Retirement:

You shall retire in the normal course from the employment with the Company on attaining the age on the end of the month following your 60th birthday.

13. Exclusivity:

During the period of your employment with us, you will not work directly or indirectly for any other person, firm, company or organization or engage yourself with any trade or business that conflict the contract of employment whether with or without remuneration in any capacity without the prior written permission of the Company.

14. Representations:

You agree to execute any document or assist the Company in any other manner required to carry out and bring into effect the terms of this Contract.

15. Governing law:

This Contract shall be governed, interpreted and enforced by and in accordance with the laws of India.

16. Dispute Resolution:

All disputes, claims and actions arising out of or resulting from this Contract shall be referred to arbitration proceedings under the Indian Arbitration and Conciliation Act, 1996. The arbitration proceedings shall be conducted in the English language and shall be conducted at Bangalore, before the sole Arbitrator to be mutually appointed by the Parties.

17. Equitable Remedies:

It is agreed that it would be impossible or inadequate to measure and calculate the Company's damages from any breach of your duties and obligations under this Contract. Accordingly, it is agreed that in the event of a breach thereof, the Company shall be entitled to avail, in addition to any other right or remedy available, the right to obtain an injunction from a court of competent jurisdiction restraining such breach or threatened breach and to specific performance of any such provision of this Contract.

18. Assignment:

Your services to the Company are personal and unique. You may therefore not assign nor delegate any of your duties and obligations hereunder except in the normal course of business.

19. Waiver:

The Company's failure to insist on the performance of any of your duties or obligations under this Contract shall not be construed at any time as a waiver of any of your duties and obligations under this Contract.

20. Severability:

If any provision herein is for any reason held to be void, unlawful or unenforceable, then the remaining provisions shall continue to be valid and enforceable

21. This Letter Form of Contract of Employment

Contract along with the annexures and documents attached hereto shall constitute the entire Contract between you and the Company.

22. Address for communication:

Unless otherwise provided, all notices and communication and correspondences to the Company shall be dispatched to the registered address of the Company and all communications to you shall be dispatched to the address aforementioned.

23. Personal Information:

You shall keep the Company informed about any change in your address, failing which any notice/letter sent by the company to your address provided at the time of interview shall be sufficient for the purpose of this contract.

24. Non-Disclosure Agreement:

You agree to abide by the provisions of the Non-Disclosure Agreement to be separately signed by you prior to the effective date. Exhibit A includes a complete list of all inventions that you, either alone or jointly with others, have conceived, developed or reduced to practice prior to commencement of your employment with the Company that you consider to be your property and that you wish to exclude from the scope of this Agreement.



25. Documents:

For purposes of security verification and identity cards you will be required to provide to the Company documentary evidence of your identity and eligibility for employment in India. Such documentation must be provided to us within three (3) business days of the Effective Date or our employment relationship with you may be terminated. Such documents submitted shall be subject to verification and satisfaction of the Company with regard to authenticity of the documents so produced and if not found satisfactory then necessary action could be initiated.

By affixing your signature hereto, you confirm that you have:

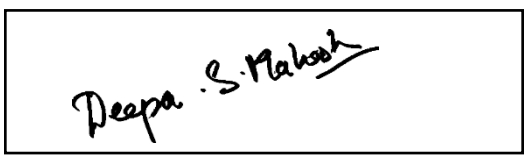
(a) read and understood the contents of this entire Letter Form of Contract of Employment along with the annexures and the exhibits,

(b) Voluntarily accepted all the terms and conditions contained herein.

We look forward to working with you and welcome you to the Mu Sigma family.

Yours truly,

For Mu Sigma Business Solutions Private Limited

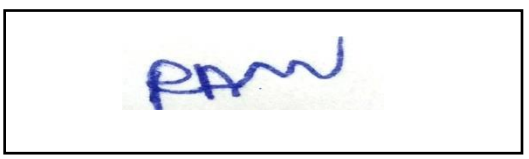


Deepa S Mahesh
Director

Place : Bangalore

Date : February 23, 2022

I accept the terms and conditions of this Contract



Anuradha R

Place : TRICHY

Date : 09.02.2022



EXHIBIT A

EMPLOYEE PROPRIETARY INFORMATION

TO: MU SIGMA BUSINESS SOLUTIONS PVT. LTD.

FROM (Employee Name) : Anuradha R

DATE : February 23, 2022

SUBJECT : Previous Inventions

1. Except as listed in Section 2 below, the following is a complete list of all inventions or improvements relevant to the subject matter of my employment by **MU SIGMA BUSINESS SOLUTIONS PVT. LTD.** (the "**Company**") that have been made or conceived or first reduced to practice by me alone or jointly with others prior to my engagement by the Company:

☑ No inventions or improvements.

☐ See below:

_____

_____

☐ Additional sheets attached.

2. Due to a prior confidentiality agreement, I cannot complete the disclosure under Section 1 above with respect to inventions or improvements generally listed below, the proprietary rights and duty of confidentiality with respect to which I owe to the following party(ies):

	Invention or Improvement	Party(ies)	Relationship
1.			
2.			
3.			

☐ Additional sheets attached

Annexure 1

TOTAL Cost to Company Breakup (in INR)							
S.No	**Particulars**	**Company's Investment**	**2022**	**2024**	**2025**	**2026**	**CTC over 4 jumps**
1	**On The Job Training**	**10,00,000[1]**					
2	**Salary advance for training period**	**1,14,500**					
3	**CTC on completion of under-graduation**		**3,00,000**				
4	1st guaranteed year-end bonus (paid in Jan 2024)		**50,000[2]**				
5	**1st Jump - Jan 2024** Compensation Revision			**5,00,000**			
6	2nd guaranteed year-end bonus (paid in Jan 2025)			**1,00,000[2]**			
7	**2nd Jump - Jan 2025** Compensation revision				**7,00,000**		
8	3rd guaranteed year-end bonus (paid in Jan 2026)				**1,50,000[2]**		
9	**3rd Jump - Jan 2026** Compensation revision					**10,00,000**	
10	4th variable bonus (paid in Jan 2027)					**2,00,000[2]**	
11	**Total Cost to Company** (Training cost & salary over four jumps)						**41,14,500**
[1]On the job training provided by Mu Sigma is worth INR 10,00,000 and will not be paid in cash to employee							
[2]Guaranteed bonus is applicable on completion of undergraduate program and paid after completion of 1 year of service							

Notes:

- Mu Sigma would be investing approx. **INR 10,00,000** to provide critical training on building problem solving capability, business context and designing decision frameworks while using our Art of Problem Solving (AoPS™) ecosystem to solve real world problems of Fortune 500 organizations

- You should be on the rolls of the Company at the time of the payout to be eligible for the performance linked bonus. You will not be eligible for this payout if you have resigned/exited or are serving notice.

Penalty:

If the employee decides to leave the Company within the 4.5-year period from the date of joining, there would be a penalty applicable in addition to serving a 30-day Notice Period. The penalty would be a multiple of the investment cost incurred by Mu Sigma (investment cost = Rs.10,00,000) and dependent on the tenure of employment with the Company. The exact amount of the penalty will be calculated per the table below:

Tenure calculated from date of joining	Penalty	Penalty amount (in INR)
0 – 42 months	1.0 x Investment Cost	10,00,000
43 – 54 months	0.75 x Investment Cost	7,50,000

Mu Sigma

Annexure 2

COMPENSATION BREAKUP (in INR)					
SL No	**Particulars**	**Per Annum**	**Per Annum**	**Per Annum**	**Per Annum**
	Salary Advance for Training Period	**114,500**			
	Fixed Compensation Break Up on Joining				
1	Basic Pay	1,84,800			
2	HRA	56,640			
3	Statutory Bonus	36,960			
4	Employer's Contribution to PF*	21,600			
	Total compensation on Joining	**3,00,000**			
	1st guaranteed year-end bonus (paid in Jan 2024)	**50,000[2]**			
	Fixed Compensation Break Up on 1st Jump Jan 2024				
1	Basic pay		2,25,000		
2	HRA		90,000		
3	Statutory Bonus		36,960		
4	Special Allowance		1,26,440		
5	Employer's Contribution to PF*		21,600		
	Total Compensation on 1st Jump		**500,000**		
	2nd guaranteed year-end bonus (paid in Jan 2025)		**1,00,000[2]**		
	Fixed Compensation Break Up on 2nd Jump Jan 2025				
1	Basic pay			3,15,000	
2	HRA			1,26,000	
3	Special Allowance			2,37,400	
4	Employer's Contribution to PF*			21,600	
	Total Compensation on 2nd Jump			**7,00,000**	
	3rd guaranteed year-end bonus (paid in Jan 2026)			**1,50,000[2]**	
	Fixed Compensation Break Up on 3rd Jump Jan 2026				
1	Basic pay				4,50,000
2	HRA				1,80,000
3	Special Allowance				3,48,400
4	Employer's Contribution to PF*				21,600
	Total Compensation on 3rd Jump				**1,000,000**
	4th variable bonus (paid in Jan 2027)				**2,00,000[2]**

Annexure 3 (Undertaking)

I **Anuradha R,** accept the appointment with **Mu Sigma Business Solutions Pvt. Ltd** ('the Company') as an Employee, and have accordingly executed the Employment Agreement, effective **February 23, 2022** ('Effective Date'). Pending my employment with the Company coming into force, the Company, with a view to ensure seamless onboarding is sending across a laptop and accessories. Pending my Employment with the Company coming into force and thereafter, I hereby undertake that I shall:

1. Return the laptop and accessories, provided to me by the Company:
    a. If I do not report to duty to be onboarded with the Company on the Effective Date, within 1 day from the Effective Date
    b. If the offer of the Company is rescinded (due to misrepresentation of facts) prior to the Effective Date, within 1 day from the date of the rescission
    c. If the employment is terminated by either the Company or me for any reason, on the date of leaving the Company

I understand that I will be liable under the applicable laws in force, not excluding civil and criminal liability, in the event I do not conform to the above-mentioned undertaking.

Date : 09.02.2022

Place : TRICHY

Signature: 



Date: 28 July 2022

To,
Anusruti Durairaj
D1, Temple View Apartment, Govindhammal Nagar,
Seelanaickenpatty, Salem - 636201.

Dear **Anusruti Durairaj**,

Welcome to Trimble Family!!

Trimble is a great place to work!!! We take pride in our culture. We are confident that you will find meaning and associate with our organization, our values and work ethics. We look forward to your successful integration with us and a rewarding career with Trimble.

1. With reference to your application and your subsequent interview with us, we **Trimble Information Technologies India Pvt Ltd** are pleased to offer you the position of **Software Developer** subject to the terms and conditions set out in Annexure - A hereunder. You will receive emoluments and perquisites as mentioned in Annexure - C, which also specifies your detailed salary break up.

2. This Offer is subject to verification process conducted by Trimble India. If at any time, it is found that any of information provided by you is false, or any of the documents provided by you are not genuine, then the Offer becomes invalid and void ab initio.

3. You are required to join the services of Trimble India, on or before from **Monday, August 1, 2022**

4. At the time of joining, you are required to furnish the documents mentioned in Annexure - B

5. This Offer Letter, along with the Annexures & Addendum contained herein, are issued in duplicate. Kindly submit one copy of this Letter along with Annexures & Addendum duly signed by you as token of your acceptance of the same, by **29 July 2022** either as a physical copy or soft copy electronically. (In case you are providing the duly signed copy electronically, the original hard copy needs to be provided on the date of joining). If this Letter is not signed and returned to Trimble India as stated above**,** this offer shall be considered null and void.

We wish you good luck in your career with us and look forward to mutually beneficial association.

For **Trimble Information Technologies India Pvt Ltd**

PRAVEENA KAMALANATHAN
Digitally signed by PRAVEENA KAMALANATHAN
Date: 2022.07.28 21:01:07 +05'30'

Authorized Signatory

I have fully read, understood the content, and hereby agree to abide by the same.

Anusruti Durairaj

Annexure – A

Terms and Conditions of Employment

This Terms and Conditions of Employment sets out the terms of your employment with Trimble India.

1. Designation and Place of Work:

1.1. You will be employed in the position of **Software Developer**, **Trimble Chennai**. Your initial duties and responsibilities will be briefed to you by your supervisor or a designated person by the company and also may have reference in the new employee orientation program.

1.2. Your principal place of work as on the Effective Date shall be at **Chennai**, or at such other place as may be designated by the Company. You may be transferred, at the sole and absolute discretion of the Company, to any place in India or outside India, on terms and conditions not less favourable than those contained herein. You may be required to travel both inside and outside India on the business of the Company in the due performance of your duties, from time to time. The Company may also depute you to any work or assign you to any client, affiliate or associate company, branch, office, subsidiary or other companies, concerns, organizations, or firms with whom the Company may make any such arrangement or agreement. You will at all times need to keep your passport valid and current.

2. Compensation

2.1. Your Annual Total Base Pay will be **Rs.7,00,000** Per Annum (which is explained in Annexure C), payable according to local payroll practices, subject to any deduction, including without limitation the usual deductions for taxation and other statutory deductions as required by the law.

2.2 Any tax liability arising out of your compensation/ salary shall be borne by you and it will be as per Income Tax Act and statutory rules, as applicable. All payments by the Company to you, shall be made after deduction of taxes, as applicable under the law.

3. Confidentiality of salary information:

3.1. The salary package offered to you is specific and personal to you. Any comparison of the same with the salary packages of other employees is discouraged.

3.2. You are required to strictly maintain the secrecy of and ensure that you don't divulge or communicate in any manner, any information regarding your remuneration/terms of employment, to any other employee of the company, except authorized authorities.

3.3. In a similar way, when deputed to work / interact at the client site, you are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.

4. Company Policies:

4.1. You agree that you will at all times faithfully, industriously, and to the best of your skill, ability, experience and talents, perform all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with the terms contained herein, all company policies, procedures, rules and regulations, both written and oral, as are announced by the Company, from time to time.

4.2. It is also understood and agreed to by you that your assignment, duties and responsibilities and reporting arrangements may be changed by the Company, in its sole discretion, with or without causing termination of your employment.

4.3. Your attention is also drawn to the Company Policies and Procedures manual (collectively referred to as the "**Company Policies**") which describe in more detail, various other employment practices, such as claiming and payment of business expenses, and policies such as those on Leave & Holidays, Sexual Harassment, Use of Technology and Health and Safety, Global Code of Conduct which can be accessed at the Company Intranet. The Company reserves the right to review, modify or amend the Company Policies as and when required, at its sole discretion and the same shall be updated in the Intranet. Such modifications and amendments are also deemed to be part of these terms.

4.4. On accepting the terms contained herein and joining the services of the Company, you acknowledge that you would read through carefully and understood all the Company Policies contained on the intranet, your duties and responsibilities vis-à-vis such policies, the various steps and disciplinary actions that the Company can take/implement in order to ensure compliance with its Policies. You hereby agree to adhere to and comply with such Company Policies at all times during the term of your employment and thereafter if you are required to.

5. Non-Compete & Non-Solicitation Obligations:

5.1. In view of the position to be held by you in the Company, and the fact that you would be exposed to confidential and proprietary information of the Company during the course of your employment, you hereby undertake to abide by the following:

5.1.1. In the event of termination of your employment with the Company for any reason whatsoever, you shall, for a period of 12 months from the date of termination, be obliged not to engage yourself, directly or indirectly in any manner whatsoever in any Business or Firm or Company which constitutes a competition to the Company's business;

5.1.2. During the employment with the Company and for a period of 12 months thereafter, you shall not, without the Company's express written consent, either on the your behalf or on behalf of another (a) contact or deal with employees or ex-employees of the Company and or its associated companies, for the purpose of hiring them; (b) hire employees or ex-employees of the Company and/ or its associated companies; or (c) solicit the business of any client, customer or licensee of the Company and / or the associated companies.

5.1.3. The Clauses 5.1.1 and 5.1.2 shall survive the termination of employment. You hereby acknowledge that the provisions of these clauses are reasonable and necessary measures designed to protect the proprietary and Confidential Information of the Company.

6. Data Protection:

6.1. You consent to the Company holding and processing, both electronically and manually, the data it collects in relation to you, in the course of your employment, for the purpose of the Company's administration and management of its employees, its business and for compliance with applicable procedures, laws and regulations. You also consent to the transfer, storage and processing by the Company of such data outside India, where the Company may have its offices or that of its affiliates or group companies, and to the sharing of such data with prospective buyers, clients, acquirers and partners of the Company's business.

7. Indemnification:

7.1. You undertake to keep the Company fully indemnified in respect of any breach or violation of the Non-Disclosure, Non-Use, Non-Compete and Confidentiality obligations by you. You understand that if you breach / violate in any manner, any terms and conditions herein, the Company shall suffer irreparable loss, harm and injury and monetary damages alone shall not be the adequate relief. Company, therefore, shall be fully entitled to obtain injunctive relief including similar other relief against you.

8. Termination of Employment:

8.1. Notice of termination: Each party agrees to provide the other Party with **two months** prior written notice for termination of employment or payment of two months' salary (Total Base Pay) in lieu of notice of termination. Notwithstanding the above, in the event that you desire to terminate your employment with the Company, the Company shall have the sole discretion to relieve you only after the completion of a Company assignment, where the same has not yet been completed by you.

8.2. You hereby agree that the Company is entitled to terminate your employment, at any time without notice or payment in lieu of notice if such termination arises as the result of your misconduct, negligence and/or breach of any express or implied term of your employment including the Company Policies and/or Global Code of Conduct as available on Intranet. Notwithstanding other provisions contained herein, the procedures for termination of employment and any associated payment settlement will be subject to managements' sole discretion.

8.3. Upon the termination or cessation of your employment with the Company for any cause whatsoever, you shall immediately deliver up to the Company or its authorized representative, any property or documents of the Company which may be in your possession, custody or under your control, including, without limitation, mobile phone, laptop, memoranda, correspondence, notes, records, reports, sketches, plans, letter heads, visiting cards or other documents and any copies or reproductions thereof in any medium whatsoever, and all other confidential information, whether or not the property was originally supplied to you by the Company. If so requested, you shall provide to the Company a signed statement confirming that you have fully complied with this Clause.

8.4. Without prejudice to any other right available under law, the Company reserves the right to make reasonable deductions from your full and final salary payment or any other amount due to you, in the event you fail to return all the property of the Company which is in your possession, or return it in a damaged state, other than due to normal wear and tear.

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

9. Retirement:

Retirement age for all the Trimble employees in India will be 58 years.

Annexure – B

Documents to be submitted within three days of offer acceptance

a. Copy of educational certificates (SSLC, HSC, Graduation & Post Graduation);
b. Copy of appointment letter/relieving letter from your last 3 employers;
c. True copy of your last 2 months' pay slip;
d. 6 copies of color passport size photographs;
e. Copy of all pages of your passport;
f. Copy of your Pan Card & Aadhaar Card;
g. Identity Proof (Copy of Driving license/Voter's ID);
h. Proof of residence (both permanent and present address);
i. Employment Data Form, if not submitted earlier;
j. Signed Trimble Policy Documents (enclosed with this offer);

Annexure – C

Compensation Break-up/CTC

Name: Anusruti Durairaj **Date: 28 July 2022**

Particulars	Compensation Per Month (In Rs.)	Compensation Per Annum (In Rs.)
Basic Salary	20417	245000
HRA	10208	122500
Flexible Benefit Basket	25258	303100
A. Gross Salary (Rs.)	**55883**	**670600**
Provident Fund		
B. Company's Contribution (Rs.)	**2450**	**29400**
Total Base Pay (Rs.) - A+B	**58333**	**700000**
C. Other Benefits		**Benefits Value**
Medical Insurance for family		850000
Personal Accident Insurance		1500000
Term Life Insurance		2100000
Gratuity	**	** As per Gratuity Act, 1972

Addendum

Non-Disclosure Agreement

During the period of employment you may be exposed to various Confidential Information of the Company and its subsidiaries, holding company, affiliates, etc. ("Associated Companies"). "Confidential Information" for the purpose of this clause shall include without limitation (i) all information, documents, data, software, lists, client letters, design, pattern and correspondence etc., in any form (physical, oral, electronic, etc.), that belong to the Company and / or Associated Companies; (ii) details of the Company's and / or Associated Companies', internal practices etc., that are not available in the public domain; (iii) identities and details of the Company and / or Associated Companies or their clients and their work details; (iv) any information of any client of the Company and / or Associated Companies, whether privileged information or not; (v) trade secrets, know how, other intellectual property rights of the Company and / or Associated Companies, and (vi) any other Confidential Information disclosed by the Company and / or Associated Companies to you, whether marked as confidential or not

You are fully aware that it is a matter of paramount importance on your part that the above Confidential Information should not be in any manner disclosed, misused, or passed on to any third party by you, directly or indirectly, and accordingly you fully commit yourself to this non-disclosure and non-use obligation in respect of the Confidential Information.

You should inform the management of the Company before enrolling yourself for any examination or course of study. You will not divulge orally or in writing any Confidential Information that comes to your knowledge during the course of your service in the Company to any of the outside agencies. You shall not disclose any of the trade secrets, proprietary information or any other Confidential Information to any of the external parties against you.

All the research done and data generated, including that of the client database of the Company is the sole property of the Company. Unauthorized storing, copying, deleting or transmitting (in hard/soft or any other means) of any Confidential information will be in breach of contract, is a serious legal offense and strictly prohibited. This will lead to immediate termination without any notice. All losses on such offenses will have to be fully compensated in monetary terms.

You are not allowed to carry the research/official document, workbook or any document containing Confidential Information in any media or any form outside the office premises without written permission of the authorized person, failing which strict disciplinary action will be taken.

You agree, confirm and undertake that you shall not otherwise derive any benefit of whatsoever nature out of the Confidential Information and the Confidential Information shall be used by you only to perform the duties assigned to you by the Company. Even to the other constituents and employees of the Company the Confidential Information shall be disclosed only on need-to-know basis and to the extent absolutely necessary.

At the end of your employment with the Company, you shall handover all the data, information, files, documents, pattern and designs etc., pertaining to the Company which are in your possession without keeping any copy, replica, duplicate in any manner or any form.

If any disclosure of the Confidential Information to governmental, judicial, statutory, regulatory or other authorities is required, you shall provide a prior written notice to the Company of such requirement, unless the applicable law does not permit such notice.

Assignment of Inventions:

You will disclose to the Company, forthwith, any discovery, invention, process or improvement made or discovered by you while our service, and such discovery, invention, process or improvement shall belong absolutely to and by the sole and absolute property of Company, you shall at the Company's expense, take out or apply for Letters of Patent, Licenses, or other rights, privileges or protection as may be directed by us in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company, and you will execute and do all instruments, acts, deeds and things, which may be required by the Company, for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in our favour or in favour of such other person or persons, firms, or companies, as we may direct as the sole beneficiary thereof.

If during the course of your duties you make any discovery or invention or secret process or improvement in procedure or make any literary or artistic work or computer program relevant to, or capable of use in, the business of the Company then you must disclose all facts and details to the Company as it may require, and such discovery, invention, secret process, or improvement in procedure, literary or artistic work or computer program and all intellectual property rights relating thereto, shall belong to and be the absolute property of, the Company. At the request and expense of the Company, you shall give and supply all such information, data, drawings and assistance as may be necessary or in the opinion of the Company desirable to enable the Company to exploit the intellectual property to the best advantage (as decided by the company). You shall execute all documents and do all things which may, in the opinion of the Company, be necessary or desirable for obtaining patent or other protection for the intellectual property and for vesting the same in the Company, as the Company may direct. You also agree to execute any additional documents, subsequent to your employment with the Company, as may be necessary for the Company to perfect its title in the intellectual property.

For a period of six (6) months after termination of your employment with the Company, you shall promptly disclose to the Company fully and in writing all Inventions authored, conceived or reduced to practice by you, either alone or jointly with others. In addition, you hereby undertake to promptly disclose to the Company all patent or copyright applications filed by you or on your behalf within one (1) year after termination employment.

PRESIDIO®
Cloud Solutions

22 September 2021

Dear Arul Prasath V,

Congratulations! We are happy to offer you internship at Presidio from **04 October 2021 for Eight months**. We hope it will be a great learning experience and will provide the right exposure. During this period, Presidio will be happy to provide a stipend of **INR 16,000/month**.

Wishing you all the best and "Do Something Great Every day!"

For Presidio Solutions Private Limited

Sangeetha Gupta
Sangeetha Gupta (Sep 22, 2021 19:43 GMT+5.5)

Sangeetha Gupta
Senior Manager-HR and Business Operations

Private and Confidential

Thoughtscrest Software Limited
Level 8 Tower 1
Umiya Business Bay
Cessna Business Park,
Kadubeesanahalli
Marathahalli
Sarjapur outer Ring Road,
Bangalore - 560103

Dear Ashwin M

Offer of Employment

On behalf of **Thoughtscrest Software Private Limited** ("the Company") we are pleased to offer you employment in the position of **Associate Software Engineer** on the terms and conditions outlined herein.

By accepting this offer you warrant that there are no contractual or other legal impediments which may prevent you commencing employment with the Company. Upon acceptance by you, this offer shall form the employment agreement between you and the Company.

1. Position & Duties

Your initial position will be an **Intern** from 16th Aug 2021 until 15th May 2022. Your next position will be **Associate Software Engineer** from 16th May 2022.

2. Working Hours

You are bound by the rules relating to working hours, shift timing, rest interval, leave and related matters which are currently in force or may be introduced from time to time. You may from time to time also be required to work at different times, including at night.

3. Remuneration

Your stipend during your internship period until 15th May 2022 will be **Rs. 18000.**

Your Total Gross Remuneration package from 16th May 2022 will be
Rs. **350000 per annum.**

You are eligible to participate in the variable compensation plan relevant to your role and line of business.
You are also eligible for a joining bonus of **Rs 50000** which would be paid to you on May 31st 2022.

Details of your remuneration are set out in Appendix 1 included in the offer pack attached to this document. Salary will be paid into your salary account by the last day of each month.

4. Other Benefits

You will receive other benefits as outlined in Appendix I. You are only eligible for such benefits, perquisites and entitlements after you have joined the Company and subject to the Company's policies, rules, procedures and/or guidelines that may be issued and/or amended from time to time. All benefits, perquisites and entitlements (including reimbursements) are subject to any relevant and applicable Income Tax provisions, including taxation on perquisite value.

These benefits, perquisites and entitlements shall cease upon the termination of your employment with the Company. They may also cease if you take unpaid leave.

5. Job Assignments

You may during the course of your employment be given assignments based on the Company's reasonable business needs which the Company considers are suited to your background, qualifications and/or experience. You shall not refuse to carry out any assignment solely on the ground that it has not been or does not form part of your usual duties. You will not be entitled to any additional compensation for carrying out such assignment if, in the opinion of the Company, the job or the duties are equivalent to your initial position or duties.

6. Location

Your place of posting will be in **Bangalore**. The Company may also require you to work at another location based on its reasonable business needs. In such case, the Company may in its discretion transfer you to another job, department, branch, office or customer site (which is in existence either at the time of your appointment or is established, acquired or otherwise comes into existence in the future), whether situated in the same location or other locations in India or abroad. You may also be required to transfer to another company which is affiliated with or related to the Company or in which the Company has an interest.

You may be required to travel to any of our offices or customer locations to any other locations for business reasons, should a need arise.

Although the Company will endeavor to ensure that any transfer or relocation does not cause unnecessary disruption to your status, the Company does not guarantee the continuation of any facility or perquisite upon transfer. In all such cases of transfer or relocation, the Company's transfer and relocation policies and rules shall apply. Further details are set out in Appendix I included in the offer pack attached to this document.

Your salary is also country based. As such, if you relocate to another country, your salary will be adjusted to the market rate for the role in the new country of employment, which may be higher or lower than your current salary.

7. Salary Revision

Your remuneration will be subject to review by the Company at such times as may be considered appropriate. The Company operates a Pay-for-Performance policy and the result of any remuneration review will take your performance into account.

The Company will review your performance throughout your employment. A performance review will not necessarily result in a salary increase.

You will appreciate that information relating to your remuneration package is strictly confidential and hence request you maintain this confidentiality.

8. Deductions

During your employment or upon termination of your employment for any reason, the Company may deduct from your pay, or from outstanding expenses claims, any over payments, outstanding debts or monies owed by you to the Company. The Company may also deduct the value of any Company property which has not been returned by you.

9. Obligations to the Company

You are required to:

(a) follow all reasonable and lawful directions of your manager or of any authorized person in the course of employment;

(b) Devote your working time and attention to the business of the Company and perform the duties assigned to you to the best of your abilities, in good faith and in compliance with the law;

(c) thoroughly familiarize yourself with and comply with all the Company's policies, rules, procedures and guidelines in place from time to time

10. Confidentiality and Proprietary Information

All information, documentation and resources, however provided, remain at all times the confidential property of the Company. You will not disclose the same to any third party or use them for personal benefit or gain without prior authorization from the Company. It is a condition of your employment that you sign and abide by the terms of the Proprietary Information

Any breach of security or confidentiality is regarded very seriously and could lead to termination of employment.

11. Termination of Employment

(a) This offer is made on the understanding that all information given by you in the application/employee data form/during the interview, or data provided by you prior to or at the time of joining the Company is true and accurate. If it is found at any time that any information provided by you is not true and correct, or that you have knowingly suppressed any information or if any other adverse or relevant information comes to light, the Company may terminate your employment at any time without compensation.

(b) By accepting this offer, you agree that upon termination of your employment you will return all property belonging to the Company.

12. Notice of Termination

Notice of termination of employment by either party shall be two month's notice in writing or payment in lieu of notice. Such notice may not be offset by unused leave.

13. Retirement

You will retire from service on completion of 60 years of age. Thereafter the company may offer you a new employment contract at its discretion.

14. Jurisdiction

In the event of any dispute regarding the terms and conditions of your employment, you agree that you will be subject to the jurisdiction of the relevant courts and the laws of Bangalore.

15. Validity

This offer is made in accordance with Indian laws and is subject to no adverse information being obtained during reference checking with previous employers, validation of educational qualifications and/or background checks, and approval of your employment/immigration pass application (whichever is applicable).

Please read this Offer of Employment and Appendices carefully before you agree to the terms and conditions herein by signing. The offer sets forth certain important benefits and terms and conditions of your employment with the Company

On your day of commencement you will be required to sign in all pages including Appendixes for our records a copy of the offer and the Proprietary Information Agreement.

Yours sincerely



Prabhu Palanisamy
Director
Thoughtscrest Software Limited

DECLARATION

I, _____ agree with all the terms and conditions set out in this Offer of Employment, including the Appendices. I also confirm that I have read, understood and agree to comply with the obligations set out herein, including the Proprietary Information Agreement at Appendix II. I will commence employment with effect from _____.

Signature: Date:

_____ _____

APPENDIX I

1. Compensation Break up

The break up of your total gross compensation is given below:

Components		**Amount**
Basic salary	- Rs	175000
Flexible comp	- Rs	129000
12% Basic - PF	- Rs	21000
Bonus	- Rs	At end of year
Allowances	- Rs	25000
Total	**- Rs**	**350000**

The Company may, at any time, review and/or restructure the Compensation Package.

You are required to submit the following on the joining date

a) 2 passport size photographs in color

b) proof of identity (e.g.: Passport, Driver's license, PAN card, Ration card, Voter ID card)

c) proof of address in respect of residence where you have stayed for the longest duration in the last 7 years (e.g.: any utility bill – electricity, telephone, credit card).

Letter of Intent (LOI)

November 02, 2021

Dear Aswin Siranjeevi,

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

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance.You are also eligible for an One-time Skill Bonus* of **INR 25,000/-**. The detailed information on compensation and benefits will be provided in your Offer Letter.

One-time Skill Bonus will be based on the technical competency demonstrated thru skill based assessment, Interview and GenC Training post joining/Internship.

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

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

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

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

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

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

Yours sincerely,

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

Maya Sreekumar

Vice President - Human Resources

Letter of Intent (LOI)

October 25, 2021

Dear Aswin K,

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

Your annual total remuneration will be **INR 675,000/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

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

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

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

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

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

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

Yours sincerely,

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

Maya Sreekumar

Vice President - Human Resources

Zoho Corporation Private Limited
Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.
Ph: +91 - 44 - 6744 7070
www.zohocorp.com
SEZ Unit

Date: 01-Jan-2022

To

Mr.AZHAGUVEL S,
174, SOUTH KATTUKOTTAYI, V.ALAMBALAM POST,
CHINNASALEM TALUK,
KALAKURICHI-606301,TAMIL NADU.

Dear **Mr.AZHAGUVEL S,**

Based on your application and the subsequent discussions you had with us we are pleased to have you associated with us as a **PROJECT TRAINEE** for a period of 6 months from the date of commencement in our organization**.** During this association you will be paid **Rs.15000/- (RUPEES FIFTEEN THOUSAND ONLY)** per month as a consolidated amount.

The internship will be for a period up to 6 months from the date of commencement. Based on your performance during this period and your interest in continuing the internship, your manager may extend the internship period beyond the initial 6 months. On successful completion of your curriculum project, you may be observed as an employee of Zoho as **MEMBER TECHNICAL STAFF**. Salary will be decided at that time based on your performance.

This offer is subject to the following terms and conditions.

1. During the period of your association with Zoho, you shall keep strictly confidential any and all information that may come to your knowledge. You may share any such information with others, only on a 'need to know' basis.

2. You shall sign a Confidentiality Agreement with Zoho to protect the interests of the Company by maintaining confidentiality of all information, which may be accessible to you in the course of your association.

3. Zoho owns all right and interest to any intellectual property developed by you during the course of your association with the company.

4. Zoho reserves all rights to terminate you at any time during your association period, for any reason whatsoever, including without limitation, misuse of Zoho intellectual property, improper and unauthorized usage of internet Services, adverse finding in background verification report, misconduct and the like.

5. Zoho is under no obligation to recruit you on its roll of employees at the end of your project work. However if your project work and conduct are found to be completely satisfactory, you may be considered for employment, in accordance with Zoho's then current policy.

VALIDITY

This Project Trainee Offer is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **08-Jan-2022**. Your signature indicates your acceptance of the terms and conditions of this offer.

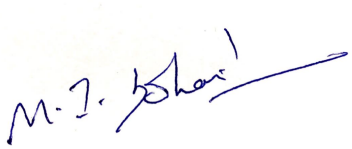
Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form. However, closer to the actual date of joining you will receive a confirmation email from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With Best Wishes,

Yours Sincerely,
For ZOHO CORPORATION PRIVATE LIMITED



Mohammed Sohail
Manager - HR

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:		Date of Offer acceptance:	01 Jan 2022
Name :	Azhaguvel S	Place :	V.Alambalam

Cognizant

13-Jan-2022

Balaji M
B.E. Computer Science & Engineering
Kongu Engineering College, Erode

Dear Balaji M,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

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



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Zoho Corporation Private Limited
Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.
Ph: +91 - 44 - 6744 7070
www.zohocorp.com
SEZ Unit

Date: 08-Sep-2021

To

Mr.BALAJI S,
16/36 L, PERUMAL KOIL STREET,
L. R. PALAYAM, PANRUTI,
CUDDALORE-607106, TAMIL NADU.

Dear **Mr.BALAJI S,**

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **MEMBER TECHNICAL STAFF** with **ZOHO CORPORATION PRIVATE LIMITED.**

INTERNSHIP AND STIPEND

You are expected to do the final semester project of your curriculum in our organization. We expect you to work on the project on a full time basis for a period of 5-6 months. During this period you will be paid a monthly stipend of **Rs.15000/- (RUPEES FIFTEEN THOUSAND ONLY)**. The following offer is valid, subject to successful completion of your project.

(Note: The above may not apply to you if your college does not permit internships)

REMUNERATION

Your annual Cost to Company will be **Rs.480000/- (RUPEES FOUR LAKH EIGHTY THOUSAND ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.

ADHERENCE TO POLICIES

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

CONFIDENTIALITY

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Corporation Private Limited and any entity in which the management of Zoho or the company has substantial interest. You agree not to disclose such information other than on aneed-to-knowbasis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

TRANSFERABILITY

You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.

NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment .

GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.

VALIDITY

This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **08-Oct-2021**. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form.However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,
For ZOHO CORPORATION PRIVATE LIMITED



Mohammed Sohail
Manager - HR

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:	{{Signature:Recipient1* }}	Date of Offer acceptance:	{{Signdate:Recipient1}} 08Sep 2021
Name :	Balaji S	Place :	{{Textfield:Recipient1:Place *}} PERUNDURAI

ANNEXURE A

NAME : BALAJI S
DESIGNATION : MEMBER TECHNICAL STAFF

Details	Monthly	Annual
Basic	16000	192000
HRA	8000	96000
Other Allowance & Flexible component	14080	168960
Gross Salary	**38080**	**456960**
Employer Provident Fund (12% of Basic+TA)*	1920	23040
Cost To Company (CTC)	**40000**	**480000**
Prosperity Sharing Plan		80000
Compensation for the first year		**560000**

* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund.

OTHER BENEFITS:

PROSPERITY SHARING PLAN
PSP (Prosperity Sharing Plan) is a one time bonus scheme derived based on company's productivity. Every year during April or May, we will decide on extending this scheme to our confirmed employees after reviewing the company's growth and productivity. Upon confirmation, you may qualify for the above mentioned PSP amount subject to scheme existence for that year. Please note, the quantum mentioned above is only an indicative figure and is subject to change based on your performance as determined by your manager.

GRATUITY
Gratuity will be payable as per the Gratuity Act, upon separation from the company, subject to completion of minimum five years of employment with Zoho.

ANNEXURE B

The Company currently provides the following benefits to an employee:

GIFT CARD AMOUNT

You will be paid an amount of **Rs.6000/- (RUPEES SIX THOUSAND ONLY)** once in a year towards your broadband connection. For the new comers, it is applicable from their date of joining. For the first year the amount will be pro-rated based on the joining date.

TRANSPORTATION FACILITY

For safety and security reasons, the Company provides transportation facilities, including but not limited to shuttle services and cab services. However, Company does not recommend daily long commute to work. This offer is based on the assumption that you will move to a distance within 5-10 km of the office premises.

DEVICES AND GADGETS

Company provides essential devices and gadgets for all its employees strictly for official purpose. However, what is essential (in most cases) is not the latest model device or gadget. We do not view the device or gadget as a status symbol or a fashion accessory but as an essential tool to get work done. Expecting the latest model device or gadget as a status symbol is most likely going to leave you disappointed. So please be prepared.

FOOD AND SNACKS

Company provides food, snack and other refreshment for all its employees.

RECREATIONAL FACILITY

Company provides certain recreational facilities to its employees of which some are offered at a nominal charge.

TEAM TREAT AND TRIP

To improve the team collaboration, the company provides **Rs.1000/- (RUPEES ONE THOUSAND ONLY)** for team treat and **Rs.4000/- (RUPEES FOUR THOUSAND ONLY)** for team trip to all its eligible employees, every year.

GROUP MEDICLAIM INSURANCE

Company will bear the full premium of covering you under the Group Mediclaim policy for a sum insured of **Rs.400000/- (RUPEES FOUR LAKH ONLY)**. This is a floater policy where five of your dependents will also be covered along with you.

GROUP PERSONAL ACCIDENT INSURANCE

You will be covered under the Personal Accident Insurance Scheme, for a sum insured of **Rs.2000000/- (RUPEES TWENTY LAKH ONLY)**.

GROUP TERM LIFE INSURANCE

As a welfare measure for its employees, the company has subscribed to the Group Term Life Insurance. The insurance coverage is worth of **Rs.2500000/- (RUPEES TWENTY FIVE LAKH ONLY)**.

Please note that the above mentioned Insurance schemes are subject to change based on yearly renewal

Cognizant

13-Jan-2022

Bharath S
B.E. Computer Science & Engineering
Kongu Engineering College, Erode

Dear Bharath S,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

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



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

June 19, 2021

Bhuvanesh S
S/O Sivakumar, 4/370,
Nagapattipallam,
Kattampatti, Palacode,
Dharmapuri,
Tamil Nadu -636808
bhuvanesh00103@gmail.com

Dear Bhuvanesh,

We are pleased to offer you an internship role in our technology team, for a period of ten months, till April 30th, 2022 or when you complete your degree, as evidenced by submission of provisional completion certificate, whichever is later.

During the internship period, you will be paid a monthly stipend of INR 18, 000. And you will not draw any other benefits from the company. Once you complete your degree successfully, and produce university certificate documenting the same, subject to continued good performance, you will be absorbed on regular role, as Software Engineer, with an annual CTC of INR 6.14 Lakhs. (Details of the offer will be shared before you join as full time).

Your monthly internship stipend will be credited in your account latest by 3rd of the following month.

Your internship period will commence from June 21st, 2021.

Please sign and return a copy of this offer as a token of your acceptance.

Sincerely yours,

for ADF Data Science Private Limited,

.....
Nithyanandham Ravi

Senior Manager, Human Resources

.....
Bhuvanesh S

DEEPTI R **21st June 2022**

JL 2

Dear DEEPTI R,

With reference to your application and the subsequent interviews you had with us, we are pleased to confirm your appointment as **Associate Data Engineer** at **Job Level 2** with effect from **27th June 2022** subject to the following terms, conditions and the general rules of our Company:

1. Please refer to the attached annexure for details of your remuneration.

2. You will be placed on probation for a period of three months. This period will be extended if it is felt necessary to do so by another three months. During the probationary period, the Company shall be at liberty to terminate your employment without assigning any reason on giving fifteen days' notice or without any notice on payment of fifteen day's salary in lieu of notice. On the expiry of the probationary period, and subject to your services being found up to Company's expectations, you shall be confirmed as a permanent employee. In the absence of any communication confirming you, you shall be deemed to be confirmed on the expiry of the probationary period as aforesaid.

3. You will be eligible for coverage under the Company's Provident Fund, Gratuity Scheme as per Company's rules in force from time to time.

4. You shall be required to work initially at our **Global Service Centre at Bangalore.** The Company shall be entitled to direct or depute you to work in any other Department or Branch of the Company wherever situated in India or abroad, whether existing on the date hereof or which may exist in future and you shall comply with such direction. The Company will also be entitled to transfer your services to any subsidiary or affiliate of the Company whether existing or which may exist in future and which Company is generally regarded as part of the Maersk Group of Companies.

5. You shall accept such management decisions pertaining to Clause 4. Failure to adhere or refusal to comply with any order or instruction by the management as per Clause 4 shall be treated as a breach of employment contract.

6. After your confirmation in permanent service, the Company shall be entitled to terminate your employment at any time without assigning any reason either on giving two months' notice or without any notice on payment of two month's salary in lieu of notice.

Classification: Confidential

7. You shall, in the event of your resignation give the Company two months' notice of your intention to resign. The Company however, reserves their right to accept your resignation with immediate effect or at any time during the notice period. In the event of any breach of this term, you shall have to compensate the company for the damages incurred.

8. You hereby agree that, while you are employed by Company and for one (1) year following the termination of your employment with Company, will not directly or indirectly solicit, attempt to solicit or interfere with any customer or supplier of Company in a manner that conflicts with or interferes in the business of Company as conducted with such customer or supplier.

9. You hereby represent and warrant to Company that you are not party to any written or oral agreement with any third party that would be conflicting to this Appointment or Confidentiality and Proprietary Information to perform your obligations hereunder and that you will not, by joining the Company, breach any non-disclosure, proprietary rights, non-competition, non-solicitation or other covenant in favor of any third party.

10. You are not permitted to divulge the contents of this Contract to any other third party.

11. You are to devote your entire working ability to **Maersk Global Services Centres (India) Pvt. Ltd**. and to exercise full discretion towards any third party in all matters concerning the Company, its business and policies, its Management and employees. It is understood that the rights to any EDP system/ Programs and all data and Information belong fully to the Company.

12. You should not divulge or utilize, except in the furtherance of the organization's business, any confidential information that comes to your knowledge in the course of your employment with the organization or its associates. The responsibility for keeping such information confidential applies not only to the period of employment but also thereafter.

    As a condition of employment, you are requested to consider work done and information received during the course of employment as confidential. Violation of the IT security policy, Email and Internet policy will call for strict disciplinary action.

13. The retirement age is 60 years.

14. The Company Rules and Regulations will form part of your Contract of Employment, and your employment is conditional upon and subject to your acceptance of these as currently in force and as may be amended from time to time.

Classification: Confidential

15. Strict action will also be taken which may include immediate termination without any compensation or notice pay following:

    - Employees implicated in Criminal cases, found to have committed an offence involving questionable integrity, moral turpitude
    - any act subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation, incurring excessive debts, commission of any act prejudicial to, or in conflict with the interests of the company
    - Employees indulging in Substance abuse
    - Employees indulging in Sexual harassment
    - If any information furnished or declaration given by you regarding your employment to the Company is found to be false or any material information willfully suppressed, your appointment would be liable for termination without any notice or compensation.

16. The Company will require you to undergo a background check, which will be conducted by the Company or by any third party retained by the Company to perform the investigation. Your employment with the Company depends on successful clearance of the background check process. Upon your failure to successfully clear the background check process, the Company shall have the right to terminate your services without prior notice or any compensation in lieu of such notice and without being liable to pay any compensation for such termination. The decision of the Company in this regard shall be final and binding on you.

You are kindly requested to confirm your Agreement to the above terms and conditions, including the Company's rules and regulations, by signing and returning the duplicate of this Letter.

We welcome you to our organization and trust that your association with us will be a happy and mutually rewarding one!

Yours faithfully,

for MAERSK GLOBAL SERVICE CENTRES (INDIA) PVT. LTD.



Gautam Shetty

India Hiring Lead – India Recruitment

I confirm that I have read and understood the terms and conditions of the appointment letter. I agree and accept the above terms and conditions and the Company's rules and regulations.

Agree _____ ___ Date _22/06/2022_____

DEEPTI R

MAERSK

Annexure

Name **: DEEPTI**
R M

Designation **: Associate Data Engineer**

Level **: JL 2**

Location **: Bangalore**

Date of Joining **: 27th June 2022**

Salary Components	INR p.m.	INR p.a.
Basic Salary	30,000	3,60,000
House Rent Allowance	15,000	1,80,000
Bonus Allowance	1,000	12,000
Conveyance Allowance	1,600	19,200
Other Allowance	22,357	2,68,284
Annual Fixed Salary	**69,957**	**8,39,484**
Provident Fund (12% of salary)	3,600	43,200
Annual Fixed Salary incl. PF	**73,557**	**8,82,684**
Gratuity (as per the Gratuity Act)	1,443	17,316
Annual Fixed Salary incl. retirals	**75,000**	**9,00,000**

You will also be eligible for bonus pay as per the company's Bonus Plan, your target incentive payout for the current year being **INR. 83,948**. The actual amount for disbursement may be higher or lower than target basis company's performance. The variable payout for employees who join in the middle of Performance Cycle would be pro-rated as per duration of service. The variable payout would only be made to employees on rolls of the organization on the date of actual disbursement. Please refer to the **Bonus Plan** document for further details.

M. Rathi

DOLPHIN EDUCATION CONSULTANCY
Reg. No. : India - U80902TZ2019PTC033198
GSTIN : 33AAHCD5776A1ZU
: +91 77087-58508, +91 94889-72333
: reachus@dolphineducationconsultancy.com
: www.dolphineducationconsultancy.com

DOLPHIN EDUCATION CONSULTANCY

Date: 04/01/2022

Dear Dhanush Selvaraj,

Greetings from Dolphin Education Consultancy!!!

We are delighted to inform you that you have been selected for the position of Student Counsellor/Digital Marketing at our firm

Your internship will be for the next three months. starting date i.e., 05-01-2022.

Your role will be made permanent and you will be provided with all the employee benefits after successful completion of your probation interview.

Further terms and conditions will be disclosed in the employment agreement.

All the best for your carrier at Dolphin Education Consultancy and feel free to reach me if you have any questions

With best wishes

Operations Director

Dolphin Education Consultancy

Dhanvarsha S ,
No 19,Eswaran Kovil Street,
Avalpoondurai,Erode 638115

5th June 2021

Dear Dhanvarsha,

We are pleased to extend an offer to you at Qubercomm Technologies India Pvt Ltd("Company") as **"Associate Software Engineer"**reporting to Senthil Kumar Balasubramaniam with a start date to be determined post your completion of your Graduation.This is contingent upon you joining the company for a internship.

Commencement of Employment:

Your internship start date is **8th June 2021** and your designation will be **"Trainee Software Engineer".**Your appointment as "**Associate Software Engineer"** would be effective after successful Completion of internship.If you are either unable to join as intern or unable to complete the internship successfully, this offer will stand rescinded .**Due to the prevailing Covid-19 Situation, we are issuing conditional offer, subject to the individual submitting the necessary documents post the lockdown**. **You are expected to Join Qubercomm Chennai Office once the prevailing movement restriction is released.**

Your employment is contingent on the results of a background check which includes a criminal records check and reference checks, and can include verification of education. If the results of your background check reveal information that is inconsistent with our standards, this offer may be rescinded or your employment with Company may be subject to immediate termination.

You will be on probation for a period of Six months. Employees are eligible for Promotion,Salary increase or any incentive payments only upon successful completion of the probation period.The company reserves the right to either extend the probation period or terminate employment if the employee's performance does not meet the expectation

Salary :

During the period of internship ,you will be paid a stipend of Rs 15,000/-. You Will not be eligible for any other company paid benefits.

Our offer to you for Full Time employment has a minimum guaranteed Annual Total Compensation of Rs 4,00,000 which includes a gross monthly salary and company paid standard benefits. This offer is for Full Time employment with the company based on 5 working days a week.

All stipend, allowances and reimbursements will be paid less any applicable taxes and withholdings on the last working day of each month.

Following is the break-up of the total compensation for the Full time employment

1.Fixed Salary & Benefits		Per Month	Per Annum
1.1	Basic	11,083.00	1,32,996.00
1.2	HRA	5,542.00	66,504.00
1.3	Medical & Conveyance Allowance	4,167.00	50,004.00
1.4	Flexi Benefits	5,108.00	61,296.00
1.5	Fixed Allowance	3,267.00	39,204.00
1.6	Yearly Bonus	0.00	20,000.00
	Sub-Total (A)	**29,167.00**	**3,70,004.00**
1.7	PF Employer Contribution	1800.00	21,600.00
1.8	Gratuity		6,396.00
1.9	Insurance (Employee only)		2,000.00
	Benefits Total (B)		**29,996.00**
	Total Compensation (A+B)		**4,00,000.00**
Flexi Benefits Components		**Per Month**	**Per Annum**
1	Internet /Telephone Bills	4000	48000
2	LTA	1108	12072

Yearly Bonus will be paid at the completion of one (1) year. You will be entitled for Gratuity upon completion of five (5) years of service with the company. This is based on the current month basic salary for indication purpose only.Incentive shall not be payable to employees who have resigned or relieved from the services of the company as on disbursement date.

Benefits Program:

Company is committed to providing employees comprehensive and competitive levels of compensation and benefits. Our salary and benefit programs are competitive in our industry and are designed to meet the needs of employees and their families.

Place of work and hours:

You will report into the Company's Chennai office. Company reserves its rights to transfer or assign your services to any associate company, branch, office, subsidiary or other companies, concerns,organizations, or firms with whom Company may make any such arrangement or agreement. You may also be required on a temporary basis to work at any client premises based in India or overseas.

Holidays and time-off:

The Company provides 10 paid days as public holidays including government mandateddays. The employee will accrue an annual paid leave of 15 days on an equal month-over-month basis based on continuous employment. Employees are also provided with 5 working days per calendar year as

sick/casual leave. The employees can carry forward accrued vacation for up to a total of 30 days beyond which vacation accrual will stop.

Insurance:

Company will provide employee with Group Personal Accident Insurance. The principal sum is equal to 5x an employee's annual gross pay, up to a maximum benefit of 2,00,00,000 INR. due to bodily injury or death as a result of an accident. GPA Insurance provides a benefit based upon a payment schedule. Company will pay 100% of the premium.

Company will provide eligible employees with coverage equal to 2x their annual gross pay. Medical certification may be required for coverage that exceeds 90,00,000 INR. Coverage will begin the first day of employment and Company will pay 100% of the premium.

Company will provide eligible employees with Mediclaim Insurance with coverage of 1,00,000 INR. Only Employees are covered in Mediclaim insurance and this does not include parents or dependents.

Travel Accident Insurance of up to $100,000 USD, if death occurs while travelling on Company business outside of India. Company provides coverage for emergency medical treatment employees may require while travelling on Company business outside of India.

Confidentiality:

You must always maintain the highest degree of secrecy and keep as confidential the records, documents and such other information relating to the business of Company which may be known to you or confided in you by any means in the course of your internship with Company. You will be required to sign the Inventions Disclosure, Confidentiality and Proprietary Rights Agreement with Company at the time of joining Company.

India Taxes:

Taxes will be withheld in accordance with India tax laws and you may be required to provide receipts for allowances. You shall be responsible for filing of your personal returns and comply with other requirements under the India tax laws

Termination of Employment:

Your internship is for a period of Six months.At the completion of this period,this offer is automatically terminated unless extended or a new offer made by the company.If you leave the company during or at the completion of your internship,then you are expected to pay five times the entire amount paid as stipend back to the company.Post your confirmation for full time opportunity your term of employment will be for Two years from the date appointment. If you want to leave the employment within period of two years, you should give 90 days prior notice and shall deposit Five Lakhs before leaving the organization.

The Employee undertakes not to dispute the amount, and shall pay the amount, before requesting for formal relieving letter from the organization & at the same time organization has full right to initiate appropriate legal proceedings against the Employee in case of breach of this employment agreement

Company reserves the right to terminate your employment summarily without notice or payment in lieu of notice if it has reasonable grounds to believe that you are guilty of misconduct or negligence as per Company policy or guidelines, or have committed any breach of this agreement or for non-performance.

Other Acknowledgements and Contingencies:

You understand and agree that any information received as a result of the investigation to verify information provided in your resume, application and/or personal information sheet, and any other inquiries are deemed necessary, may be used by Company to determine appropriateness for employment and that this offer may be revoked or your internship may be terminated based on information received from this investigation, even if such information is received after the commencement of your internship.

You also understand and agree that your internship is contingent upon signing the Inventions Disclosure, Confidentiality and Proprietary Rights Agreement and acknowledging that you have not and will not bring or use, in the performance of your duties for Company, any proprietary or confidential information of any of your former employers without that former employer's written authorization. You agree and acknowledge that your internship with Company will not require you to violate any contract, obligation or confidence to any other party.

Finally, you acknowledge your internship at Company is contingent on you being able to legally work in India. If as a condition of your lawful ability to work in India, you are required to submit a Financial Guarantee, and Company agrees to do so, on your behalf, you must sign a Counter Guarantee which will be provided by Company.

Employment Rules and Regulations:

In addition to the terms and conditions of employment specifically stated herein, you will also be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by Company from time to time. You will also be governed by statutory laws enacted by Central or State Government or local authorities as may be applicable to you from time to time.

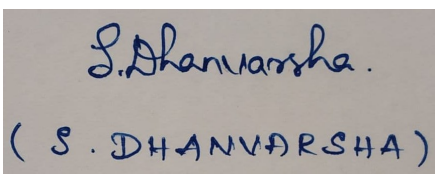
Deadline to Accept Offer:

We are hopeful you will accept this offer. If you wish to, pls share the signed copy of the offer letter.Congratulations and welcome to the Qubercomm team! We wish you a long-lasting and rewarding association with us.

Sincerely







Kirthika Subramaniam
Manager Human Resource
Qubercomm Technologies India Pvt Ltd

AALAM

Personal and Confidential

01-December-2021

To
Dineshkumar L
Son of Lakshmanan
Sokkanathapuram,
S.Kondalam Paramathivelu Thaluk
Namakkal Tamilnadu – 637208

Sub: Offer Letter for Internship Program

Dear **Dineshkumar,**

We are pleased to offer you an opportunity to work as **"Intern"** with our organization and your internship from **01st December 2021** with a stipend of **Rs.10,000** Per Month.

This period may be extended or reduced depending upon your performance, application, attendance and bearing. The management will assign your work timings. Our normal working hours are Monday to Saturday from **9AM to 6 PM**.
If your performance is found to be satisfactory during such period, you may confirm full time employment during or after the completion of training program.
You shall adhere to all company policies/procedures and shall not reveal/disclose/publish in any manner any of the information, details, processes and policies of the company to any third party in any form (oral, written, social networking sites etc) without prior approval of the management.
You should be aware that the training provided to you with the Company is liable to be terminated at any time with or without notice, with or without good cause or for any or no cause, at the company's option.
You will be required to sign a NDA on the day of joining.

We wish all the best for your internship program with us.

Sincerely,

For Aalam Info solutions LLP

Sincerely

Anitha M 01/12/21

Sr HR Executive

Accepted by

L. Dineshkumar

DocuSign Envelope ID: 44FBFD3B-0B25-4586-8A46-DB59B5416F7B

accelerate toward success

Accelalpha Software Pvt. Ltd.
4th Floor, SLN Terminus,
Gachibowli – Miyapur Rd,
Gachibowli, Hyderabad,
Telangana – 500033.

September 28, 2021

Mr. Divakar S S

House No-37, Krishnan
Street, Erode,
Karungalpalayam ,

Tamil Nadu-638003

Re: **Letter of Offer**

Dear Divakar S S,

We are pleased to extend an offer to join Accelalpha Software Pvt. Ltd. (Company) as **Associate Consultant**.You will be working from **Accelalpha Software Pvt. Ltd., Salarpuria Supreme, 3rd Floor, Marathahalli Village, Marathahalli, Bengaluru, Karnataka 560037,** India**.**

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

1. Sign and date this 'Letter of Offer' where indicated below.
2. Sign and date the enclosed 'Employment Agreement' where indicated.
3. Hand-over/ Mail/ DocuSign all pages of the signed and dated documents listed above back to us by **October 5, 2021**. A copy of each document is enclosed/downloaded through DocuSign for your records.

Your Annual Gross Compensation will be up to **INR 6,00,000/**- (Rupees Six Lakhs only) per annum. which includes the discretionary Variable compensation of up to **INR 30,000/-** (Rupees Thirty Thousand only), the payout of discretionary variable compensation will be prorated based on Employee's tenure during the Compensation Year. Annual Fixed Compensation, Discretionary Variable compensation and other benefits will be the total cost to the Company. Please refer Salary Annexure for details on the compensation and statutory deductions.

Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever. Please note that this Offer is subject to you being medically fit and you clearing background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency

This offer letter has no force or effect until you sign the Employment Agreement as all terms and conditions of your employment will be governed by the Employment Agreement. No work shall be performed by you until the Employment Agreement is signed by both you and the Company.

SS

Initial: _____

DocuSign Envelope ID: 44FBFD3B-0B25-4586-8A46-DB59B5416F7B

The offer is contingent upon you commencing employment with the Company not later than, **May 2nd ,2022**. Please send e-mail to recruiting.india@accelalpha.com confirming your start date. By accepting this offer, you expressly agree that you will join on such date, unless otherwise agreed to in writing by the Company. Any request for change in date of joining must be sent to recruiting.india@accelalpha.com at least 5 days prior to your initial submittal date of joining.

At the time of joining, you are expected to carry originals of the documents as per Annexure - B and submit the copies of the same to the HR Team

We hope you are as excited, as we are, with the opportunity. We will be delighted to have you as part of our organization.

Accelalpha Software Pvt. Ltd

By: DocuSigned by: Ramana Rao 3BFDB52A09C74B6...

Name: Ramana Rao Pagadala

Agreed to: DocuSigned by: Divakar S S 3D2CD05A2CA9459...

Mr. Divakar S S

Date: 9/30/2021

DocuSign Envelope ID: 44FBFD3B-0B25-4586-8A46-DB59B5416F7B

Annexure - B - Checklist of the Documents

At the time of joining, you are requested to bring the following documents in original (For Verification only), along with 1 copy of each for submission.

1. Signed hard copy of this letter
2. Signed hard copy of the Terms of Employment
3. New Employee Data (Annexure A)
4. Two copies of your recent passport size photographs
5. PAN card copy
6. Aadhar Card Copy (For EPF purpose)
7. Passport copy if available
8. Document/s containing start date and end date of the last two employers
9. Copy of Degree/PG/Diploma certificates
10. Relieving letter from previous employer
11. Last 3 months Pay slips

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, The Company reserves the right to revoke the offer or terminate the employment as it deems fit.

Initial: DocuSigned by: Divakar S S 3D2CD05A2CA9459...

DocuSign Envelope ID: 44FBFD3B-0B25-4586-8A46-DB59B5416F7B

accelalpha
accelerate toward success

Accelalpha Software Pvt. Ltd.
4th Floor, SLN Terminus, Gachibowli –
Miyapur Rd, Gachibowli, Hyderabad,
Telangana 500033

EMPLOYMENT AGREEMENT

This Agreement is between Accelalpha Software Pvt. Ltd. (also referred to as "Accelalpha" or the "Company"), with its registered office address at 1-10-221, Street No. 5, Ashok Nagar, Hyderabad - 500020 and **Mr. Divakar S S** of **House No-37, Krishnan Street, Erode, Karungalpalayam,Tamil Nadu-638003** (also referred to as "Employee").

Both, the Company & the Employee are hereafter collectively referred to as “parties”.

WHEREAS the company deals in varied services, develops, markets, licenses and distributes computer software products and other technologies, and provides technical support, consultation, training, educational and other services

WHEREAS the employee is well qualified and experienced in the field of Information Technology, medically fit to perform the job

AND WHEREAS it is agreed that the Company will employ **Mr. Divakar S S** on terms and conditionsas laid down in this agreement and Annexure to this Agreement appended hereto.

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Employee shall be employed by the Company on the mutual promises, representations and covenants herein contained, the parties here to agree on the following terms and conditions:

1. DEFINITIONS AND INTERPRETATIONS

In this Agreement:

1.1 "Associate Company" means a subsidiary and any other Company, which is for the time being a holding Company of the Company.

1.2 "Performance Review Period” means 12-month period, which shall run from the 1st Jan to 31st Dec of the year.

1.3 "Probation Period" means the initial period of 6 (six) months from the date of joining.

1.4 Words importing one gender include all other genders and words importing the singular include the plural and vice versa.

1.5 Any reference to a statutory provision shall be deemed to include a reference to any statutory amendment, modification or re-enactment of it.

1.6 Any reference to the Company shall if appropriate include its authorized representatives.

DS

Initial: _____

DocuSign Envelope ID: 44FBFD3B-0B25-4586-8A46-DB59B5416F7B

1.7 References in this Agreement to any clause, sub-clause, schedule or paragraph without further designation shall be construed as references to the clause, sub clause, schedule or paragraph of this Agreement.

2. DUTIES

The roles, responsibilities and duties appropriate to Employee's designation, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to Employee, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, Employee may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors and clients.

3. COMPENSATION AND BENEFITS

During the term of this Agreement, the Company will pay to the Employee an Annual Fixed Compensation (AFC). In addition, Employee will be a paid a Discretionary Variable Compensation (DVC). Annual Fixed Compensation and Discretionary Variable Compensation will be the cost to the Company and it's all inclusive.

The structure and components of the Annual Fixed Compensation will be based on Company Policy and could change over time.

The Discretionary Variable Compensation is dependent upon Employees performance and Company's performance. The Discretionary Variable Compensation will be prorated based on Employee's tenure during the Compensation Year. The Company may, at any time and in its sole discretion to modify or suspend any of the terms and conditions of the Discretionary Variable Compensation guidelines.

4. PROBATION

a. Employee shall be on probation for a period of one hundred and eighty (180) calendar days from the effective start date of Employee's employment with Company. Probation period will be extended accordingly based on the number of days employee is on leave during the probation period. Company may, in its sole discretion, at any time extend this period of probation for an additional period up to sixty (60) calendar days upon notice to Employee.

b. Unless otherwise communicated to Employee by Company, the probation period shall expire one hundred and eighty (180) calendar days after Employee's effective start date, unless the probation period is extended up to an additional sixty (60) calendar day period, in which case, the probation period shall expire after a maximum of two hundred forty (240) calendar days after Employee's effective start date.

DocuSign Envelope ID: 44FBFD3B-0B25-4586-8A46-DB59B5416F7B

5. HOURS OF WORK

a. A working day shall comprise nine (9) hours, irrespective of shifts, and a break for an hour.

b. Employee maybe required to work on a shift basis. Shifts maybe scheduled across twenty-four (24) hours a day, seven (7) days a week and three hundred and sixty-five (365) days a year, subject to applicable laws. Company may, at any time and in its sole discretion, change the shift timings upon notice to Employee.

c. Company may at any time, in its sole discretion, require Employee to work beyond nine (9) hours a day upon notice to Employee.

d. Employee may be required to work out of our client's office/site within India. During such deployments, Employee will be required to align Employee's daily working hours and/or regular work week as per the client's working norms.

6. PLACE OF EMPLOYMENT

a. Employee acknowledges and agrees that Employee may be assigned, transferred or deputed to offices, departments or units of Company and/or its affiliates and/or their contractors and clients, whether in India or abroad. In the event of any such assignment, transfer or deputation, Employee may be required to consent to and/or agree to certain other agreements or policies applicable to such an assignment, deputation or transfer.

b. In the event of any assignment, transfer or deputation of Employee's services, Employee's salary and other benefits may be adjusted in accordance with Company's policies with respect to such an assignment, transfer, or deputation.

7. TRAVEL EXPENSES

Employee may be required to travel, whether in or around India or overseas, in connection with Employee's employment with Company upon short notice to Employee. While traveling for work, Employee's expenses, and costs in connection with such travel and any other expenses incurred by Employee during the course of Employee's employment will be reimbursed in accordance with the current travel and expense policy of Company. Employee are expected to keep Employee's passport valid at all times.

8. BUSINESS EXPENSES:

The Company will reimburse Employee for actual expenses incurred directly for business purposes provided they are reasonable, correctly reported and approved in accordance with Company procedures. Expenses claimed must be reported on an expense claim form and fully supported by receipts identifying the supplier, costs, and GST/VAT Registration Number where applicable.

DS

Initial: SS

DocuSign Envelope ID: 44FBFD3B-0B25-4586-8A46-DB59B5416F7B

9. CODE OF CONDUCT:

9.1 Employee shall comply with all rules, regulations and procedures of the Company as described by the employee handbook which includes the dress code, sexual harassment policy, conduct, misconduct, pro-forma for leave, sick leave, entitlement of leave, encashment of leave etc., In addition, Employee agrees to comply with all reasonable rules, procedures and standards adopted by the Company from time to time with respect to the conduct of the Company's employees and the use and security of the Company's property, equipment and facilities. The Employee shall, as requested, provide written and oral reports concerning the Employee's work activities from time to time as requested by Company.

9.2 Former Employer Information. Employee shall not, during Employee's relationship with the Company, improperly use or disclose any proprietary information, software code or trade secrets of any former or concurrent employer or other person or entity and Employee shall not bring onto the premises of the Company any unpublished document or proprietary information belonging to any such employer, person or entity unless consented to in writing by such employer, person, or entity.

9.3 Third Party Information. Employee shall hold all confidential or proprietary information that the Company has received from any third party to which it is the Company's obligation to maintain the confidentiality of such information and to use it only for certain limited purposes in the strictest confidence and not to disclose it to any person, firm, or corporation or to use it except as necessary in carrying out Employee's work for the Company consistent with the Company's agreement with such third party.

10. TERMINATION OF EMPLOYMENT:

10.1 The company makes no express or implied commitment that employment will have a minimum or fixed term, that Company may take adverse employment action only for cause, or that employment is terminable only for cause. Either Employee or Company may terminate the employment relationship at any time for any reason.

10.2 Employee's employment shall terminate:

a. When Employee reach the age of sixty (60) years.

b. During Employee's probation period, Company may terminate Employee's employment upon thirty (30) calendar days' notice to Employee or by paying Employee's monthly gross salary in lieu of giving such notice, with or without cause, and with or without stating any reasons whatsoever.

DocuSign Envelope ID: 44FBFD3B-0B25-4586-8A46-DB59B5416F7B

c. After the Employee's probation period, Company may terminate Employee's employment upon giving ninety (90) calendar days' notice of termination for any reason, with or without cause; Company may, in its sole discretion, terminate Employee's employment immediately by paying Employee's monthly gross salary in lieu of giving Employee such notice.

10.3 Company may terminate Employee's employment immediately, with or without notice, on the any of the following occurrence:

a. Embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients;

b. Engaging in misconduct (willful, intentional or otherwise) during or in connection with the performance of Employee's obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of Employee's obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients;

c. Involvement in any act of moral turpitude

10.4 Employee may at any time terminate Employee's employment by giving the Company Ninety (90) calendar days prior written notice. Upon Employee providing such notice, approval of any request for early release and/or any kind of waiver will be granted at the sole discretion of the Company and will be subject to terms and conditions of the Company, including and not limiting to the recovery in lieu of notice period not served. Employee acknowledges that at least three-month advance notice by him/her is mandatory to find his/ her replacement. As a consequence, the Employee acknowledges and agrees that the Company may withhold any compensation due to Employee and that the Employee shall pay to the Company an amount equal to the Employee's last three month's of compensation, the Employee will indemnify and hold the Company harmless for all damages to Company and expenses, including its reasonable attorney's fees, incurred as a result of the Employee's breach. Employee further acknowledges that the Company may assert this claim against any subsequent employer of the Employee.

DocuSign Envelope ID: 44FBFD3B-0B25-4586-8A46-DB59B5416F7B

10.5 If employee has been relocated at the expense of the Company to perform a particular job function and/or if Employee has received any advances in connection with his or her employment and/or if Company had paid for any certifications or training for the Employee, if Employee breaches his or her termination notice obligation, or if Employee terminates his or her employment prior to the completion of twelve (12) months from the date to which Employee is assigned and for which the relocation occurred, from the date company paid for the certifications or from the date of completion of training the employee received, Employee agrees to repay the Company in full for all relocation expenses and other advances and certification and training costs paid or reimbursed to Employee by the Company, and Employee authorizes the Company to deduct and withhold such repayment in full from any compensation or other amounts otherwise owed or payable to Employee, and if such deduction and withholding does not satisfy Employee's obligation hereunder, the Employee shall repay all such relocation expenses and other expenses and advances to the Company immediately upon such Employee's termination of employment.

10.6 If employee has been paid a sign on bonus in connection with his or her employment, if Employee breaches his or her termination notice obligation, or if Employee terminates his or her employment prior to the completion of twelve (12) months of his or her employment, Employee agrees to repay the Company in full the sign on bonus paid to Employee by the Company, and Employee authorizes the Company to deduct and withhold such repayment in full from any compensation or other amounts otherwise owed or payable to Employee, and if such deduction and withholding does not satisfy Employee's obligation hereunder, the Employee shall repay all such sign on bonus to the Company immediately upon such Employee's termination of employment.

11. CONSEQUENCES OF TERMINATION

11.1 Upon termination or expiration of Employee's employment, for any reason, or as otherwise requested by Company, Employee will return to the Company:

a. Any property belonging to the Company, such as a laptop computer, mobile phone, identity card, access card and other devices with details of any passwords or user ids installed therein;

b. All Confidential Information and any Work Product, including any documents and information, of whatever description or in whatever form, tangible, or intangible, in Employee's possession, together with copies, notes or summaries of such documents and Employee's own working papers which are derived of or based on such documents.

11.2 Upon termination or expiration of Employee's employment, for any reason, amounts due or payable, from, or to Employee by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing.

DS
SS
Initial: _____

DocuSign Envelope ID: 44FBFD3B-0B25-4586-8A46-DB59B5416F7B

11.3 Upon termination or expiration of Employee's employment, for any reason, Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by Employee hereunder, including costs and expenses incurred towards Employee's training.

11.4 Any termination of employment or these Terms of Employment by Company shall be without any further liability of Company and its affiliates and their employees, contractors, or clients to Employee or to Employee's successors-in-interest or assigns.

11.5 Company, in cases of data theft, failure to return company property and/or compromise of company confidential information, non-settlement of monetary dues, by the employee, shall be entitled to, at its sole discretion, withhold the relieving letter and all other documents regarding Employee's employment hereunder.

12. OWNERSHIP AND ASSIGNMENT OF INVENTION RIGHTS:

12.1 The Employee hereby agrees that any and all New Confidential Information, inventions, improvements, modifications, ideas, copyrights, trademarks and innovations (all of which are hereinafter referred to generally as "Inventions") which directly relate to the business of the Company, whether patentable or not, which the Employee may invent, discover, originate, make or conceive during the course of his or her employment with the company and for one year thereafter, whether or not reduced to writing or practice, either solely or jointly invented with others and whether or not during working hours or by or with the facilities of the Company, shall be the sole and exclusive property of the Company.

12.2 The Employee hereby assigns and delivers all of his or her right, title and interest in the Inventions referred to above to the Company or to the Company's nominees on payment of Rs. 100.

12.3 The Employee agrees that all Inventions, including, without limitation, all original works of authorship relating to the Company's business, and which are protectable by copyrights or patents are "works made for hire." The Employee and each such other person shall promptly and fully disclose each and all such Inventions to the Company or to the Company's nominees.

12.4 The Employee further agrees to participate in the preparation of and to execute at any time, upon the request and at the expense of the Company, for the benefit of the Company or the Company's nominees, any and all applications, instruments, assignments, and other documents, which the Company shall deem necessary or desirable to protect its entire right, title and interest in and to any of the Inventions described herein.

DocuSign Envelope ID: 44FBFD3B-0B25-4586-8A46-DB59B5416F7B

12.5 The Employee agrees, upon the request and at the expense of the Company or any person to whom the Company may have granted or grants rights, to execute any and all applications, assignments, instruments and papers, which the Company shall deem necessary or desirable for the protection or perfection of such rights, including the execution of new, divisional, continuing and reissue patent applications, to make all rightful oaths, to testify in any proceeding in the Patent Office or in the courts, and generally to do everything lawfully possible to aid the Company, its successors, assigns and nominees to obtain, enjoy and enforce proper patent or other protection in the United States and in foreign countries for the Inventions to be assigned under this Agreement.

13. TECHNICAL AND OTHER RECORDS:

The Employee agrees to make and maintain adequate and current written records of all Inventions, New Confidential Information and business matters of the Company on which he works during his employment by the Company.

Immediately upon the Company's request and promptly upon termination of the Employee's employment by the Company, the Employee shall deliver to the Company all such records and all memoranda, notes, records, reports, photographs, drawings, plans, papers or other documents made or compiled by the Employee or made available to the Employee during the course of his employment by the Company, and any copies or abstracts thereof, whether or not of a secret of confidential nature, and all of such memoranda or other documents shall, during and after the employment of the Employee by the Company, be and shall be deemed to be the property of the Company.

14. NON-SOLICITATION, NON-COMPETITION AND RESTRICTIONS:

14.1 While employed by the Company, the Employee agrees not to undertake any outside business activity which is competitive with the work that the Employee performs for the Company or which in any way interferes with the Employee's employment by the Company.

14.2 Employee hereby represents and warrants that they have not during the course of any current or previous employment or relationships, agreed to any arrangement that may restrict or conflict with the acceptance of the offer made by the Company including but not limited to any time bound non-compete or restrictive agreements

DocuSign Envelope ID: 44FBFD3B-0B25-4586-8A46-DB59B5416F7B

14.3 While employed by the Company and for a period of one year following termination of the Employee's employment for any reason by either the Employee or the Company, the Employee agrees that he or she will not persuade, induce, or encourage any of the following listed parties either to terminate their employment with the Company or the Company's affiliates in US and India, including without limitation Accelalpha, Inc., and Accelalpha Software Pvt. Ltd.:

- any employee of the Company
- any employee of the Company's clients
- any employee of the Company's prime vendors or sub-vendors
- any employee of the Company's offshore affiliates including without limitation employees of Accelalpha Inc.

14.4 Accelalpha Inc. and Accelalpha Software Pvt. Ltd, has heavily invested in building trade methods to win Oracle Global Trade Management (GTM)/Oracle Configure, price and quote (CPQ) Implementation businesses and implementation assets to rapidly deploy GTM/CPQ software. Employee will gain intimate knowledge of these methods and assets as part of fulfilling the job duties. While employed by the Company and for a period of two years following termination of the Employee's employment, for any reason by either the Employee or the Company, the Employee agrees that he or she will not join any other Consulting Practice engaged in or to be engaged in the future in the kind of business which is competitive with the GTM/CPQ business of the Company or the Company's affiliates in India and US including without limitation Accelalpha Inc., and Accelalpha Software Pvt. Ltd.

14.5 While employed by the Company and for a period of one year following termination of the Employee's employment, the Employee agrees not to divert or attempt to divert (by solicitation or any other means) or to cause any of the following to do business with any competitor of the Company: any customer, client or prospective customer or client of the Company existing at any time that the Employee was employed by the Company.

14.6 If the Employee violates the provisions of paragraph 14.5 above and receives income as a result of such diversion, the Employee shall pay to the Company fifty percent of all such income received by the Employee, directly or indirectly, from such customer, client or prospective customer or client of the Company for a period of two years from the date of termination of the Employee's employment.

14.7 If the Employee violates the provisions of paragraph 14.4 and receives income as a result of such violation, the Employee shall pay to the Company fifty percent of all such income received by the Employee, directly or indirectly, from such customer, client or prospective customer or client of the Company for a period of two years from the date of termination of the Employee's employment. In addition, Company reserves the right to recover from Employee the cost of then current and future business impact caused by such violation.

DS
SS
Initial: _____

DocuSign Envelope ID: 44FBFD3B-0B25-4586-8A46-DB59B5416F7B

15 EFFECTS OF CHANGES IN RATES, BENEFITS AND SERVICES:

Employee and Company agree that this Agreement shall remain in full force and effect even if there are changes with respect to the services to be provided by the Employee, or with respect to the compensation and benefits paid by the Company to the Employee, and in the event of such changes, no new agreement needs to be executed between the parties.

16 BACKGROUND CHECKS:

Employee gives the Company permission to make whatever background checks the Company deems appropriate on the background of the Employee both prior to the commencement of employment as well as from time to time during employment.

17 EMPLOYER RECORDS:

Employee will promptly notify the Company of any change in Employee's personal details including Employee's home address, home telephone number, marital status, next of kin and bank details.

18. ARBITRATION:

18.1 Where any controversy, dispute or disagreement arises between the Employee and the Company as to the interpretation or application of any of the terms, conditions, requirements or obligation under this Agreement or the performance hereof which the Parties are unable to resolve by agreement, the Parties hereby agree to refer the controversy, dispute or disagreement to sole arbitrator for arbitration under the Arbitration and Conciliation Act, 1996.

18.2 All arbitration proceedings shall be conducted in English and the venue for conducting such proceedings shall be at Hyderabad, Telangana, India. Judgment upon any arbitral award so rendered may be entered in any Court having jurisdiction, or application may be made to such Court for a judicial acceptance of the award and an order to enforcement, as the case may be.

18.3 The Parties hereby agree that a matter may be referred to arbitration as provided herein, the Parties shall nevertheless, pending the resolution of the controversy, dispute or disagreement, continue to fulfill their obligations under this Agreement, so far as they are reasonably able to do so.

19 GOVERNING LAW:

This Agreement is governed by and shall be construed in accordance with the laws of India. The parties agree that they will use their best efforts to amicably resolve any dispute arising out of or relating to this Agreement. Any controversy, claim or dispute that cannot be so resolved shall be subject to the jurisdiction of the Courts of Hyderabad

Initial: DS SS

DocuSign Envelope ID: 44FBFD3B-0B25-4586-8A46-DB59B5416F7B

20 ENTIRETY:

In any part of any provision of this Agreement or any other agreement, document or writing given pursuant to or in connection with this Agreement is deemed invalid or unenforceable under applicable law, the said part shall be ineffective to the extent of such invalidity only, without in any way affecting the remaining parts of said provisions or the remaining provisions of said agreement.

21 COUNTERPARTS:

This Agreement may be executed simultaneously in any number of counterparts, each of which will be deemed an original, but all of which will constitute one and the same instrument.

22 HEADINGS:

The section headings appearing in this Agreement are for the purposes of easy reference and shall not be considered a part of this Agreement or in any way modify, demand or affect its provisions.

23 EXECUTION:

This contract may be executed in person or by means of electronic signature sent via DocuSign or e-mail.

24 MISCELLANEOUS:

24.1 The obligations set forth in paragraphs 11, 12, 13, 14 and 15 shall continue in force beyond the termination of the Employee's employment.

24.2 This Agreement supersedes all prior agreements, written or oral, between the Employee and the Company relating to the subject matter of this Agreement. This Agreement may not be modified, changed, or discharged in whole or in part, except by an agreement in writing signed by the Employee and the Company. The Employee agrees that any change or changes in his or her duties, salary, or compensation after the signing of this Agreement shall not affect the validity or scope of this Agreement.

24.3 Employee's employment for Company will be governed by Company's policies, as modified, from time to time and at Company's sole discretion, upon notice to Employee. The terms and conditions contained herein this document must be read in conjunction with Company policies. Any policy infraction will amount to breach of Employee's terms of employment and may lead to termination of Employee's services. These Terms of Employment and policies shall be subject to modifications by Company, from time to time, upon notice to Employee.

DS SS

Initial: _____

DocuSign Envelope ID: 44FBFD3B-0B25-4586-8A46-DB59B5416F7B

24.4 The Employee represents that he is free to enter into this Agreement, that he has not made and will not make any agreements in conflict with this Agreement.

24.5 This Agreement will be binding upon the Employee's heirs, executors and administrators and will inure to the benefit of the Company and its successors and assigns.

24.6 No delay or omission by the Company in exercising any right under this Agreement will operate as a waiver of that or any other right. A waiver or consent given by the Company on any one occasion is effective only in that instance and will not be construed as a bar to or waiver of any right on any other occasion.

24.7 The Employee expressly consents to be bound by the provisions of this Agreement for the benefit of the Company or any subsidiary or affiliate thereof to whose employ the Employee may be transferred without the necessity that this Agreement be re-signed at the time of such transfer.

24.8 The restrictions contained in this Agreement are necessary for the protection of the business and goodwill of the Company and are considered by the Employee to be reasonable for such purpose. The Employee agrees that any breach of this Agreement is likely to cause the Company substantial and irrevocable damage and therefore, in the event of any such breach, the Employee agrees that the Company, in addition to such other remedies which may be available, shall be entitled to specific performance and other injunctive relief.

24.9 If the Company engages counsel to enforce any rights of the Company under this Agreement, the Employee shall pay all of Company's costs including reasonable attorney's fees and court expenses incurred by Company in such enforcement.

24.10 This agreement is governed by and will be construed as a sealed instrument under and in accordance with the laws of Government of India. Any action, suit, or other legal proceeding which is commenced to resolve any matter arising under or relating to any provision of this Agreement shall be commenced only in a court of Hyderabad, Telangana, and the Company and the Employee each consent to the jurisdiction of such a court.

DocuSign Envelope ID: 44FBFD3B-0B25-4586-8A46-DB59B5416F7B

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year first below written.

This Agreement is signed and sealed this 30th day of September, 2021.

ACCELALPHA SOFTWARE PVT. LTD.,

DocuSigned by:
By: Ramana Rao
3BFDB52A09C74B6...
Name: Ramana Rao Pagadala

EMPLOYEE:

DocuSigned by:
By: Divakar S S
3B2CD05A2CA9459...
Name: Divakar S S

DocuSign Envelope ID: 44FBFD3B-0B25-4586-8A46-DB59B5416F7B

COST TO COMPANY (CTC)

Name	Divakar S S	
Designation	Associate Consultant	
WEF	02-May-2022	
A. Monthly Component		
Salary Component	**Monthly**	
Basic Salary	Rs	23,750
HRA	Rs	11,875
Flexi Basket	Rs	4,683
Sodexo	Rs	2,200
Total: Monthly	**Rs**	**42,508**
Total: Annualised	**Rs**	**5,10,092**
B. Benefit Components		
Component	**Annual**	
Provident Fund	Rs	34,200
Insurance & Medical Benefit*(Provisional)	Rs	12,000
Gratuity **	Rs	13,709
Total: Annual	**Rs**	**59,909**
C. Discretionary Variable Pay (Annual)		
Variable Component		30,000
Total : Variable Component		30,000
Cost to Company (A) + (B) + (C) [Annual]	**Rs**	**6,00,000**

Your compensation details are personal and strictly confidential only to you. This should not be shared with any person other than your reporting manager and HR.

** According to the Payment of Gratuity Act, 1972, an employee is eligible to receive gratuity if he has rendered continuous service for at least five years with an organisation. This gratuity is payable to the employee:

a) On his/her Superannuation or resignation (Up on completing mandatory tenure)
* Medical provision shown for ESC only

Note :

@ FLEXI BASKET DETAILS	**Max Sub-Limits**	
Leave Travel Assistance / Allowance	Rs	1,00,000
Telephone & Mobile Reimbursement	Rs	12,000
Professional Pursuit allowance	Rs	12,000

Above mentioned flexi basket are the max limits for the tax benefit.

The Discretionary Variable Compensation is dependent upon Employees performance and Company's performance. The Discretionary Variable Compensation will be prorated based on Employee's tenure during the Compensation Year. The Company may, at any time and in its sole discretion modify or suspend any of the terms and conditions of the Discretionary Variable Compensation guidelines.
The Salary structure given is tentative and may change for 2021 - 2022 based on the new guidelines issued by the Govt of India as and when they come into effect.

DocuSign Envelope ID: 44FBFD3B-0B25-4586-8A46-DB59B5416F7B

AGREEMENT UNDER THE SERVICE CONTRACT

Agreement of Service Contract made on this the day of 28th September 2021, BY AND BETWEEN

M/s. Accelalpha Software Private Limited a company Registered under The Companies Act 1956 having its Registered Office at 1-10-221, Street No. 5, Ashok Nagar, Hyderabad — 500020 represented by its Authorised Signatory Mr. Ramana Rao Pagadala, The Operations Lead of the Company hereinafter referred to as First part/Company/Employer for brevity which term shall unless repugnant to the context mean and include its Successors-in-interest, sister companies, subsidiaries, and assignees

AND

Mr. Divakar S S S/o A S Sakthivel aged about 20 Years, currently residing at House No-37, Krishnan Street, Erode, Karungalpalayam, Tamil Nadu-638003 hereinafter referred to as Second Part/Employee/candidate.

WHEREAS

1. The Second part approached the first Part for a suitable employment in first Part Company Accelalpha Software Private Limited
2. The First Part after scrutiny of education qualification certificates of the Second Part has interviewed the Second Part for suitable position and agreed to appoint the Second Part as employee of Accelalpha Software Private Limited.
3. The Second part except basic knowledge has no other advance knowledge/experience in the related technologies, which the First Part is involved in. The effective use of high technologies can be acquired mainly through special training and/ or on the job training during the service in the company including probation period.
4. The Second part has stated to the first part that he is of sound mind and is medically fit to work and perform development tasks assigned to him.
5. The First Part will take the Second part on board for the Associate Consultant position, where he/she will initially learn by observing our team and participating in development on key projects. Second part will have the opportunity to ask questions and company will share useful resources that will help employee to develop in his/her role. Company will nominate a trainer from within the company or external resources where necessary. At some point, if/when company believes employee to be ready, he/she will let the employee be more hands-on in more demanding tasks. Before that the company will also ensure that employee gets hands-on practice less demanding tasks that are going on within the company.
6. The training substantially improves the professional standing of the employee and it has been imparted by the First Part at considerable expenditure as an investment. The company expects a commitment (elaborated below) from the second part to recover its expenditure or seek a penalty for non-fulfilment of the same.
7. The expenditure involved in imparting the said training to the second part is several times in excess of the money demanded from him/her.
8. The First Part specifically mentioned to the Second Part that the Second Part must serve Accelalpha Software Private Limited irrevocably for a term of Twenty-four (24) months and enter into an “Agreement under the Service Contract”.
9. The Second Part has agreed and accepted the offer made by the First Part on such terms and conditions as mentioned herein.

DocuSign Envelope ID: 44FBFD3B-0B25-4586-8A46-DB59B5416F7B

NOW IT IS HEREBY MUTUALLY AGREED TO BY AND BETWEEN THE PARTIES AS UNDER: -

I. The Second Part has agreed to irrevocably serve Accelalpha Software Private Limited for a term of Twenty-four (24) months on such terms and conditions as mentioned herein.

II. The period of Twenty-four (24) months for this agreement starts from the date the Second Part joins the Office.

III. The Second part if resigns from the services of the First Part earlier than the period as agreed and as stated at clause I for any reason attributable to the second part, then Second part hereby agree to give 60 (Sixty) days' notice to the first part and second part further agree to abide with clause No IX as stated hereunder.

IV. During the period of the contract, the Second Part shall faithfully, diligently and to the best of the ability discharge the responsibilities. The Second Part shall confirm to carry out and obey all orders, directions and instructions of the first part and/or Authorities during the term of his employment and shall use his endeavour to promote the interest of Accelalpha Software Pvt. Ltd.

V. The Second Part shall devote his time and attention in receiving the necessary instructions or other purposes for which he has been engaged and shall not absent himself from duty at any time without prior written sanction of the First Part.

VI. The Second Part shall carry out all the duties and responsibilities of his position and shall perform all such work as may be entrusted to him or as he may be called upon or required to do such capacity, with due-diligence, punctuality and to the best of his ability and skill, and shall conduct himself honestly, faithfully and diligently at all times throughout the period of the term of his employment and shall not be guilty of any negligence, misconduct or misbehaviour or commit any breach of this Agreement.

VII. During the employment period and thereafter, the Second part will not give out to anyone in writing or by word of mouth or otherwise particulars or details of work process, technical know-how, research carried out, security arrangements and/or matters of confidential or secret nature which Second Part may come across during his service period with Accelalpha Software Pvt. Ltd.

VIII. The Second Part shall subject to be governed by the service rules, standing Orders and regulations of first Part in force from time to time, so far as they are not at variance with the terms herein contained and thereafter.

IX. In case the Second Part at any time makes a breach of all or any of the Provisions of this Agreement or fails to carry out all or any of his obligations hereunder, this Agreement shall automatically stand Terminated and the second part shall forthwith return to the First Part an amount equivalent to 6 (Six) months' worth of Gross monthly salary including any Variable Pay (VP) if paid which is the cost to the company (CTC) as stated in the offer letter. In case the Second Part fails to pay back the amount, the First Part shall be entitled to recover the same from any of the monetary claims that the Second Part may have or by having recourse to legal proceedings against Second Part at Second Part's risk, cost and/or from Second part's heirs, executors' administrators, sureties etc.,

General:

I. First part hereby agrees to initially employ the second part as its Software Engineer and the second part hereby accepts such Offer of employment in accordance with the terms of this Agreement and the terms of the Offer Letter and employment agreement applicable to regular employees of the first part. In the event of any conflict or ambiguity between the terms of this Agreement and terms of Offer Letter or employment agreement applicable to regular employees, the terms of this Agreement shall control.

DocuSign Envelope ID: 44FBFD3B-0B25-4586-8A46-DB59B5416F7B

II. Any reference to the masculine gender will also include the feminine gender and plural gender where appropriate.

III. This Agreement terminates and supersedes all prior understandings or agreements on the subject matter hereof. This Agreement may be modified only by a further writing that is duly executed by both parties.

IV. Any change in the above addresses of any of the concerned parties i.e. Company or Employee, shall be duly informed to the other parties by the party whose address has changed within a period of seven days of such change.

V. If no such change has been intimated or received, the addresses mentioned shall be deemed to be the addresses of the concerned parties.

VI. In case of any dispute arising out of the above Agreement, the jurisdiction shall be the courts in Hyderabad. No other courts either in India or outside India shall have jurisdiction in respect of the enforcement, interpretation and other aspects of and in connection with this Agreement.

Jurisdiction:

The parties agree that they will use their best efforts to amicably resolve any dispute arising out of or relating to this Agreement. Any controversy, claim or dispute that cannot be so resolved shall be subject to the jurisdiction of the Courts of Hyderabad

IN WITNESS WHEREOF the First Part and the Second Part acting in person have signed and executed this Agreement in their respective names and on their behalf and delivered to the First Part on the Day, month and year first above written.

SIGNED AND DELIVERED BY

FIRST PART

ACCELALPHA SOFTWARE PVT. LTD.,

DocuSigned by:
Ramana Rao
3BFDB52A09C74B6...

By: _____

Name: Ramana Rao Pagadala

SECOND PART

DocuSigned by:
Divakar S S
3D2CD05A2CA9459...

By: _____

Name: Mr. Divakar S S

DocuSign Envelope ID: 44FBFD3B-0B25-4586-8A46-DB59B5416F7B

Accelalpha Software Pvt. Ltd.
1-10-221, Street No. 5, Ashok Nagar,
Hyderabad, Telangana - 500020

NEW EMPLOYEE DATA (Annexure A)

The information collected in this form is treated as highly confidential. It will be used for purposes to assist Employee and for obtaining services in a medical emergency. Employee's cooperation in completing the data is appreciated.

Employee Information:

NAME: Divakar (First) . (Middle) S S (Last)

RESIDENCIAL ADDRESS: 37, Krishnan Street, Karungal Palayam, Erode - 638 003, Tamilnadu.

CITY: Erode **STATE:** Tamilnadu

ZIP CODE: 638003

PHONE: 6385228090

PAN Number: GCZPD4999E

Aadhar Number (Mandatory for linking the PF): 548316976873

PERMANENT ADDRESS: 37, krishnan Street, Karungal Palayam, Erode - 638 003,Tamilnadu.

CITY: Erode **STATE:** Tamilnadu

ZIP CODE: 638003

PHONE: 6385228090

Position at Accelalpha: Associate Consultant

Email: divasakthi07@gmail.com

Initial: SS DS

DocuSign Envelope ID: 44FBFD3B-0B25-4586-8A46-DB59B5416F7B

Birth date:06/27/2001_____(mm/dd/yyyy)

Marital Status: □ Married ☒ Single _____

Gender: ☒ Male □ Female _____

Spouse Information:

NAME: NILL NILL NILL

(First) (Middle) (Last)

Birth date:NILL_____(mm/dd/yyyy)

Children Information:

1. **NAME**: NILL NILL NILL

(First) (Middle) (Last)

Birth date: NILL_____ (mm/dd/yyyy)

2. **NAME**: NILL NILL NILL

(First) (Middle) (Last)

Birth date: NILL_____ (mm/dd/yyyy)

Medical emergency contact:

Name: Sakthivel A S_____

Address: 37, Krishnan Street, Karungal Palayam, Erode - 638 003, Tamilnadu._____

City/State/Zip:Erode/Tamilnadu/638003_____

Phone Number: 9865333423_____Relationship: Father_____

I hereby certify that the above information is true and correct to the best of my knowledge. I understand that a false statement may disqualify me for benefits.

EMPLOYEE:

By DocuSigned by: Divakar S S 3D2CD05A2CA9459...

Name:

TERZO TECHNOLOGIES PRIVATE LIMITED

Date: 2nd Aug 2021

Dear Divya

We are delighted to offer you an opportunity to join our team as an Intern. Your internship will start from Aug 16th 2021. You will be paid Rs 15,000/month during the internship period. Your responsibilities will be given at the start of the internship.

Upon successful completion of degree, you will be given a full time opportunity to join us and your annual package will range between 4.5 LPA to 7 LPA depending on your performance during internship period.

We will work closely with your college to ensure that all the appropriate steps have been taken to make this an exciting and positive experience for you.

Looking forward to having you part of the Terzo family..!!

Thanks,

T. Pradeep

(Terzo technologies Pvt Ltd)

M-12, ANNA NAGAR KOOTTAPPALLI COLONY, TIRUCHENGODE, NAMAKKAL, TAMILNADU- 637214

Zoho Corporation Private Limited
Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.
Ph: +91 - 44 - 6744 7070
www.zohocorp.com
SEZ Unit

Date: 08-Sep-2021

To

ESAKKI SELVARAJ R
Mr.ESAKKI SELVARAJ R,
21, AMMAN KOVIL NORTH STREET,
MELAPALAYAM,
TIRUNELVELI-627005, TAMIL NADU.

Dear **ESAKKI SELVARAJ R**

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **MEMBER TECHNICAL STAFF** with **ZOHO CORPORATION PRIVATE LIMITED.**

INTERNSHIP AND STIPEND

You are expected to do the final semester project of your curriculum in our organization. We expect you to work on the project on a full time basis for a period of 5-6 months. During this period you will be paid a monthly stipend of **Rs.15000/- (RUPEES FIFTEEN THOUSAND ONLY)**. The following offer is valid, subject to successful completion of your project.

(Note: The above may not apply to you if your college does not permit internships)

REMUNERATION

Your annual Cost to Company will be **Rs.480000/- (RUPEES FOUR LAKH EIGHTY THOUSAND ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.

ADHERENCE TO POLICIES

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

CONFIDENTIALITY

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Corporation Private Limited and any entity in which the management of Zoho or the company has substantial interest. You agree not to disclose such information other than on aneed-to-knowbasis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

TRANSFERABILITY

You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.

NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment .

GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.

VALIDITY

This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **08-Oct-2021**. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form.However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,
For ZOHO CORPORATION PRIVATE LIMITED



Mohammed Sohail
Manager - HR

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:	{{Signature:Recipient1* }}	Date of Offer acceptance:	{{Signdate:Recipient1}} 08Sep 2021
Name :	Balaji S	Place :	{{Textfield:Recipient1:Place *}} PERUNDURAI

ANNEXURE A

NAME : BALAJI S
DESIGNATION : MEMBER TECHNICAL STAFF

Details	Monthly	Annual
Basic	16000	192000
HRA	8000	96000
Other Allowance & Flexible component	14080	168960
Gross Salary	**38080**	**456960**
Employer Provident Fund (12% of Basic+TA)*	1920	23040
Cost To Company (CTC)	**40000**	**480000**
Prosperity Sharing Plan		80000
Compensation for the first year		**560000**

* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund.

OTHER BENEFITS:

PROSPERITY SHARING PLAN
PSP (Prosperity Sharing Plan) is a one time bonus scheme derived based on company's productivity. Every year during April or May, we will decide on extending this scheme to our confirmed employees after reviewing the company's growth and productivity. Upon confirmation, you may qualify for the above mentioned PSP amount subject to scheme existence for that year. Please note, the quantum mentioned above is only an indicative figure and is subject to change based on your performance as determined by your manager.

GRATUITY
Gratuity will be payable as per the Gratuity Act, upon separation from the company, subject to completion of minimum five years of employment with Zoho.

ANNEXURE B

The Company currently provides the following benefits to an employee:

GIFT CARD AMOUNT

You will be paid an amount of **Rs.6000/- (RUPEES SIX THOUSAND ONLY)** once in a year towards your broadband connection. For the new comers, it is applicable from their date of joining. For the first year the amount will be pro-rated based on the joining date.

TRANSPORTATION FACILITY

For safety and security reasons, the Company provides transportation facilities, including but not limited to shuttle services and cab services. However, Company does not recommend daily long commute to work. This offer is based on the assumption that you will move to a distance within 5-10 km of the office premises.

DEVICES AND GADGETS

Company provides essential devices and gadgets for all its employees strictly for official purpose. However, what is essential (in most cases) is not the latest model device or gadget. We do not view the device or gadget as a status symbol or a fashion accessory but as an essential tool to get work done. Expecting the latest model device or gadget as a status symbol is most likely going to leave you disappointed. So please be prepared.

FOOD AND SNACKS

Company provides food, snack and other refreshment for all its employees.

RECREATIONAL FACILITY

Company provides certain recreational facilities to its employees of which some are offered at a nominal charge.

TEAM TREAT AND TRIP

To improve the team collaboration, the company provides **Rs.1000/- (RUPEES ONE THOUSAND ONLY)** for team treat and **Rs.4000/- (RUPEES FOUR THOUSAND ONLY)** for team trip to all its eligible employees, every year.

GROUP MEDICLAIM INSURANCE

Company will bear the full premium of covering you under the Group Mediclaim policy for a sum insured of **Rs.400000/- (RUPEES FOUR LAKH ONLY)**. This is a floater policy where five of your dependents will also be covered along with you.

GROUP PERSONAL ACCIDENT INSURANCE

You will be covered under the Personal Accident Insurance Scheme, for a sum insured of **Rs.2000000/- (RUPEES TWENTY LAKH ONLY)**.

GROUP TERM LIFE INSURANCE

As a welfare measure for its employees, the company has subscribed to the Group Term Life Insurance. The insurance coverage is worth of **Rs.2500000/- (RUPEES TWENTY FIVE LAKH ONLY)**.

Please note that the above mentioned Insurance schemes are subject to change based on yearly renewal

TOSHIBA

Ms. Ganga Sri

Kongu Engineering College,

Date:24-February-2022

Offer for Internship

Dear Ganga Sri,

This has reference to the discussion you had with us on 23rd February 2022 at TSIP, Bangalore. We are pleased to offer an Internship in our Company from 7th March 2022 till 29th July 2022. You shall receive a consolidated stipend of **Rs. 30,000/-** (Thirty Thousand only) per month during this period. Tax shall be deducted as per Income Tax Act.

You shall report on 7th March 2022 at our Registered Office, # 3A, "Essae Vaishnavi Solitaire", 3rd Block, Koramangala, Bangalore – 560034, failing which this Offer for Internship shall be treated as withdrawn. You will be required to enter into a non-disclosure agreement subsequent to your joining the Company.

Yours truly

For Toshiba Software (India) Pvt Ltd.



Prem Gopinathan Nair

General Manager – Human Resources

Toshiba Software India Pvt. Ltd.
Registered & Corporate Office
3A "EssaeVaishnavi Solitaire" 3rd Block,
Koramangala, Bengaluru, Karnataka 560034
Tel: +91 80 41803500 / 3700 Fax: +91 8041101650

Cognizant

13-Jan-2022

Gokilavani G
B.E. Computer Science & Engineering
Kongu Engineering College, Erode

Dear Gokilavani G,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

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



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Cognizant

13-Jan-2022

Gokul M
B.E. Computer Science & Engineering
Kongu Engineering College, Erode

Dear Gokul M,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

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



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Cognizant

13-Jan-2022

Gokul Prasshanth V
B.E. Computer Science & Engineering
Kongu Engineering College, Erode

Dear Gokul Prasshanth V,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

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



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Unit 3, 5th Floor, Pinnacle Building,
International Tech Park (Ascendas)
CSIR Road, Taramani, Chennai – 600 113, India.
Phone : +91 44 4092 7600
www.softwareag.com
CIN#: U72300TN1999FTC043644

Software AG Chennai Development Center India Pvt Ltd

28 September 2021

Mr. Gokul Ramasamy
No 36/21, Valluvar Nagar, 3rd Street,
Punjaypugalur(tk), Karur(dt),
Tamil Nadu - 639117

Offer of Employment

Dear Gokul R,

Further to our internship dated **30th March 2021** and your interest shown in being associated with "Software AG" and subsequent discussions we had with you, we are pleased to offer you the position of **Software Engineer - I** with Software AG Chennai Development Center India Pvt Ltd ("Software AG, Chennai"), a subsidiary of Software AG, Germany.

Before onboarding you as **Software Engineer - I** you will continue to be on **Internship from 7th April 2021 to 31st March 2022** and this offer of regular employment as **Software Engineer - I** is contingent upon satisfactory completion of your Internship. We reserve the right to withdraw our offer of employment in case of non-satisfactory performance during internship and/or if personal references, background check information are not provided, or the results are deemed unsatisfactory.

Position

Once absorbed as **Software Engineer - I** in our organization, your responsibilities will include a combination of various R & D activities and might range from being involved in the development of new products to enhancing and maintaining existing components of Software AG products. As part of your role, you might be responsible for the complete lifecycle of a variety of feature enhancements and customer support issues and in this role.

Starting Date & Location

On successful completion of your current Internship on **31st March 2022** your employment with **Software AG Chennai Development Center India Private Limited** as **Software Engineer - I** will commence on **Monday, 16th May, 2022.**

Your base location would be **Chennai.** However, company reserves the right to send you on transfer/deputation/training/secondment/assignments to any of its offices, work sites / client location, or associated or affiliated companies in country or outside country, on the terms and conditions as applicable to you at the time of such movement.

Stipend and Remuneration Package

During your **internship** you will be paid a stipend of **INR 35000/-** per month to assist you with your living expenses. Accommodation and travel will be your own responsibility.

During regular employment as **Software Engineer - I** your expected On Target Earnings (OTE) will be **INR 1000000** per annum (**INR Ten Lakhs Only**). Please refer to Annexure – A for detailed break-up of compensation.

Unit 3, 5th Floor, Pinnacle Building,
International Tech Park (Ascendas)
CSIR Road, Taramani, Chennai – 600 113, India.
Phone : +91 44 4092 7600
www.softwareag.com
CIN#: U72300TN1999FTC043644

Code of Conduct

It is a stated objective of the company to demonstrate the highest levels of professionalism and integrity in every aspect of the business. This applies to all dealings with staff, customers, and partners. All employees are expected to uphold this objective; ethical breaches are grounds for termination.

Retirement

You shall retire once you complete 60 years of age unless specifically communicated by the company in writing to continue service beyond this age

Background Checks

The company may, at its discretion, conduct background checks prior to or after your 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 necessary documents as sought by the company. If the company is not satisfied, with the outcome of the background checks, in its sole discretion the company reserves the right to withdraw this offer without notice or to take any appropriate action against you, including, but not limited to termination of your employment.

Confidentiality/ Non-disclosure

You will be required to sign a standard nondisclosure and proprietary invention agreement at your commencement of Internship and your employment with Software AG, Chennai. These documents set out certain rights and obligations of Software AG, Germany, or its subsidiaries and its employees. It ensures that you are aware of the relevant information at the time you commence employment with us and provide your covenant not to disclose confidential, proprietary or trade secret information of Software AG, Germany and its subsidiaries or their customers, prospects and business partners and provide that your performance of services as an employee will not violate any duty, covenant, agreement or understanding to which you are subject to. We can provide a copy of these agreements for review upon your request.
Software AG, Chennai is offering you this position in reliance on the accuracy of information you have shared through your resume and other information you provided in the application process and based upon your general experience and knowledge, and not due to specialized knowledge of your current or previous employer and their confidential information or trade secrets or any desire to cause any ethical breach concerning these companies. As a condition of your employment you have told us and hereby represent and warrant, that your performance as an employee of Software AG, Chennai does not and will not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by you prior to your employment with Software AG, Chennai.

You hereby represent that if you obtained any information during your prior employment that your employer indicated was considered confidential and proprietary or that was disclosed to you in a manner that should have made you realize it was so considered, then you will not make use of, disclose or induce Software AG, Chennai, or any affiliate to use any such confidential and proprietary information during your employment with Software AG, Chennai unless such information:

(a) becomes publicly available for reasons other than action on your part;
(b) is independently developed by others at or on behalf of Software AG, Chennai, Software AG, Germany, or any affiliate who do not receive access to such information from you; or
(c) is received by Software AG, Chennai, Software AG, Germany or any affiliate from a third party.

You are not a party to any other agreement that will interfere with your full compliance with these provisions or otherwise restrict your employment with Software AG, Chennai in any way. You will not enter into any agreement, whether written or oral, in conflict with the provisions hereof.

Termination of Internship and employment

Please note that **two weeks' notice** is required by either you or Software AG, Chennai in **terminating internship**; however, this will not apply in situations where you are guilty of serious misconduct (misconduct of a kind such that it would be unreasonable to require Software AG, Chennai to continue your internship during the notice period).

Please note that under normal circumstances during **regular employment**, **One Month** notice is required by either you or Software AG, Chennai in terminating employment; however, this will not apply in situations where you are guilty of serious misconduct (misconduct of a kind such that it would be unreasonable to require Software AG, Chennai to continue your employment during the notice period). Software AG, Chennai at its sole discretion may choose to relieve you any time during the course of your notice period.
The company 'shall have the right to terminate this agreement forthwith, without any notice and without any salary in lieu of notice period in the event of any of the following but not limited to:

a. Breach on your part of any terms and conditions of this contract and any other rules made applicable to you in respect of your employment with us.
b. Violation on your part of the company's rule with regard to the authenticity and information declared at the time of joining the company
c. Any Gross misconduct on your part

Non-Compete Clause

You will devote your full time exclusively to the business of the company. You will not take up any other work for remuneration (part time or full time) or work on advisory capacity or be interested directly or indirectly in any other trade or business, during your employment with the company, without written permission from the company.

During your employment with the company and for a period of one year thereafter, you shall not directly or indirectly solicit any employee of Software AG, Chennai to terminate his/her employment with the company or to accept any other employment.

On terminating your employment with Software AG, Chennai, you shall not take up full-time/part-time employment with any of our Customers and /or Partners for a period of two years from the termination date with Software AG, Chennai.

Software AG has a policy of permitting employees to contribute to the Open Source Project ONLY on prior approval of business line head and subject to the following conditions:

a) The participation is purely without any remuneration in any form or shape and on personal basis.
b) The project is not competitive with the products of Software AG.

Unit 3, 5th Floor, Pinnacle Building,
International Tech Park (Ascendas)
CSIR Road, Taramani, Chennai – 600 113, India.
Phone : +91 44 4092 7600
www.softwareag.com
CIN#: U72300TN1999FTC043644

c) The participation does not impair productivity and full-time nature of the employees' employment at Software AG.
d) Software AG would not claim the intellectual proprietorship on the contribution made to the Open Source Project by the Employee and also will not be liable to the use of the Open Source Project.
e) Software AG may withdraw the permission granted to participate in the Open Source Project in the event the said project becomes competitive with Software AG and if the Company feels that it is causing damage in any manner to the reputation of the Company or the nature of the contribution would negatively impact the employees' performance.

Your Response

We look forward to welcoming you into Software AG, Chennai shortly. If you wish to accept this offer, please sign where indicated below and return a copy of the complete letter to us no later than 3 days from the date of offer. By signing this letter, you specifically acknowledge that you received no inducement or representation other than those set forth in the letter, which caused you to accept the offer of employment.

The terms of this letter, including the terms of employment offered to you and the expiration date of this offer letter, can only be modified or extended in a written document signed by an authorized representative of Software AG, Chennai. This offer will expire and have no further effect if you do not accept it without change and return a signed copy of this letter by the stipulated date. This letter contains all of the terms of your offer of employment and supersedes any prior communications relating to your employment.

It is important that all aspects of this offer remain strictly confidential.

We are excited to have you join us and look forward to your participation in the continuing success and growth of Software AG.

Monarch Limaye
Senior Director - HR, India

I accept the terms and conditions of this letter of offer with ..... (Fixed / Variable) pay structure mentioned in Annexure A and will join Software AG on _____

Signed: _____ Date: _____
Sarath Kumar Shanmugam

Enclosures
Annexure A – Compensation Structure
Annexure B – Joining Formalities

Unit 3, 5th Floor, Pinnacle Building,
International Tech Park (Ascendas)
CSIR Road, Taramani, Chennai – 600 113, India.
Phone : +91 44 4092 7600
www.softwareag.com
CIN#: U72300TN1999FTC043644

ANNEXURE A – Compensation Structure

You have to choose one of the below compensation structure.

Fixed Pay Structure

Components	Amount (INR)
Base Salary	450000
HRA	225000
Flexible Benefit Plan*	271000
PF : Employer Contribution	54000
Fixed CTC	**1000000**
On Target Earnings (OTE)	**1000000**
Gratuity @ 4.81% of Basic	**21645**
Total Cost to Company (TCC)	**1021645**

Variable Pay Structure

Components		Amount (INR)
Base Salary		405000
HRA		202500
Flexible Benefit Plan*		243900
PF : Employer Contribution		48600
Fixed CTC	**(A)**	**900000**
MBO (Performance related) – 5% of OTE	**(a)**	50000
Company Financial Performance – 5% of OTE	**(b)**	50000
Corporate Incentive Plan (CIP) (a) + (b) = (B)		**100000**
On Target Earnings (OTE)	**(A+B)**	**1000000**
Gratuity @ 4.81% of Basic		**19480**
Total Cost to Company (TCC)		**1019480**

Note:

1. In case you opt for a Fixed pay structure, you will have an option to change to the Variable pay structure at a later date. You can exercise such option only once during your tenure in the organisation at the time of salary revision. At the time of such change, any increase in your salary will be adjusted and shall become part of your variable pay as per the prevailing company policy.

2. In case you opt for Variable pay structure you will not have the option to change to the Fixed pay structure at a later date.

3. All employees from the position of Lead Engineer (or equivalent positions) and above will be on the Variable pay structure.

Unit 3, 5th Floor, Pinnacle Building,
International Tech Park (Ascendas)
CSIR Road, Taramani, Chennai – 600 113, India.
Phone : +91 44 4092 7600
www.softwareag.com
CIN#: U72300TN1999FTC043644

*** Flexible Benefit Plan:**

Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a Benefits list below
2. Redefine your salary structure within prescribed guidelines
3. Optimise your earnings

You can structure your Flexible Benefits Plan under the following heads:

Sl No.	**Benefits**	**Eligibility (INR)**
1.	Meal Vouchers	INR1100/-per month
2.	Leave Travel Allowance	Upto a max of 1 month basic per year
3.	Children's allowance	INR 100 per month per child
4.	Telephone and Internet expenses Reimbursement	INR1500/-per month
5.	Fuel and maintenance expenses reimbursement	INR 1800/- per month for 4 wheeler under 1600 cc INR 2400/- per month for 4 wheeler above 1600 cc INR 900/- per month for others/two wheelers
6.	Driver's Salary	INR 900/- per month.

Corporate Incentive Plan (CIP)
(In case of variable pay structure)

You will be eligible to participate in the Company's Corporate Incentive Plan (CIP). Your targeted annual bonus percentage is up to **10%** of your on target earning (OTE), depending on your individual performance, Company internal metrics and profitability. Your current bonus opportunity is **INR 100000** per annum. The structure and continuation of the bonus program and the criteria for payment of bonus are at the discretion of the Company. Details of the plan would be available to you when you join Software AG.

Gratuity

As per the Gratuity Act, you are eligible for 4.81% of your basic salary to be considered as a gratuity component, if you complete 5 years of continuous service with us. Gratuity will be paid out only upon separation or at the time of retirement and the computation of the final payment will be as prescribed in the Act at that time.

Benefits

As per the Benefits information booklet shared separately with the offer letter.

Unit 3, 5th Floor, Pinnacle Building,
International Tech Park (Ascendas)
CSIR Road, Taramani, Chennai – 600 113, India.
Phone : +91 44 4092 7600
www.softwareag.com
CIN#: U72300TN1999FTC043644

Annexure B – Joining Formalities

1. At the time of joining, you are requested to bring the following **original certificates along with photocopies (A4 size only).** These documents are also essential to obtain a Visa when you may be required in the future to go abroad on business/ work. So it would be in your interest to ensure that they are all in place at the time of joining the organization.

    - Offer letter (signed photocopy as a token of acceptance of the offer, if not already submitted)
    - Degree / Provisional / Course completion Certificate of all College / University qualifications
    - Mark sheets (all semester) & Degree Certificate of all College / University qualifications (all semesters)Certificates & Mark sheets of 10th & 12th classes
    - 3 passport size photographs-White background
    - Offer letter copies of all previous employers
    - Copy of latest salary hike or increment letter
    - Relieving letter from all previous employers (in case you have previous employment experience)
    - Salary slip for last two months of employment
    - Passport (if you don't have a passport, kindly apply immediately)
    - Birth Certificate (Issued by Govt of India)
    - PAN Card (PAN details are mandatory at the time of joining)*
    - Current address proof

2. As part of your personal health details, we require your blood group. You are requested to have this checked before joining.

    * Under Income Tax laws, disclosure of your Permanent Account Number (PAN) to Software AG is mandatory. Please disclose your PAN to Software AG on the day of joining as this is required for the income tax calculation on your salary Non Availability of PAN No. attracts an Income tax at higher rates.



APPOINTMENT LETTER

January 21, 2022

Dear Gowtham U,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. 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 Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. 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.

e. 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.

f. 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.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. 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.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. 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:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. 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.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. 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.

b. 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.

c. 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.

d. 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:

a. 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.

b. 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.

c. 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:

i. 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.
ii. 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.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. 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:

a. 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).

b. 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), 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 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.

a. 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.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. 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.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall

withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be* liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. 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.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

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 dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. 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 of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. 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 a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a 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.

d. 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.

e. 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 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.

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: policyclearinghouse@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:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. 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.

c. Unauthorized disclosure or communication of UPSI.

d. 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 policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I harini KR, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. 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 including documents 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 including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Gowtham U

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*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.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

   a. you being "active" in the services of the company through to retention date as applicable

   b. your employment has not been terminated for poor performance or for cause prior to retention date

   c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team’s decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of

joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

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. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

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. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This 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 card 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, you will be subjected to tax for the portion of the allowances that is not exempt. 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 exception up to Rs. 19,800 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 card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card 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. **New 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:

a. **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

b. 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.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

    i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

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.15000 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 exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average 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.

2. 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 deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,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.

   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.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

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.

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 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

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.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. 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. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: 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. This 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.

   Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

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

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

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 & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & 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 period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under ‘Pension’ component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** harini KR 21/1/2022 9:12 AM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

21923802

Zoho Corporation Private Limited
Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.
Ph: +91 - 44 - 6744 7070
www.zohocorp.com
SEZ Unit

Date: 08-Sep-2021

To

Mr.GOWTHAMKRISHNAN S,
2/93, NEHRU STREET,
PERIYAYEEPALAYAM,
TIRUPPUR-641654, TAMIL NADU.

Dear GOWTHAMKRISHNAN S,

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **MEMBER TECHNICAL STAFF** with **ZOHO CORPORATION PRIVATE LIMITED.**

INTERNSHIP AND STIPEND

You are expected to do the final semester project of your curriculum in our organization. We expect you to work on the project on a full time basis for a period of 5-6 months. During this period you will be paid a monthly stipend of **Rs.15000/- (RUPEES FIFTEEN THOUSAND ONLY)**. The following offer is valid, subject to successful completion of your project.

(Note: The above may not apply to you if your college does not permit internships)

REMUNERATION

Your annual Cost to Company will be **Rs.480000/- (RUPEES FOUR LAKH EIGHTY THOUSAND ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.

ADHERENCE TO POLICIES

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

CONFIDENTIALITY

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Corporation Private Limited and any entity in which the management of Zoho or the company has substantial interest. You agree not to disclose such information other than on aneed-to-knowbasis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

TRANSFERABILITY

You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.

NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment .

GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.

VALIDITY

This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **08-Oct-2021**. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form.However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,
For ZOHO CORPORATION PRIVATE LIMITED



Mohammed Sohail
Manager - HR

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:	{{Signature:Recipient1* }}	Date of Offer acceptance:	{{Signdate:Recipient1}} 08Sep 2021
Name :	Balaji S	Place :	{{Textfield:Recipient1:Place *}} PERUNDURAI

ANNEXURE A

NAME : BALAJI S
DESIGNATION : MEMBER TECHNICAL STAFF

Details	Monthly	Annual
Basic	16000	192000
HRA	8000	96000
Other Allowance & Flexible component	14080	168960
Gross Salary	**38080**	**456960**
Employer Provident Fund (12% of Basic+TA)*	1920	23040
Cost To Company (CTC)	**40000**	**480000**
Prosperity Sharing Plan		80000
Compensation for the first year		**560000**

* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund.

OTHER BENEFITS:

PROSPERITY SHARING PLAN
PSP (Prosperity Sharing Plan) is a one time bonus scheme derived based on company's productivity. Every year during April or May, we will decide on extending this scheme to our confirmed employees after reviewing the company's growth and productivity. Upon confirmation, you may qualify for the above mentioned PSP amount subject to scheme existence for that year. Please note, the quantum mentioned above is only an indicative figure and is subject to change based on your performance as determined by your manager.

GRATUITY
Gratuity will be payable as per the Gratuity Act, upon separation from the company, subject to completion of minimum five years of employment with Zoho.

ANNEXURE B

The Company currently provides the following benefits to an employee:

GIFT CARD AMOUNT

You will be paid an amount of **Rs.6000/- (RUPEES SIX THOUSAND ONLY)** once in a year towards your broadband connection. For the new comers, it is applicable from their date of joining. For the first year the amount will be pro-rated based on the joining date.

TRANSPORTATION FACILITY

For safety and security reasons, the Company provides transportation facilities, including but not limited to shuttle services and cab services. However, Company does not recommend daily long commute to work. This offer is based on the assumption that you will move to a distance within 5-10 km of the office premises.

DEVICES AND GADGETS

Company provides essential devices and gadgets for all its employees strictly for official purpose. However, what is essential (in most cases) is not the latest model device or gadget. We do not view the device or gadget as a status symbol or a fashion accessory but as an essential tool to get work done. Expecting the latest model device or gadget as a status symbol is most likely going to leave you disappointed. So please be prepared.

FOOD AND SNACKS

Company provides food, snack and other refreshment for all its employees.

RECREATIONAL FACILITY

Company provides certain recreational facilities to its employees of which some are offered at a nominal charge.

TEAM TREAT AND TRIP

To improve the team collaboration, the company provides **Rs.1000/- (RUPEES ONE THOUSAND ONLY)** for team treat and **Rs.4000/- (RUPEES FOUR THOUSAND ONLY)** for team trip to all its eligible employees, every year.

GROUP MEDICLAIM INSURANCE

Company will bear the full premium of covering you under the Group Mediclaim policy for a sum insured of **Rs.400000/- (RUPEES FOUR LAKH ONLY)**. This is a floater policy where five of your dependents will also be covered along with you.

GROUP PERSONAL ACCIDENT INSURANCE

You will be covered under the Personal Accident Insurance Scheme, for a sum insured of **Rs.2000000/- (RUPEES TWENTY LAKH ONLY)**.

GROUP TERM LIFE INSURANCE

As a welfare measure for its employees, the company has subscribed to the Group Term Life Insurance. The insurance coverage is worth of **Rs.2500000/- (RUPEES TWENTY FIVE LAKH ONLY)**.

Please note that the above mentioned Insurance schemes are subject to change based on yearly renewal

Kaar Technologies India Private Limited
Level 8 Shyamala Towers,
No 136, Arcot Road,
Chennai - 600 093, TN, INDIA
CIN: U72200TN2005PTC087065
t | +91 (44) 4065 1500
f | +91 (44) 4065 1512
e | info@kaartech.com
w | www.kaartech.com

Kaar
In Pursuit of Excellence

Date: 17-Sep-2021

Name of the Student: Hari Prakash K

Name of the College: Kongu Engineering College

Letter of Intent to Hire

This letter is evidence that you have successfully completed our selection process for the **"Trainee - SAP Sergeant"** role,

With reference to your participation in the on-campus hire process, and subsequent interview you had with us, we are happy to extend an **Intent to hire letter.**

The offer Letter will be issued after your successful completion of your academic coursework in compliance with our recruitment criteria of **80% in 10th Std, 80% in 12th Std and 80% in Engineering score without history or standing arrears**. Employment is subject to you being medically fit, and subject to satisfactory references, background verifications.

You are required to take up internship training program for **6 months** subject to the market conditions and you are eligible for a stipend amount of **Rs. 10000/-** per month.

Upon successful completion of internship program, you will be on probation period for **6 months** during this period you will undergo various classroom and On-Job-Training. Your monthly stipend for the **first 3 months** will be **Rs. 15,000/-** (Rupees Fifteen Thousand Only) and from **4th month** onwards the stipend will be **Rs. 20,000/-** (Rupees Twenty Thousand Only). The above-mentioned stipend is inclusive of Provident Fund as per the statutory act. Probation confirmation will be on the 7th Month, and it will be based on your performance in the continuous assessments during the training period. After successful review and completion of probation, your salary from **7th month** onwards will fall under **Rs. 650000** (Rupees Six Lakhs and Fifty Thousand Only) Annual CTC. All the salary components will be subject to statutory compliance. The details are enclosed in the annexure.

We will be issuing the offer letter at the time of Joining.

The DOJ is subject to business requirement and market conditions. Your Joining batch and the date will be communicated by Human Resource Department separately

You will be required to sign a Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

We welcome you to Kaar Technologies and look forward to a long and mutually rewarding association with you.

Yours Sincerely,

For Kaar Technologies India Pvt Ltd.,

Authorized Signatory.

I accept the above terms and conditions.

Candidate Signature
Date
Date of Joining

Compensation Structure Details:

The details of your Compensation Structure are given below:

Basic- Basic salary means monthly fixed salary excluding all the allowance, perks, and benefits payable to the employee. It would be fully taxable in the hands of the employee.

HRA- 50% of basic would be paid to employee towards HRA. Tax exemption can be availed on this compensation as per rules of HRA in the Income Tax Act.

Flexi Benefit Allowance (FBA)- The Flexi Benefit Allowances will be paid to you as part of your salary every month. The components are as follows: Leave Travel Allowance, Children's Education Allowance, Children Hostel Allowance, Professional Development (Academic expenses, Books & periodicals) and Telephone & Internet reimbursement.

You have the flexibility of changing the amounts under each of the above-mentioned heads, within your FBA, according to your preferences and income tax plans. Taxation will be governed by the Income Tax rules. Kaar will be deducting tax at source as per income tax guidelines.

Performance Variable Pay – Payable based on the prevailing Variable Pay Policy in the Organization. (Subject to Change).

Provident Fund – Provident fund will be governed as per the statutory act.

Gratuity – Gratuity amount shown in the annexure in approximation of your eligibility and 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.

Insurance: – You will be eligible for following benefits, which will be governed by Company policy:

1. Medical Insurance for self, spouse and 2 dependent children up to **Rs. 200000/-** per annum. Premium for this is included in CTC.
    a. You have the option of availing Kaar Negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to **Rs. 400000/-** per annum. The entire premium for this will have to borne by you. This plan allows for coverage of pre-existing ailments.
    b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
        - 10% of such claim for self, spouse, 2 dependent children. (Subject to change)
        - 20% of such claims for parents, parents in-law and additional children under the separate insurance plan. (Subject to change)
2. Life Insurance coverage equivalent to your annual fixed compensation within minimum cover of **Rs. 3000000/-**

ANNEXURE

Name: Hari Prakash K
Designation: Trainee
Band: II-D

Compensation Structure in Rs.	**Annual**	**Monthly**
Basic	260000	21667
HRA	130000	10833
Flexi Benefit Allowance	218900	18242
Gross Salary	**543900**	**50742**
Employer's Contribution to PF	21600	1800
Gratuity	13000	NA
Medical Insurance	6500	NA
Annual Cost to Company	**650000**	

Kaar
In Pursuit of Excellence

Kaar Technologies India Private Limited
Level 8 Shyamala Towers,
No 136, Arcot Road,
Chennai - 600 093, TN, INDIA
CIN: U72200TN2005PTC087065
t | +91 (44) 4065 1500
f | +91 (44) 4065 1512
e | info@kaartech.com
w | www.kaartech.com

January 18, 2022

Hariprakash K

Chennai

INTERNSHIP OFFER LETTER

Dear Hari,

With reference to your application and subsequent interview, you had with us, we are happy to offer you internship opportunity in Kaar Technologies India Pvt. Ltd. on the following terms and conditions.

The internship period is for **6 Months** effective from **January 19, 2022,** till **July 18, 2022**. Your working hours may vary according to the operational needs of different locations, clients, and projects as per the local law. The Company reserves the right to amend hours of work as necessary to meet the requirements of the business and you hereby agree to the same.

During your internship period you are eligible for a stipend amount of **Rs.10000/-** Payable every month. You will be governed by work guidelines and policies of Kaar for all other matters.

This Internship letter is not a guarantee for employment, post your internship period. You are requested to meet your department head/HR for the continuation of your internship.

During the period of your internship, you are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential any information, instruments, documents, etc., relating to the company that may come to your professional knowledge as an intern of the company.

Kindly sign a duplicate copy of the Letter and return it to us at the earliest as a token of acceptance of this offer.

We welcome you to Kaar and look forward for a mutually rewarding association with you.

For Kaar Technologies India Pvt. Ltd.,

Authorized Signatory.

Cloud Assert
Solutions & Services for Cloud

OL/INT/CBE/2021/Ref.No:0036
August 23, 2021

Ms. Haritha S,
D/O Somasundaram, 42/136 B, Veenampalayam, Kadaiyur,
Vadasinnaripalayam, Kangeyam, Tiruppur, Tamil Nadu-638701.

Letter of Internship

Dear Haritha,

As part of your educational mandates and subsequent interview you had with us, we are pleased to inform you that you have been considered for internship in Cloud Assert Technologies India Private Limited ("CLOUD ASSERT"), Coimbatore for the period **August 2021 to May 2022**.Your internship start date is **August 24, 2021**.

During time of your internship, you will be paid **INR 10,000.00/-** (Rupees Ten Thousand only) per month as a stipend by the company which includes all applicable taxes time to time. Wherein your internship will be governed by the terms & conditions as per Annexures A & B.

Please note that you are not authorized to alter any part or sections of this letter in any manner. For the purpose of records and documentations, it is advised to print or save an electronic copy of this letter for your reference.

We welcome you to CLOUD ASSERT, and we are confident that your will acquire adequate knowledge in this period of internship. Kindly return a copy of this letter duly signed by you in acceptance of the terms and conditions set out herein.

For Cloud Assert Technologies India Private Limited,



Authorized Signatory
Human Resources

I hereby accept and agree to the terms and conditions of this internship letter and any amendments, additions hereto. I also promise to adhere and abide by the policies and regulations of the Company as mentioned and amended from time to time.

Signature _____ Date _____

Name _____ Place _____

Annexure A - Terms and Conditions

1. Your date of internship is effective from the date of your joining. However, this letter of internship shall become null and void after 7 working days from date of issuance.

2. As a condition of the internship, you are agreeing to complete the full duration of internship with Cloud Assert ("Company"), at the discretion of Cloud Assert with an acknowledgement from your educational institution as well.

3. This letter of internship is subject to submission of the following documents, at the time of joining. Therefore, you are requested produce original documents for verification.
    a. All applicable Educational certificates and Mark sheets (X/XII/Graduation/Post Graduation/Diploma)
    b. Aadhar Card
    c. PAN Card
    d. Driver's License (if available)
    e. Passport (if available)
    f. Bonafide certificate from your educational institution
    g. Two Passport size Photographs (to be produced to the Bank for account opening)

4. As an intern with the Company, throughout your term of internship you agree to act conscientiously and diligently and in the best interests of the Company and use your best endeavors to complete your project, and you agree that the Company shall, in no event, be liable for consequential incompletion of your project.

5. During your internship, your performance will be evaluated, and a formal review will be conducted periodically.

6. On successful course completion, you are required to submit proof of course completion issued by your educational institution.

7. You are required to provide notice to your supervisor or other official designated by him/her of any illness or other unavoidable circumstances that might prevent you from attending work, as described in company policies. You are required to follow the leave policy as described in Employee Handbook.

8. Cloud Assert accepts no responsibility for costs arising from injury, illness or death that has occurred during your internship, and you shall provide a medical certificate of good health prior to rejoining the internship.

Signature

9. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Penalty shall be imposed for financial loss or for damage to Cloud Assert-owned equipment or property caused by you, if such loss or damage occurred outside the performance of services with Cloud Assert or arose or resulted from your gross negligence or willful misconduct or violation or reckless disregard of applicable rules and policies.

10. On successful completion of your course and the internship with satisfactory performance, you are expected to join the rolls of the Company as a Full Time Employee ("FTE").

11. Under the following circumstance you are required to pay back INR 1,00,000 (Rupees one Lakh only) to the Company which has been incurred by the Company for your internship and training.
    a. Voluntary discharge from the internship prior to its full completion
    b. Breach of terms and condition of this letter of internship
    c. Breach of Company policies and code of conduct
    d. Company terminates your internship due to your poor performance
    e. Not joining Cloud Assert as an employee after an Offer of employment has been extended by Cloud Assert.

12. You shall be present in the office during working hours as required based on the respective roles and per Company policies.

13. You are required to follow all rules, regulations and company policies as it may be amended from time to time, that would normally be applicable to any other employee of Cloud Assert. You are always required to follow the Company Code of Conduct. Any policy infraction will amount to breach of your terms of internship and will lead to termination of your internship.

14. This letter of internship is being issued to you based on the information furnished by you in your application (including biodata), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact including any civil or criminal court cases), Company may take such action as it deems fit in its sole discretion, including termination of your internship.

15. Your agreed and undertaken to hold the Confidential Information secret and in the strictest confidence and at any time not to disclose or use or permit to be disclosed or used any of the Confidential Information for any purpose other than upon the instruction and direction of Company.

Signature

16. You will be required to maintain utmost secrecy with respect to all Confidential information including but not limited to Project documents, commercial offer, design documents, Project cost & estimation, Technology, Software packages license, Company's polices, Company's patterns & Trademark and Company's Human assets profile.

17. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

18. Your compliance with the above terms and conditions shall be reviewed from time to time and shall be an integral condition of your continued internship with Cloud Assert.

19. Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

20. This letter of internship shall supersede all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by Cloud Assert in writing upon your hire as an intern.

Signature

Annexure B - Cloud Assert Internship Agreement ("Agreement")

As a condition of my internship ('internship') with CLOUD ASSERT TECHNOLOGIES INDIA PRIVATE LIMITED ("CLOUD ASSERT"), located at DC-15, Fourth Floor, TIDEL Park Coimbatore Ltd, ELCOT-SEZ, IT/ITES, Vilankurichi Road, Aerodrome Post, Coimbatore - 641 014 and in consideration of the compensation hereafter paid to me, I agree as follows:

1. **Non-Disclosure:** During my internship and at all times thereafter, I will neither disclose to anyone outside CLOUD ASSERT nor use for any purpose other than my work for CLOUD ASSERT (a) any confidential or proprietary information or trade secrets of CLOUD ASSERT or its subsidiaries or its parent companies or (b) any information received by CLOUD ASSERT or its subsidiaries from others that the recipient is obligated to treat as confidential or proprietary. In addition, I will not disclose confidential or proprietary information or trade secrets to other CLOUD ASSERT employees except on a "need-to-know" basis. For purposes of this paragraph and all paragraphs below, "confidential or proprietary information or trade secrets" means all data and information in whatever form, tangible or intangible, that is not generally known to the public and that relates to the business, technology, practices, products, marketing, sales, services, finances, or legal affairs of CLOUD ASSERT or its subsidiaries or its parent companies or any third party doing business with or providing information to CLOUD ASSERT or its subsidiaries or its parent companies, including without limitation information about actual or prospective customers, suppliers and business partners; non-public information about employees, such as contact information, job duties or descriptions, compensation and performance; business, sales, marketing, technical, financial and legal plans, proposals and projections; and concepts, techniques, processes, methods, systems, designs, programs, code, formulas, research, technologies, features of technologies, experimental work and work in progress. If I have any questions as to what comprises such confidential or proprietary information or trade secrets, or to whom if anyone it may be disclosed, I will consult with my manager. I agree that CLOUD ASSERT's subsidiaries and parent companies are intended third-party beneficiaries of this paragraph and all paragraphs below. I also agree to cooperate with CLOUD ASSERT in its efforts to ascertain and assure my compliance with this paragraph and all paragraphs below, even after my internship with CLOUD ASSERT ends.
2. **Copyrights:** I hereby assign all right, title and interest, including all copyrights, patents, and any other intellectual property rights, in and to the works prepared by me within the scope of internship with CLOUD ASSERT, that CLOUD ASSERT will own all rights under copyright in and to such works, and that CLOUD ASSERT will be considered the author of all such works. If and to the extent that any jurisdiction should fail to deem any copyrightable work prepared by me within the scope of my internship by CLOUD ASSERT to be a work made for hire owned by CLOUD ASSERT, I hereby irrevocably assign to CLOUD ASSERT all rights, title and interest in and to such work.

Signature

3. **New Inventions:** I will promptly and fully disclose to CLOUD ASSERT any and all inventions, discoveries, designs, developments, improvements and trade secrets, whether patentable (collectively "Inventions") that I solely or jointly may conceive, develop, reduce to practice or otherwise produce during my internship with CLOUD ASSERT. I agree to grant, and I hereby grant, transfer and assign to CLOUD ASSERT all my rights, title and interest in and to such Inventions. I waive and quitclaim to CLOUD ASSERT any and all claims of any nature whatsoever that I now or hereafter may have for infringement of any patent application, patent, or other intellectual property right relating to any Inventions so assigned to CLOUD ASSERT. I hereby also assign to or as directed by the Company all my right, title and interest in and to any and all Inventions, full title to which is required to be in any government by law between the Company and the government or any of its agencies.
4. **Documentation of Intellectual Property Rights:** I agree to execute, acknowledge, verify and deliver to CLOUD ASSERT, or cause the same to be accomplished, any and all further documents (including without limitation patent applications, certificates of authorship, and other instruments appropriate for the protection and enforcement of intellectual property rights throughout the world) that CLOUD ASSERT may reasonably deem necessary or appropriate to carry out, evidence or effectuate the purposes or intent of this Agreement. My obligations under this paragraph will apply both during and indefinitely after my term of internship. If for any reason whatsoever I fail to execute, acknowledge, verify or deliver any such document reasonably requested by CLOUD ASSERT, I hereby irrevocably appoint CLOUD ASSERT and its duly authorized officers and agents as my agent and attorney in fact, to act in my stead to execute, acknowledge, verify and deliver any such document (as applicable) with the same legal force and effect as if done by me. In furtherance of this Agreement, I will testify at CLOUD ASSERT's request and expense in any legal proceeding arising during or after my internship.
5. **Prior Employers, Contracts and Obligations:** I represent and warrant that my internship with CLOUD ASSERT will not violate any contractual or other obligations I have. I will neither use during my internship with CLOUD ASSERT nor disclose to CLOUD ASSERT any trade secrets or information that I am required to keep confidential relating to my former employers, principals, partners, co-ventures, clients, customers or suppliers, and I will not bring onto CLOUD ASSERT's premises any unpublished document or any property belonging to any such persons or entities without their consent. I will honor all non-disclosure, proprietary rights, or other contractual agreements I may have with any person or entity, and I have disclosed to CLOUD ASSERT all such agreements that may bear on my internship with CLOUD ASSERT.

Signature

6. **Ownership and Return of Materials:** I acknowledge and agree that I will have no ownership or privacy interest in materials, data or information stored on or transmitted using CLOUD ASSERT-owned or CLOUD ASSERT-leased property or equipment, all of which shall be subject to access by CLOUD ASSERT at any time without notice. When my internship by CLOUD ASSERT ends, I will immediately return to CLOUD ASSERT all papers, drawings, notes, manuals, specifications, designs, devices, code, email, documents, diskettes, CDs and tapes created during or related to my internship with CLOUD ASSERT, as well as any other material in any form or media containing any confidential or proprietary information or trade secrets. I will also return all keys, access cards, credit cards, identification cards and other property and equipment belonging to CLOUD ASSERT.
7. **Non-Competition and Non-Solicitation:** While employed at CLOUD ASSERT and for a period of two years thereafter, I will not (a) engage in any competitive activities or accept employment by or agree to provide services to any person or entity that engages in competitive activities ("competitive activities" meaning the development, production or provision of any product, service, technology, product feature or project that is or is intended to be competitive with one or more products, services, technologies, product features or projects, including actual or demonstrably anticipated research or development, on which I worked or about which I learned confidential or proprietary information or trade secrets while employed at CLOUD ASSERT or a CLOUD ASSERT subsidiary) or (b) encourage, induce, attempt to induce, or assist another to induce or attempt to induce any person employed or engaged by CLOUD ASSERT or by one of CLOUD ASSERT's subsidiaries to terminate his or her employment with CLOUD ASSERT or its subsidiary or to work for any entity other than CLOUD ASSERT or its subsidiary. Further, for a period of two years after the termination of my internship with CLOUD ASSERT, I agree that I will not render services to any client or customer of CLOUD ASSERT for which I performed services during the twelve months prior to leaving CLOUD ASSERT's internship. If during or after my internship with CLOUD ASSERT, I seek work elsewhere, whether as an intern, employee, consultant or in any other capacity, I will provide a copy of this Agreement to all persons and entities by whom I am seeking to be hired or with whom I am seeking to do business before accepting any employment or employment by them. I agree that the restrictions in this paragraph are reasonable considering, among other things, the global and highly competitive markets in which CLOUD ASSERT and its subsidiaries operate. In order to protect IP and avoid future conflicts of interest, CLOUD ASSERT reserves the right to not relieve you from duties and not provide relieving letters until you provide a written statement about your future employer’s name, domain and project you will work in and that you have shown this complete agreement to them.

Signature

8. **Reimbursement:** I hereby authorize CLOUD ASSERT, at any time during my internship or following my termination, to withhold from any money it otherwise owes me (including without limitation payments, bonus, commissions and expense reimbursements) any and all money due from me to CLOUD ASSERT (including without limitation cash and travel advances, payments made by CLOUD ASSERT agents error, overpayments made to me by CLOUD ASSERT or its agents, amounts received by me due to CLOUD ASSERT's error, unpaid credit or phone card charges, and any debt I owe CLOUD ASSERT for any reason, including without limitation misuse or misappropriation of company assets). At the termination of my internship with CLOUD ASSERT or at any other time upon reasonable notice, I agree to execute whatever documentation may be necessary to authorize CLOUD ASSERT to make the withholdings described in this paragraph.
9. **Personal Property:** I agree that CLOUD ASSERT is not responsible for loss of or damage to my personal property on CLOUD ASSERT premises or, if applicable, on residential premises subsidized by CLOUD ASSERT (including without limitation apartments or temporary housing). I will hold CLOUD ASSERT harmless from any and all claims relating to such personal property.
10. **Equitable Relief:** I acknowledge that any violation of any paragraphs and conditions of this Agreement by me will cause irreparable injury to CLOUD ASSERT and shall entitle CLOUD ASSERT to equitable relief by a court, including without limitation temporary restraining orders and preliminary and permanent injunctions, which may extend any previously agreed period of restraint.
11. **Non-Waiver and Attorneys' Fees:** Waiver by either me or CLOUD ASSERT of strict performance of any provision of this Agreement, whether on one or more than one occasion, shall neither constitute a waiver of, nor prejudice either party's right to require, strict performance of the same or any other provision in the future. If court proceedings are brought to enforce or interpret any provision of this Agreement, CLOUD ASSERT shall be entitled to an award of reasonable and necessary expenses of litigation, including without limitation reasonable attorneys' fees.
12. **Jurisdiction:** I agree that all disputes/differences arising out of or in connection with my internship with the Company and/or this letter of appointment shall be subject to the jurisdiction of the appropriate courts chosen by Cloud Assert and or its parent entities.
13. **Limitation of Liability:** I agree that the Company shall not be responsible for personal indebtedness or other liabilities incurred by me, during/prior to my internship with the Company. I shall have no authority to pledge the credit of Cloud Assert to any person or entity without the Company's prior written authorization.

Signature

14.Termination from Services:

a. Resignation: As a condition of my internship, I agree to provide one [1] month notice period if I decide to leave the internship prior to the full completion date. In the event of such partial termination by me, I agree to pay the Company the internship and training cost incurred by the Company as stated in clause 11 of Annexure-A. I agree to serve the Company diligently during this period of notice, in accordance with all applicable Company polices. I accept that the Company may at its sole discretion waive all or part of the notice or allow me to pay in lieu of the notice. I also understand that any resignation would have to be accepted by the Company to become effective. I agree to return all tangible forms of Confidential Information to the Company on or before my last working day.

b. Termination by Company for Cause: Notwithstanding anything mentioned in this Agreement, I agree that the Company may terminate my internship/training with immediate effect, without notice or payment in lieu of notice, for cause on grounds prescribed under law or Company policies. The causes may include but not limited to the following: 1) not adhering to company policies and code of conduct 2) involving in any illegal activities 3) involving in any type of harassment 4) failure to apply for leave of absence within 3 business days and not providing related proof 5) any declaration/document given or furnished by me to the Company proves to be false 6) found to have willfully suppressed any material information 7) found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company 8) insubordination to the supervisor 9) uncooperative or aggressive behavior towards fellow co-workers and/or customers 10) disclosure of confidential information to any party without prior written approval from the Company. I understand that the Company will follow the internal processes (set as part of Company policies) to investigate the specific instances before deciding to terminate me for cause. In the event of termination by the Company for Cause, I agree to pay the Company the training and internship cost incurred by the Company as stated in clause 11 of Annexure-A.

c. Termination by the Company due to Unsatisfactory Performance: I understand and accept that the Company has the right to terminate my internship with immediate effect if my performance has been found unsatisfactory based on the periodic evaluation done by my supervisor. In the event of such termination by the Company, I agree to pay the Company the training and internship cost incurred by the Company as stated in clause 11 of Annexure-A.

d. Termination by the Company: I understand and accept that the Company has the right to terminate my internship with immediate effect at its own discretion without assigning any cause or reason thereof.

Signature

e. Any intimation of termination of the internship by Cloud Assert shall be in writing and shall be signed by a HR manager/officer of Cloud Assert generally or specifically authorized in that behalf and shall be issued to the intern concerned.

f. If any Letter of Authority is issued to me during the term of my internship with the Company, I shall return it on demand or on termination of internship with the Company.

g. On termination, I agree to return all tangible forms of Confidential Information to the Company and leave the Company premises with immediate effect.

h. I accept that in order to protect IP and avoid future conflicts of interest, Company reserves the right to not relieve me from duties and not provide relieving letters until I provide a written statement about my future employer's name, domain and project I will work in and that I have shown this complete agreement to them.

i. I accept that the Company may set off any amounts owing and payable by me to the Company at the time of termination of my internship against any amount that is payable to me by the Company.

15. **Other Employment**: I will devote the whole of my time, attention, and abilities during my hours of work to my duties for the Company. I shall not, under any circumstance, whether directly or indirectly, undertake any other trade or business or occupation or duties during my hours of work under this internship. I shall not, without the prior written consent of the Company (which will not be unreasonably withheld) outside my hours of work, advise or in any other way assist, whether directly or indirectly, any business or employment which is similar to or in any way connected or in competition with the business of the Company or which could or might reasonably be considered to impair the my ability to act at all times in the best interests of the Company. I shall not carry on any activity and/or commit any act prejudicial to the interests of the Company. If for any reason whatsoever I fail to adhere to this policy, I hereby authorize CLOUD ASSERT for immediate termination by surrendering all my wages paid by CLOUD ASSERT right from beginning of my internship.

Signature

16. **General**: I agree to abide by CLOUD ASSERT- Company polices like leave policies, Code of Conduct etc., and this Agreement shall be governed for all purposes by the applicable laws. If any provision of this Agreement is deemed to be excessively broad, that provision shall be narrowed to the extent necessary to make it enforceable and then enforced to the maximum extent permissible by law. If any provision of this Agreement is determined to be void and cannot be saved by a narrowing construction, that provision shall be severed from this Agreement and the other provisions shall remain in full force and effect. This Agreement sets forth the entire agreement of CLOUD ASSERT and myself as to the subjects discussed herein, and it may not be modified except by a subsequent written agreement signed by me and by an officer of CLOUD ASSERT. Paragraph headings appear as an aid to the reader and shall not be construed to limit any provision of this Agreement. The terms and conditions of this Agreement shall survive termination of my internship. I understand that this Agreement is important, and I have had adequate time to read it before signing.

I HAVE READ AND FULLY UNDERSTOOD THE TERMS & CONDITIONS AND AGREEMENT. BY SIGNING BELOW, I AGREE TO BE BOUND BY ALL OF ITS TERMS.

Signature _____ Date _____

Name _____ Place _____

TOSHIBA

28th April, 2022

Ms. Harseta S
Kongu Engineering College

Offer of Appointment

Dear Harseta

This has reference to the internship you had with us from 7th March 2022, we are pleased to offer you the position of **Associate Software Engineer** in our Company subject to following terms and conditions.

1. Your Compensation shall be **Rs.6,50,000/-** (Rupees Six Lakhs and Fifty Thousand only) inclusive of all benefits fixed on the basis of a total cost to the company.

2. You shall report for duty on 1st August 2022 at our Registered Office, # 3A, "Essae Vaishnavi Solitaire", 3rd Block, Koramangala and Bangalore – 560034, failing which this offer letter shall be treated as withdrawn.

3. This offer letter is subject to your clearing the final semester and eligibility for a graduation and you are required to produce proof of your credentials at the time of joining.

4. You shall be on an "On-the-job" Training for a period of six months.

5. After successful completion of the above training you shall be on probation for a period of six months. The duration of probation can be extended subject to your performance which is at the discretion of the Management. Your services shall be confirmed in writing to that effect, in the appropriate cadre/position upon satisfactory completion of probation, failing which you will be deemed to be on probation or terminated without assigning any reason.

6. Your services are liable to be transferred to any Department/Group/ Section Line, as well as any Office/Establishment/Division/Branch of the Company, in India or abroad, as well as its sister concerns within the group, on temporary or permanent basis depending upon the Company's priorities of work, at the sole discretion of the Company.

7. You will be required to sign an indemnity bond for a period of 2 years and shall also enter into a non-disclosure agreement subsequent to your joining the Company.

8. Medical Fitness: This appointment and its continuance are subject to your being medically fit for employment. In this connection you shall do the pre - employment medical checkup on joining the company.



Toshiba Software India Pvt. Ltd.
Registered & Corporate Office
3A "EssaeVaishnavi Solitaire" 3rd Block,
Koramangala, Bengaluru, Karnataka 560034
Tel: +91 80 41803500 / 3700 Fax: +91 8041101650

TOSHIBA

9. At the time of joining, we request you to come with the originals and photocopy of all your certificates as mentioned below,

X Std (Matriculation)
XII Std (Higher Secondary)
B Tech / BE – Mark Sheets (Semester wise)
Provisional Degree Certificate
Degree Certificate
M. Tech / ME mark sheet and Provisional Certificate (if applicable)
4 Passport size photographs
Passport, Pan Card & Aadhaar Card.

You shall produce the originals for verification.

10. As part of the recruitment process we shall conduct antecedent verification upon your joining.

11. Detailed appointment letter will be issued on your joining us.

Please confirm that the above terms and conditions are acceptable to you by signing a copy of this letter.

Wishing you all the best and welcoming you to **Toshiba Software (India) Pvt Ltd.**

Yours truly
For Toshiba Software (India) Pvt Ltd.



Prem Gopinathan Nair
Sr. Director - HR

I agree and accept the employment on the terms and conditions mentioned in the above. I shall be reporting for duty on 1st August 2022.

Name: S.Harseta Signature: S.Harseta

Date : 02/05/2022

Toshiba Software India Pvt. Ltd.
Registered & Corporate Office
3A "EssaeVaishnavi Solitaire" 3rd Block,
Koramangala, Bengaluru, Karnataka 560034
Tel: +91 80 41803500 / 3700 Fax: +91 8041101650

TOSHIBA

Name: Ms. Harseta S **Grade : T1**

Designation: Associate Software Engineer

Compensation Structure

Salary	PM (Rs)	PA (Rs)
Fixed Salary		
Basic - 40% of fixed Salary	21,667	2,60,000
Provident Fund 12% of Basic Salary	2,600	31,200
Group Medical Insurance	250	3,000
Flexible Benefit Plan	29,650	3,55,800
Total Fixed Salary	**54,167**	**6,50,000**
Total Cost to Company		**6,50,000**

Note:

1. The Gratuity amount shall be contributed by the company
2. Flexible Benefit Plan - details refer the annexure enclosed.



Prem Gopinathan Nair
Sr. Director - HR

Toshiba Software India Pvt. Ltd.
Registered & Corporate Office
3A "EssaeVaishnavi Solitaire" 3rd Block,
Koramangala, Bengaluru, Karnataka 560034
Tel: +91 80 41803500 / 3700 Fax: +91 8041101650

TOSHIBA

Name: Ms. Harseta S **Designation: Associate Software Engineer**

Components under the Flexible Benefit Plan

Your flexible benefit for the financial year April 2022 - March 2023 shall be as mentioned below
The guideline of the FBP is elicited below:

Flexible Benefits	Monthly	Annually	Remarks
Telephone Reimbursement	Rs. 1000	Rs. 12,000	*Employee owning a telephone (Landline or Mobile) in his name shall be eligible for the reimbursement.*
Reimbursement towards Car Expenses	Rs.1800:<1600cc Rs.2400:>1600cc	Rs.21600:<1600cc Rs.28800:>1600cc	Employee owning a car shall be eligible to claim reimbursement towards fuel/maintenance/ repairs (if car is equal to or more than 1600CC upto Rs.2,400 and if less than 1600CC upto Rs.1,800 per month) and drivers wages (max of upto Rs.900 per month).
Children Education	Rs. 100 per child restricted to 2 children	Rs. 1200 per child maximum allowed	*Upto a maximum of Rs. 2400 per annum for 2 children.*
House Rent Allowance	Upto a maximum of 40 % of basic	As per policy	*Upto a maximum of 40 % of basic pay, paid monthly.*
Leave Travel Allowance	Rs. 5000	Rs. 60,000	*LTA amount shall be paid on a monthly basis in the salary and shall be taxed. On submission of bills this amount shall not be considered for Taxation.*
Special Day Benefit	Paid annually	Upto a maximum of Rs. 5000 per annum	*This amount shall be paid before Diwali.*
Sodexo Meal Card	Rs.2750	Rs.33000	*Upto a maximum of Rs.33000/-per annum payable monthly.*
Special Allowance	Balancing figure, payable monthly		*Balance amount shall be paid as special allowance and shall be taxable.*

Note:

1. On account of the FBP, the company shall bear the fringe benefit tax on behalf of the employees which is an additional expense. If there is any tax claim on the employee at a later stage on account of the components of FBP, such tax shall be borne by the employee.
2. An employee can claim tax benefit under the above plan upto a maximum as indicated in the above table for each component & as per the provosion of IT Act 1961.
3. The salary shall be payable into 2 parts - Base Salary comprising of Basic Pay, HRA, Special Allowance and FBP Reimbursements.
4. The employee shall submit supporting documents to claim FBP reimbursements, in case the supporting documents are not submitted the amount shall be paid & taxed as per the IT Act.
5. For FBP Reimbursements every employee shall fill the respective form/template and attach the bills and drop in the box kept at the Finance department. The last date for submission of bills shall be 20th of every month.
6. The company shall add/delete any component as per the statutory law inforce.



Prem Gopinathan Nair
Sr. Director - HR

Toshiba Software India Pvt. Ltd.
Registered & Corporate Office
3A "EssaeVaishnavi Solitaire" 3rd Block,
Koramangala, Bengaluru, Karnataka 560034
Tel: +91 80 41803500 / 3700 Fax: +91 8041101650

Trimble

Trimble Information Technologies India Private Limited

8th September 2021

Hemanandhini K,
13/146,New Raja Nagar,Perundurai R.S(Po),
Perundurai(Tk), Erode - 638052.

Dear Hemanandhini,

Sub: Your Internship offer at Trimble Information Technologies India Private Limited

We are pleased to offer you an Internship offer of 'Graduate Technical Intern' at our facility in Chennai. We would like you to begin your internship with us on **January 3, 2022** for a period of 6 months.

You will be paid a consolidated fee of INR 21,000 (Indian Rupees Twenty One thousand only) per month during your internship period; subject to income Tax deduction applicable as per the Income Tax Act. You would not be eligible for any other benefits or perks during your internship period.

You will be considered for full-time employment with Trimble Information Technologies India Private Limited on successful completion of your internship, subject to your performance during the internship period and our business needs.

During your internship service with us, we would expect you not to indulge in any activity or profession, which would prove detrimental to our operations. All software products, systems developed by you during your period of service with the company will be the sole property of the company.

While performing your duties, you will come across information about the firm's business of private or confidential nature. Since such information is not for use outside the company premises or outside the purview of the operations of the company, we would trust you will not divulge such information. We also hope that you will not without explicit permission from the respective Managers take out of company premises any information, floppies, documents etc., related to the software products, systems etc., developed by you or use them for your own and personal benefit either during your services with Trimble Information Technologies India Private Limited or after cessation of your employment.

As an intern at Trimble Information Technologies India Private Limited, the code of conduct requires that you do not divulge the secrets of the company or the technical know-how for your benefit. We expect you would not under any circumstance try to start or help any other person start the activities carried on by this company.

K. Hem

I accept the offer

Your internship can be terminated within 10 Business days' notice if your work performance is found to be unsatisfactory and/or you breach any of the company rules

The rules and regulations of service of the Company that are in force may be framed, amended, altered or extended from time to time. They will govern you in the same form as and when altered or amended.

By accepting this internship offer, you are obligated to adhere to our company policies pertaining but not restricted to non-disclosure, intellectual property right, Code of Conduct, work ethics and drug-free workplace.

You are advised to submit the following documents at the time of Joining:

- Copy of your educational Certificates (SSLC, HSC, Graduation & Post Graduation)
- Copy of all pages of your passport
- 2 Passport size latest photos
- ID proof-Pan Card

The contents of this offer and the details of the fee etc. are highly confidential and therefore should be discussed only with your Manager or HR.

Please return the duplicate of this internship appointment letter duly signed by you on all pages in token of your having accepted the terms and conditions mentioned above.

For Trimble Information Technologies India Private Limited

Authorized signatory

I accept the offer

Cognizant

13-Jan-2022

Hemavathy N
B.E. Computer Science & Engineering
Kongu Engineering College, Erode

Dear Hemavathy N,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

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



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Cognizant

13-Jan-2022

Jayapriya J
B.E. Computer Science & Engineering
Kongu Engineering College, Erode

Dear Jayapriya J,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

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



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Zoho Corporation Private Limited
Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.
Ph: +91 - 44 - 6744 7070
www.zohocorp.com
SEZ Unit

Date: 16-Dec-2021

To

Mr.JEEVA S,
298/1, PNM COMPANY ROAD,
KUMALAN KUTTAI,
ERODE-638011,TAMIL NADU.

Dear **Mr.JEEVA S,**

Based on your application and the subsequent discussions you had with us we are pleased to have you associated with us as a **PROJECT TRAINEE** for a period of 6 months from the date of commencement in our organization**.** During this association you will be paid **Rs.15000/- (RUPEES FIFTEEN THOUSAND ONLY)** per month as a consolidated amount.

The internship will be for a period up to 6 months from the date of commencement. Based on your performance during this period and your interest in continuing the internship, your manager may extend the internship period beyond the initial 6 months. On successful completion of your curriculum project, you may be observed as an employee of Zoho as **MEMBER TECHNICAL STAFF - QA**. Salary will be decided at that time based on your performance.

This offer is subject to the following terms and conditions.

1. During the period of your association with Zoho, you shall keep strictly confidential any and all information that may come to your knowledge. You may share any such information with others, only on a 'need to know' basis.

2. You shall sign a Confidentiality Agreement with Zoho to protect the interests of the Company by maintaining confidentiality of all information, which may be accessible to you in the course of your association.

3. Zoho owns all right and interest to any intellectual property developed by you during the course of your association with the company.

4. Zoho reserves all rights to terminate you at any time during your association period, for any reason whatsoever, including without limitation, misuse of Zoho intellectual property, improper and unauthorized usage of internet Services, adverse finding in background verification report, misconduct and the like.

5. Zoho is under no obligation to recruit you on its roll of employees at the end of your project work. However if your project work and conduct are found to be completely satisfactory, you may be considered for employment, in accordance with Zoho's then current policy.

VALIDITY

This Project Trainee Offer is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **23-Dec-2021**. Your signature indicates your acceptance of the terms and conditions of this offer.

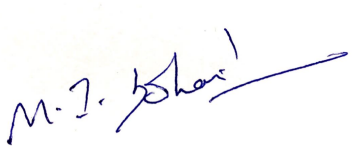
Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form. However, closer to the actual date of joining you will receive a confirmation email from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With Best Wishes,

Yours Sincerely,
For ZOHO CORPORATION PRIVATE LIMITED



Mohammed Sohail
Manager - HR

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:		Date of Offer acceptance:	16 Dec 2021
Name :	Jeeva S	Place :	Erode

CONTRACT OF EMPLOYMENT

Date: February 23, 2022

Name : Jeevapriya S
Candidate ID : 25623825
Kongu Engineering College

Dear **Jeevapriya,**

We refer to the offer letter dated **November 19, 2021** we are pleased to appoint you to the position of **Trainee Decision Scientist** with **Mu Sigma Business Solutions Private Limited** ('**Company**') effective from **February 23, 2022 (**'**Effective Date**').

This Letter is the form of Contract of Employment that sets out the terms and conditions upon which the Company is prepared to employ you. Your execution of this Contract constitutes your acceptance of entering into employment with the Company on the following terms and conditions:

1. Interpretation:

Unless otherwise provided, in the event of any conflict between this Contract and the Offer Letter, the terms and conditions of this Contract shall prevail.

2. Designation:

You shall be employed as a permanent employee in the capacity of **Trainee Decision Scientist** in the Company from the Effective Date in accordance with the terms and conditions set out herein.

3. Place of Posting:

Your place of posting is **Bangalore** However during your employment with the Company you may be posted or transferred/attached to any other departments/ units/companies/ offices or clients of Company either in India or abroad at the sole discretion of the management of the Company. You may be required to work in shifts if required, based on project requirements. You may also be required to travel to any location as may be specified by the Company for the purposes of the business of the Company.

4. Reporting Authority:

You shall report to an **Apprentice Leader** or any other authorized person nominated by the Company from time to time, who will in turn assign your role, duties and responsibilities in the Company.

5. Scope of service:

You will perform the duties and responsibilities set out by the Company and assigned to you from time to time.

The Company shall be entitled to change or amend the services performed by you at any time on serving a written notice. You are governed by the service rules and regulations of the Company which are in force or may come in force from time to time.

6. Training

Your will undergo training for a period of 5 months for learning and delivering value real-time every day upon joining depending on the business requirement. The training program is designed to promote your competence, understanding and familiarity of the Company's business as well as enable you to develop a problem-solving mindset.

The Company will be making use of its best resources, not limited to human or technical ones, and is incurring cost for your benefit. The Company will also be using its proprietary and confidential information for the purposes of your Training Program. The Company is incurring an expenditure of approximately Rs. 10,00,000/- (Rupees Ten Lakh Only) towards meeting the costs in connection with Your Training Program.

7. Remuneration:

An estimate of your Cost to Company (CTC) including training is as per **Annexure 1**. Your total compensation will comprise of salary advance, annual base salary, guaranteed bonus, provident fund contributions and any other components listed in **Annexure 2**. The details of the remuneration payable to you are personal and shall be treated with strict confidentiality and shall not be disclosed unless otherwise required by law.

Please note that the various CTC components mentioned in **Annexure 2** will be governed by the prevalent employment policies of the Company as in force from time to time and will be subject to deductions under applicable laws as may be in force from time to time. It will also be dependent on the performance of the Company and market forces surrounding the Company.

8. General duties and obligation:

You shall perform your duties and obligations and carry out your services as contained herein with a reasonable degree of care and skill. You agree to abide by all standards, requirements, rules, regulations, ethics, policies, practices and Information security responsibilities generally recognized in profession and as are established/ altered/amended by the Company from time to time. You will make every effort to protect all data in your and the Company's custody from unauthorized access, disclosure, modification, destruction. You understand and agree to comply with Information Security Policy, not limiting to adherence to acceptable usage of assets, maintain confidentiality and report security events or potential events or other risks to the organization.

9. Term:

This Contract shall come into effect from the Effective Date and shall remain in force until expiry or termination of the Contract in accordance with Section 11**.**

10. Termination

10.1 Termination at will:

During the first 54 (fifty-four) months of your employment ('**Fixed Track Tenure**'), this Contract may be terminated by you with 30 days prior notice, you are required to pay the penalty as mentioned in **Annexure 1**. The Company shall be entitled to recover from you the penalty, all costs and expenses incurred in enforcing this Contract including attorney's fees and other reasonable expenditure. The company may terminate your employment for misconduct and recover the penalty from you.

Upon completion of the Fixed Track Tenure, this Contract may be terminated by either the Company or you, without cause by serving a written notice of such termination 30 days or payment of one-month salary in lieu thereof. In the event of termination by the employee without notice or payment in lieu thereof, the Company shall be entitled to recover all costs and expenses incurred in enforcing this Contract including attorney's fees and other reasonable expenditure from you.

10.2 Termination for cause:

The Company shall be entitled to terminate this Contract without notice on any of the following grounds:

i. Any act or omission by you that is a material breach of your Services under this Contract. Such act or omission shall include any act of willful neglect or refusal to perform your duties under this Contract, any act of willful dishonesty, fraud, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without valid reason or deliberate material injury with respect to the Company,

ii. In the event of any unauthorized leave or absence of work exceeding 7 working days.

iii. In the event that you are convicted for any offence involving moral turpitude or the commission or omission of any act that is likely to bring disrepute to the business of the Company.

iv. On the insolvency of the Company

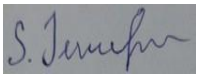
v. On the death of the employee.

vi. Permanent disability of the employee. For the purposes of this section, if the disability is of a nature that prevents the employee from carrying on his/her Services under this Contract for a consecutive period of 180 days in a 365 day period.

It is clarified that the Company shall be entitled to recover the penalty mentioned in Annexure 1 in case the employment is terminated for cause except for clause iv, v and vi above during the fixed track tenure (54 Months).

11. Consequences of termination:

11.1 On expiry or termination of this Contract, you shall return to the Company all property belonging to the Company or relating to its business including without limitation all apparatus, computer, software, hardware, media, tapes, conversations (if reduced to writing) designs, notebooks, contracts, lists, blueprints, details of customers, clients, suppliers, and contractors, intellectual property, Proprietary Information, Intellectual property, programs, correspondences, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or records, files, information assets, etc. and all copies thereof. You will also return to the Company all the assets and equipment given to you by



the Company or assets owned by the client issued for official and/or personal use excluding those assets or items, which are obligatory for you to buy under any Company schemes.

Assets not limiting to peripherals issued during the tenure for official usage, if found damaged (partial or whole) due to negligence and/or not being returned in acceptable working condition upon exit, reasonable replacement and operational cost would be levied wherever applicable

11.2 Cooperation in Pending Work: You shall fully cooperate with the Company in all matters relating to the execution or completion of pending work on behalf of the Company and the orderly transfer of work to other employees of the Company following termination of your employment with the Company.

11.3 On termination, you are no longer obliged to serve the Company as an employee of the Company from the effective date of the termination and the Company's obligation to pay any remuneration to you shall also be terminated henceforth. However, you shall be entitled to receive all salary and other benefits earned till the date of termination.

12. Retirement:

You shall retire in the normal course from the employment with the Company on attaining the age on the end of the month following your 60th birthday.

13. Exclusivity:

During the period of your employment with us, you will not work directly or indirectly for any other person, firm, company or organization or engage yourself with any trade or business that conflict the contract of employment whether with or without remuneration in any capacity without the prior written permission of the Company.

14. Representations:

You agree to execute any document or assist the Company in any other manner required to carry out and bring into effect the terms of this Contract.

15. Governing law:

This Contract shall be governed, interpreted and enforced by and in accordance with the laws of India.

16. Dispute Resolution:

All disputes, claims and actions arising out of or resulting from this Contract shall be referred to arbitration proceedings under the Indian Arbitration and Conciliation Act, 1996. The arbitration proceedings shall be conducted in the English language and shall be conducted at Bangalore, before the sole Arbitrator to be mutually appointed by the Parties.

17. Equitable Remedies:

It is agreed that it would be impossible or inadequate to measure and calculate the Company's damages from any breach of your duties and obligations under this Contract. Accordingly, it is agreed that in the event of a breach thereof, the Company shall be entitled to avail, in addition to any other right or remedy available, the right to obtain an injunction from a court of competent jurisdiction restraining such breach or threatened breach and to specific performance of any such provision of this Contract.

18. Assignment:

Your services to the Company are personal and unique. You may therefore not assign nor delegate any of your duties and obligations hereunder except in the normal course of business.

19. Waiver:

The Company's failure to insist on the performance of any of your duties or obligations under this Contract shall not be construed at any time as a waiver of any of your duties and obligations under this Contract.

20. Severability:

If any provision herein is for any reason held to be void, unlawful or unenforceable, then the remaining provisions shall continue to be valid and enforceable

21. This Letter Form of Contract of Employment

Contract along with the annexures and documents attached hereto shall constitute the entire Contract between you and the Company.

22. Address for communication:

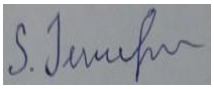
Unless otherwise provided, all notices and communication and correspondences to the Company shall be dispatched to the registered address of the Company and all communications to you shall be dispatched to the address aforementioned.

23. Personal Information:

You shall keep the Company informed about any change in your address, failing which any notice/letter sent by the company to your address provided at the time of interview shall be sufficient for the purpose of this contract.

24. Non-Disclosure Agreement:

You agree to abide by the provisions of the Non-Disclosure Agreement to be separately signed by you prior to the effective date. Exhibit A includes a complete list of all inventions that you, either alone or jointly with others, have conceived, developed or reduced to practice prior to commencement of your employment with the Company that you consider to be your property and that you wish to exclude from the scope of this Agreement.



25. Documents:

For purposes of security verification and identity cards you will be required to provide to the Company documentary evidence of your identity and eligibility for employment in India. Such documentation must be provided to us within three (3) business days of the Effective Date or our employment relationship with you may be terminated. Such documents submitted shall be subject to verification and satisfaction of the Company with regard to authenticity of the documents so produced and if not found satisfactory then necessary action could be initiated.

By affixing your signature hereto, you confirm that you have:

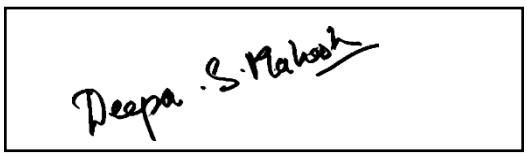
(a) read and understood the contents of this entire Letter Form of Contract of Employment along with the annexures and the exhibits,

(b) Voluntarily accepted all the terms and conditions contained herein.

We look forward to working with you and welcome you to the Mu Sigma family.

Yours truly,

For Mu Sigma Business Solutions Private Limited

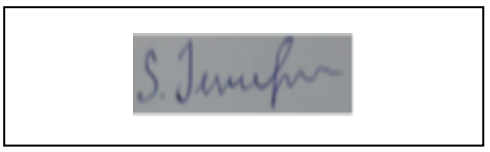


Deepa S Mahesh
Director

Place : Bangalore

Date : February 23, 2022

I accept the terms and conditions of this Contract



Jeevapriya S

Place : Namakkal

Date : 09/02/2022

EXHIBIT A

EMPLOYEE PROPRIETARY INFORMATION

TO: MU SIGMA BUSINESS SOLUTIONS PVT. LTD.

FROM (Employee Name) : Jeevapriya S

DATE : February 23, 2022

SUBJECT : Previous Inventions

1. Except as listed in Section 2 below, the following is a complete list of all inventions or improvements relevant to the subject matter of my employment by **MU SIGMA BUSINESS SOLUTIONS PVT. LTD.** (the "**Company**") that have been made or conceived or first reduced to practice by me alone or jointly with others prior to my engagement by the Company:

☑ No inventions or improvements.

☐ See below:

_____

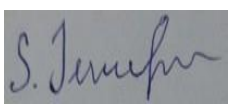
_____

☐ Additional sheets attached.

2. Due to a prior confidentiality agreement, I cannot complete the disclosure under Section 1 above with respect to inventions or improvements generally listed below, the proprietary rights and duty of confidentiality with respect to which I owe to the following party(ies):

	Invention or Improvement	Party(ies)	Relationship
1.	_____	_____	
2.	_____	_____	
3.	_____	_____	

☐ Additional sheets attached



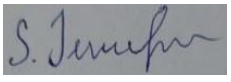
Annexure 1

TOTAL Cost to Company Breakup (in INR)							
S.No	**Particulars**	**Company's Investment**	**2022**	**2024**	**2025**	**2026**	**CTC over 4 jumps**
1	**On The Job Training**	**10,00,000[1]**					
2	**Salary advance for training period**	**1,14,500**					
3	**CTC on completion of under-graduation**		**3,00,000**				
4	1st guaranteed year-end bonus (paid in Jan 2024)		**50,000[2]**				
5	**1st Jump - Jan 2024** Compensation Revision			**5,00,000**			
6	2nd guaranteed year-end bonus (paid in Jan 2025)			**1,00,000[2]**			
7	**2nd Jump - Jan 2025** Compensation revision				**7,00,000**		
8	3rd guaranteed year-end bonus (paid in Jan 2026)				**1,50,000[2]**		
9	**3rd Jump - Jan 2026** Compensation revision					**10,00,000**	
10	4th variable bonus (paid in Jan 2027)					**2,00,000[2]**	
11	**Total Cost to Company** (Training cost & salary over four jumps)						**41,14,500**
[1]On the job training provided by Mu Sigma is worth INR 10,00,000 and will not be paid in cash to employee							
[2]Guaranteed bonus is applicable on completion of undergraduate program and paid after completion of 1 year of service							

Notes:

- Mu Sigma would be investing approx. **INR 10,00,000** to provide critical training on building problem solving capability, business context and designing decision frameworks while using our Art of Problem Solving (AoPS™) ecosystem to solve real world problems of Fortune 500 organizations

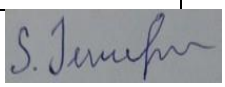
- You should be on the rolls of the Company at the time of the payout to be eligible for the performance linked bonus. You will not be eligible for this payout if you have resigned/exited or are serving notice.



Penalty:

If the employee decides to leave the Company within the 4.5-year period from the date of joining, there would be a penalty applicable in addition to serving a 30-day Notice Period. The penalty would be a multiple of the investment cost incurred by Mu Sigma (investment cost = Rs.10,00,000) and dependent on the tenure of employment with the Company. The exact amount of the penalty will be calculated per the table below:

Tenure calculated from date of joining	Penalty	Penalty amount (in INR)
0 – 42 months	1.0 x Investment Cost	10,00,000
43 – 54 months	0.75 x Investment Cost	7,50,000



Annexure 2

COMPENSATION BREAKUP (in INR)					
SL No	**Particulars**	**Per Annum**	**Per Annum**	**Per Annum**	**Per Annum**
	Salary Advance for Training Period	**114,500**			
	Fixed Compensation Break Up onJoining				
1	Basic Pay	1,84,800			
2	HRA	56,640			
3	Statutory Bonus	36,960			
4	Employer's Contribution to PF*	21,600			
	Total compensation on Joining	**3,00,000**			
	1st guaranteed year-end bonus (paid inJan 2024)	**50,000[2]**			
	Fixed Compensation Break Up on1st Jump Jan 2024				
1	Basic pay		2,25,000		
2	HRA		90,000		
3	Statutory Bonus		36,960		
4	Special Allowance		1,26,440		
5	Employer's Contribution to PF*		21,600		
	Total Compensation on 1st Jump		**500,000**		
	2nd guaranteed year-end bonus (paidin Jan 2025)		**1,00,000[2]**		
	Fixed Compensation Break Up on2nd Jump Jan 2025				
1	Basic pay			3,15,000	
2	HRA			1,26,000	
3	Special Allowance			2,37,400	
4	Employer's Contribution to PF*			21,600	
	Total Compensation on 2nd Jump			**7,00,000**	
	3rd guaranteed year-end bonus (paid inJan 2026)			**1,50,000[2]**	
	Fixed Compensation Break Up on3rd Jump Jan 2026				
1	Basic pay				4,50,000
2	HRA				1,80,000
3	Special Allowance				3,48,400
4	Employer's Contribution to PF*				21,600
	Total Compensation on 3rd Jump				**1,000,000**
	4th variable bonus (paid in Jan 2027)				**2,00,000[2]**

Annexure 3 (Undertaking)

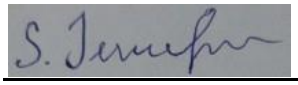
I **Jeevapriya S,** accept the appointment with **Mu Sigma Business Solutions Pvt. Ltd** ('the Company') as an Employee, and have accordingly executed the Employment Agreement, effective **February 23, 2022** ('Effective Date'). Pending my employment with the Company coming into force, the Company, with a view to ensure seamless onboarding is sending across a laptop and accessories. Pending my Employment with the Company coming into force and thereafter, I hereby undertake that I shall:

1. Return the laptop and accessories, provided to me by the Company:
    a. If I do not report to duty to be onboarded with the Company on the Effective Date, within 1 day from the Effective Date
    b. If the offer of the Company is rescinded (due to misrepresentation of facts) prior to the Effective Date, within 1 day from the date of the rescission
    c. If the employment is terminated by either the Company or me for any reason, on the date of leaving the Company

I understand that I will be liable under the applicable laws in force, not excluding civil and criminal liability, in the event I do not conform to the above-mentioned undertaking.

Date : 09/02/2022

Place : Namakkal

Signature: 

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

September 28, 2021

Dear Jeevigha Shri,

Welcome to the Vuram family!

We have the pleasure of offering you a job at Vuram as a **"Associate Technical Consultant"**. We at Vuram are keen on providing an excellent environment for work, a great learning environment, a friendly workplace, an organization driven by its values and principles. We work together to deliver the highest quality service to our customers. We hope that you will have a rewarding, successful and enjoyable time working with us.

Please find enclosed your detailed appointment letter. A copy of the same is to be signed and submitted by you on your date of joining. This offer is subject to providing all the required documents and agreeing to all the offer terms and conditions.

We look forward to you having a long and fruitful relationship with us.

Warm Regards,



Prabhavathi Macheri Shanker
Director, Vuram

Services, Redefined.

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

Offer Details

Appointment & Compensation

1. Your employment start date will be informed.
2. You will be on training and probation for the first six full calendar months of your employment.
3. During this period, you will earn a total of Rs. 21,900/month. This amount will be credited to your bank account on the last working day of the month.
4. Your salary breakdown during your probation period will be as follows:

Category	Monthly Pay(INR)
Basic	11,700.00
House Rent Allowance	5,850.00
Commutation Allowance	1,600.00
Medical Allowance	1,250.00
Internet Allowance	1,000.00
Fitness Allowance	500.00
Gross Salary [#]	***21,900.00***
Employer PF Contribution	1,800.00
Total	***23,700.00***

[#] Employee PF of Rs. 1800 and Professional Tax (based on Government estimates) will be deducted from your salary. Employer PF or Rs.1800 will be credited to your PF and related accounts

5. Your compensation will be pro-rated for any partial months worked
6. During your probation period, you will be eligible for insurance and PF benefits as per company policy.
7. If you decide to leave Vuram during probation, you will have to serve a minimum notice period of 3 - months. Vuram retains the right to request work beyond the 3-month notice period as may be the case.
8. Your employment will be confirmed upon successfully completing your probation period. Vuram retains the right to void this employment offer in the event of unsatisfactory performance during the probation period without any notice.

Services, Redefined.

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

9. Upon confirmation, your salary will be as per the table below.

Category	Monthly (INR)	Annually (INR)
Basic	17,600.00	2,11,200.00
House Rent Allowance	8,800.00	1,05,600.00
Commutation Allowance	1,600.00	19,200.00
Medical Allowance	1,250.00	15,000.00
Internet Allowance	1,000.00	12,000.00
Fitness Allowance	500.00	6,000.00
Other Allowance	250.00	3,000.00
Gross Pay	**31,000.00**	**3,72,000.00**
Employer Provident Fund	1,800.00	21,600.00
Bonus Potential		37,200.00
Gratuity		10,154.00
Insurance Cover		9,930.00
Total		**4,50,884.00**

a. **Employer Provident Fund**
Employer PF contributions will be automatically credited to your PF and other related accounts, details of which will be shared with you within 2 months of your employment commencement.

b. **Bonus**
Bonus Potential will be paid in the month of December every year. Actual Bonus Potential payout will be determined based on Individual Performance and prorated to the number of full months worked in the current calendar year. Probation period will be excluded in computing number full months worked.
Bonus is paid based on your joining date.
You are eligible for a bonus during the current calendar year only if your joining date is on or before 21st October. If you join Vuram after this date, you will be eligible for a bonus starting from the subsequent year.

c. **Gratuity**
Gratuity will be credited to a company escrow account. Gratuity payments are realized only upon employment termination post serving a minimum term of 5 continuous years.

d. **Insurance**
Insurance is calculated as the premium for self and 2 dependents (parents, spouse, kids) for a cover of Rs. 2,00,000 per insured. The Insurance cover provided by Vuram can be used for up to 5 dependents. The amount quoted in the salary breakdown is an indicative premium Vuram pays for self and 2 dependents in the age group of 40-50. The actual premium paid by Vuram could vary based on additional parameters.

Services, Redefined.

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

You will be eligible for the group health insurance policy after completion of 3 months from your date of employment.

10. **Your total annual Cost to Company (CTC) is Rs. Four Lakhs Fifty Thousand Eight Hundred and Eighty-Four Indian Rupees (Rs. 4,50,884.00)**
11. During your employment with Vuram, you will also receive the following perquisites per annum.

Perquisites	Amount (INR)
Food & Beverages	**19,800.00**
Annual Perquisites Total	**19,800.00**

You will be eligible to opt for free breakfast and subsidized lunch (charged at Rs.40/day) at the office. The perk shown above is calculated assuming 220 workdays in a calendar year. This perk cannot be exchanged or traded for cash benefits.

12. Professional Tax, Income Tax and Employee PF contribution as applicable for your earnings will be deducted from your monthly salary. Your salary will be subject to all taxes as per the tax laws of India and other statutory fees.
13. **Salary Revision**
    The salary revision happens yearly during the month of January. The first revision cycle varies based on the joining date.
    If you join Vuram on or before 31st August 2021, you will be eligible for a salary revision in the month of January 2022. In case your date of joining falls on or after 1st September 2021, your salary revision will happen only in the month of January 2023.
14. Changes in your compensation are discretionary and will be subject to and based on effective performance and results during the period and other relevant criteria.
15. Your training location and job location will be at any of the Vuram-India offices. You might be required to work from the various offices from time to time.
16. There might be an occasional need to work during business days and hours of the customer.
17. This offer is provisional to the verification of details furnished by you during the discussions and interviews held so far. If any of these details are found to be incorrect or falsified at any point of time during your employment, this offer letter, and/or subsequent employment status stands cancelled with immediate effect.
18. This offer is valid till **30th of September 2021**, If you do not confirm the acceptance within this period, Vuram has right to withdraw the offer.
19. You will be entitled to leave, holidays and working hours as applicable to your category of employees, the project you are working on and the location of your posting.
20. Irrespective of your work location you can avail a total of 15 days off in a calendar year. For partial years worked, your vacation days will be proportionately adjusted.
21. At the time of joining Vuram, please bring with you the following documents:
    a. Copy of signed Vuram offer letter
    b. Copy of 10th & 12th mark sheets

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

c. Copy of Degree certificates
d. Copy of your passport.
e. Copy of your PAN Card.
f. Copy of your Aadhar Card
g. Copy of Bank passbook first page or cancelled cheque leaf.
h. Copy of previous companies offer letter, relieving letter and last 3months payslips.
i. Medical fitness certificate
j. Passport Size Photograph

22. Your offer is contingent on you producing all the above documents. Vuram reserves the right to revoke this offer if you do not meet this academic requirement or if any of the information you have furnished leading to your selection is found to be misrepresented.

Other Benefits

23. Vuram aims to provide an excellent workplace for its workforce that is comfortable, enriching, and fun. There are several events organized by Vuram throughout the year that you can opt-in.
24. You will be entitled to the complimentary snack and beverage facilities in the premises.
25. You will be entitled to avail free transportation provided by Vuram for a pick-up and drop-off at a predetermined spot (Available only at Trichy office).
26. You will be entitled to avail a one-time reimbursement of up to Rs. 1250/- towards purchase of a data card of your choice within three months from the date of joining.
27. Under Vuram Works initiative, You will be entitled to avail a one time reimbursement of Rs. 10000/- towards work-from-home set up support which will be paid as an expense reimbursement after 2 months of expenses submission.

Responsibilities

28. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results.
29. You are not to engage in any activity that has or will have an adverse impact on the reputation/image and business of Vuram, whether directly or indirectly.
30. You will be required to undertake travel on Vuram's work for which you will be reimbursed travel expenses as per the policy applicable to you.
31. You will always be required to abide by Vuram's policies. These policies may be updated from time to time and you will be required to comply with these updates as well. Any such change in policy will be communicated to you.
32. You are expected to perform your duties in an ethical and integral way. Non-compliance with Vuram's policies and any unethical behavior could result in termination.
33. In connection with and during the course of your employment, you shall disclose all the development developed or conceived by you solely or jointly with others and assign to Vuram as its exclusive property, which becomes an intellectual property of Vuram.

Conflicts of Interest

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

34. You are required to engage yourself exclusively in the work assigned by Vuram and shall not take up any independent or individual assignments (part time, full time or in advisory capacity) directly or indirectly without the written consent of your manager.
35. You shall not be involved, directly or indirectly or have any interest in or perform any services for any person or organization that are involved in activities, which shall be in conflict with interests of Vuram
36. You shall not subcontract your work out to any individual or organization or provide access to your system or disclose any information you are presented with at Vuram to any organization, group or individual who may or may not have a conflict of interest with Vuram
37. You are not to solicit, induce or encourage
    a. Any employee of Vuram to terminate their employment with Vuram or to accept employment with any competitor, supplier or any customer with whom you have a connection
    b. Any customer or vendor of Vuram to move his existing business with Vuram to a third party or to terminate his business relationship with Vuram
    c. Any existing employee to become associated with or perform services of any type for any third party.
38. In the event of your separation from Vuram , either initiated by you or by Vuram, You shall not recruit/ refer for employment any employee working in Vuram for a period of 12 months commencing from the last day of your employment with us. Any violations of this covenant will lead to legal consequences as provided in this agreement.

Non-compete

39. You shall not directly or indirectly carry on, assist, engage in, be concerned or participate in any business/activity (whether directly or indirectly, as a partner, shareholder, principal, agent, director, affiliate, employee, consultant or in any other capacity or manner whatsoever) which is similar to the business of Vuram nor engage in any activity that conflicts with your obligations to Vuram;
40. **Solicit Business:** You shall not solicit, endeavour to solicit, influence or attempt to influence any client, customer or other Person directly or indirectly to purchase Vuram's product and/or services to himself or any Person in competition with the business of Vuram;
41. **Solicit Personnel:** You shall not solicit or attempt to influence any person employed or engaged by Vuram (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with Vuram or to become the Founder of or directly or indirectly offer services in any form or manner, during or after your Term of this contract, any Person who is a competitor of Vuram;
42. Vuram acknowledges and agrees that the above restrictions are considered reasonable for the legitimate protection of Vuram's business and its goodwill but in the event that such restriction shall be found to be void, but would be valid if some part thereof was deleted or the scope, period or area of application were reduced, the above restriction shall apply with the deletion of such words or such reduction of scope, period or area of application as may be required to make the restrictions contained in this Article valid and enforceable. Notwithstanding the limitation of this provision by any law for the time being

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

in force, the parties undertake to, at all times, observe and be bound by the spirit of this Article. Provided however, that on the revocation, removal or diminution of the law or provisions, as the case may be, by virtue of which the restrictions contained in this Article were limited as provided hereinabove, the original restrictions would stand renewed and be effective to their original extent, as if they had not been limited by the law or provisions revoked.

43. You acknowledge and agree that the covenants and obligations with respect to non-compete and non-solicitation as set forth above relate to special, unique and extraordinary matters, and that a violation of any of the terms of such covenants and obligations will cause irreparable injury to Vuram. Therefore, you agree that Vuram shall be entitled to an interim injunction, restraining order or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain you from committing any violation of the covenants and obligations contained in this Article. These injunctive remedies are cumulative and are in addition to any other rights and remedies that Vuram may have at law or in equity.
44. You shall not take up as a consultant or enter into any arrangement with any other company/ Person/ firm or association engaged in any of Vuram's competing Service for a period of eighteen months from the date of leaving Vuram for any reasons. The expression "Competing Service" is understood as "any involvement with the type of products, processes or services which you have during the term of this contract with Vuram (a) worked on; or (b) acquired or had access to (c) been trained to do.

Confidentiality

45. **Your Salary information is confidential and should not be discussed, disclosed, shared with anyone other than the authorized finance representative of Vuram or with the Chief Executive Officer. Breaching this clause of your agreement, will lead to immediate termination of your employment.**
46. You will be privy to information pertaining to Vuram and Vuram's Client's business from time to time as an employee. You will maintain as confidential, all such information that you gain while in employment. To communicate this understanding in more formal and legal terms, you will be required to sign the Vuram's Non - Disclosure Agreement on your joining date.

Intellectual Property

47. If you create any work in which any copyright, design right or similar rights may exist during your employment (including any work created during any time spent by you on Vuram's business outside your normal working hours and which relates to that business), those rights shall belong to Vuram. You shall not be permitted to share such intellectual property in physical or digital format outside Vuram.
48. If you make any invention, whether patentable or not, which relates to or is capable of being used in any business activity of Vuram in which you have been actively involved at any time during the period of two years before making such invention, you must disclose it to Vuram immediately, and the ownership of the invention shall be determined in accordance with Section 39.9 of the Patents Act 1977.

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

Social Media Postings

49. Due to the sensitive and exclusive nature of most events, as well as corporate confidentiality and securities regulations, it is the policy of Vuram to prohibit anyone from taking pictures, posting or making public comment on or about any of company's executive committee members, employees, attendees, partners, speakers, etc. - as well as its brand assets, product knowledge, proprietary content and other such protected confidential information. Posting of all visual content (images or video) displaying or depicting corporate branding (logos, etc) are prohibited. These elements and others are the copy-protected property of Vuram clients acquired spending a great deal of resources promoting and marketing. There are strict guidelines governing the proper use of their branding elements and publishing of such photos will violate the undertaking given to the customers, which will result in claim for damages. You should ensure that none of the Logos are present in any of your personal social media postings. Violation of this clause will have serious legal consequences including termination of employment, criminal action and claim for financial damages.

Termination & Notice Period

50. Vuram retains the right to terminate your employment agreement for any violation of the terms and conditions in this agreement, any misdemeanor or any act on your part that adversely affects Vuram's customers, its employees or its affiliates.
51. If you decide to leave Vuram at any point of time, you are required to serve a minimum notice period of three (3) full months. Vuram retains the right to request work beyond the 3-months' notice period as may be the case.
52. Your performance during the notice period is expected to be at the satisfactory level. If performance is found wanting and the same will be communicated to you. In that event Vuram retains the right to terminate your employment earlier due to unsatisfactory performance during your notice period. In this case you will be required to pay the full three months' salary. Upon payment you will be provided the relieving and experience documents.
53. In the event of not completing your entire notice as mentioned in your offer, you will be required to pay for the entire notice period. You would be provided the relieving and experience documents only upon completion of your entire notice period or upon paying for the notice period.
54. You will not be eligible for any revision, bonus, Corporate Group Health Insurance or any other benefits of the company once the resignation is accepted. During notice period, you will not be eligible for any leave accrual.
55. Vuram may decide to terminate your employment based on valid medical advice that you have become physically/mentally incapacitated to such an extent that you are unable to deliver the responsibilities entrusted to you.
56. Vuram retains the right to terminate your employment agreement If you do not report to work for more than 5 days, and if your leave of absence is not formally communicated. No experience or relieving letter will be provided in this case.

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

57. Participation in any company event or any training program sponsored by the company will be completely under company's discretion.
58. On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company: any material items belonging to the Company per inventory, and all non-material items in your possession including but not limited to Intellectual property (documentation, software, email correspondence) and any other information required for the continued execution of the duties of your role (login credentials, business contact information), physical company documents that you may have in your possession and any other company assets within your control
59. You are also bound to repay any and all outstanding debts or loans due to the company and the company is hereby authorized to deduct from any payments due to the employee the amount due to the company.

General

60. Vuram trusts that you have not provided us with any false declarations of willfully suppressed material information.
61. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing services required under this agreement.
62. It is a condition of your employment that you sign this agreement at the time of joining Vuram and you must comply with the undertaking thereafter.
63. You will be required to learn the processes being followed at Vuram from time to time and comply with the quality standards that are being enforced as part of these processes. Your adherence to these quality standards and your general attitude towards quality will be an important parameter used in evaluating your performance.
64. Your appointment and continuation in service is further subject to your fitness in health. In the event of your continuous illness for a period of 2 months or more, your services are liable to be terminated by giving one month's notice or one month's basic salary in lieu thereof. You are advised to maintain yourself in a state of medical/physical/mental fitness. This is in your own as well as Vuram's interests.
65. In case you are absent yourself from duty for 7 consecutive days or more or extend leaves at your own and without consent of management beyond originally granted leaves, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by Vuram and compensation, if any, will not be paid. You will also be liable to pay the notice period dues to Vuram. You will also ensure safe return of all the properties including confidential information under your possession failing which Vuram will initiate appropriate action for recovery.
66. Any breach of conditions specified in this offer document shall have serious legal consequences including but not limited to termination of your employment, criminal action and claim for damages.
67. Any dispute, difference, controversy or claim ("Dispute") arising between the Parties out of or in relation to or in connection with this terms of Employment, of the breach, termination, effect, validity, interpretation or non-maintaining the secrete policy of Agreement or as to

Services, Redefined.

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

their rights, duties or liabilities there under, or as to any act, matter or thing arising out of, consequent to or in connection with this Agreement, shall be settled by the Parties by mutual negotiations and agreement. If, for any reason, the Parties cannot resolve such Dispute amicably, the same shall then be referred to and settled by way of arbitration proceedings by appointment of a sole Arbitrator by Vuram. The decision of the Arbitrator shall be final and binding upon the Parties. The venue of arbitration proceedings will be at Chennai. The language of the arbitration and the award shall be English.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

Yours Sincerely
For Vuram Technology Solutions Pvt Ltd

Prabhavathi Macheri Shanker
Director, Vuram

I, JEEVIGHA SHRI P **agree to accept employment on the terms and conditions mentioned in the above letter.**

Date: 29/9/2021 **Signature:** _____

Cognizant

13-Jan-2022

Jhohith K G
B.E. Computer Science & Engineering
Kongu Engineering College, Erode

Dear Jhohith K G,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

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



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

EMPLOYMENT OFFER AGREEMENT

AGREEMENT CUM OFFER LETTER OF Mr. Jithendiran E K

THIS AGREEMENT is made on the 01 Dec, 2021 between Calibraint Technologies, a company registered under the Companies Act, 1956 and having its registered office at TICEL Bio Park, II Block, 5th Floor, CSIR Road, Taramani, Chennai, Tamil Nadu 600113.

(hereinafter called the "Company") of the one part

AND

Mr. Jithendiran E K resides at 92.N, Saranam Ayyappa Nagar,Kovil vazhi Road Tiruppur Tamil Nadu IN (hereinafter called the "Employee") of the other part.

WHEREAS

The company is desirous of appointing Mr. Jithendiran E K as an Associate Software Developer and the Employee has agreed to the terms and conditions outlined here below.

NOW, THIS AGREEMENT WITNESSES as follows:

- The said, Mr. Jithendiran E K is hereby appointed as the Associate Software Developer of the company and he/she will be employed in the said office, subject to the provisions made hereinafter, for the term of TWO Years from the date of this agreement. As an assurance, you will be vowed to pay Rs.50,000/- for the cost incurred by the Employer in respect of process of selection, training, and Stipend paid during your probation if you're leaving the company in between the years mentioned.

- Your monthly salary package will be as per the Annexure I. Based on the periodic reviews your compensation package may differ as per the compensation policy applicable to other employees of your category in the respective department.

- The Employee shall perform such duties and exercises such powers as may from time to time be assigned to or vested in him/her by the Management of the company.

- The Employee shall unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office devote his whole time, attention and abilities to the business of the company.

- A notice of 3 months is required during the service of your employment with the company to terminate this contract. In subsequent years either party may terminate the contract with a notice period of 3 months. The notice period is considered to start from the point the termination letter is received by the manager. However, when situations warrant, as in the case of breach of policies, the company may have decided to terminate the contract with immediate effect.

- The Employee shall obey the orders from time to time of the company's management in all respects, conform to and comply with the directions given and regulation made by the Management. He/She shall and faithfully serve the company to the best of his abilities and shall make his utmost endeavors to promote the interests of the company.

- The company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him/her. The company can terminate your contract any time if you Commit any material or persistent breach of any of the provisions contained. Be guilty of any default, misconduct or neglect in the discharge of your duties affecting the business of the company.

Date :

Applicant Signature,

Annexure I - Compensation Details

Salary Structure

EARNINGS	**MONTHLY (INR)**	**YEARLY (INR)**
Basic	16,666.67	2,00,000.00
Conveyance Allowance	1,600.00	19,200.00
HRA	8,333.33	1,00,000.00
Medical Allowance	1,250.00	15,000.00
Internet Allowance	1,000.00	12,000.00
Travel Reimbursement (LTA)	2,500.00	30,000.00
Special Allowance	1,983.33	23,800.00
TOTAL EARNINGS (A)	33,333.33	4,00,000.00
DEDUCTIONS	**MONTHLY**	**YEARLY**
PF Employee	1,800.00	21,600.00
PF - Employer	1,800.00	21,600.00
TOTAL DEDUCTIONS (B)	3,600.00	43,200.00
TOTAL (A-B)	29,733.33	3,56,800.00

Note: You will receive a salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

Date :

Applicant Signature,

MulticoreWare India (P) Ltd
Sixth Floor, Block 9A
DLF IT Park, Manapakkam
Chennai – 600 089
www.multicorewareinc.com

17-Nov-2021

Ms. Kaaviyaa A
3/150,Merkku Kadu,
Ariyapalayam(Po),
P.N Palayam(Tk),
Salem(Dt),
Pin-636119
Moblie: +91 6369176261
Email: kaaviyaa190701@gmail.com

Dear Kaaviyaa,

With reference to your interest and subsequent assessments, we are pleased to offer you a Project Internship as a part of your curriculum. The internship is for a period of five months from the date of joining. You shall report to the Engineering manager and be based out of Chennai.

During the internship period, you will be paid a stipend of ₹10,000 (Rupees Ten Thousand only) per month. Additionally, you could qualify for a one-time incentive subject to satisfactory assessment of your overall internship. This one-time incentive could be paid either at the end of the internship period at a quantum not exceeding Rs. 25,000 (Rupees twenty-five thousand only) or upon completing six months of employment if your internship is commuted to a full-time employment with us. In case of commutation to full time employment, the quantum shall not exceed Rs. 50,000 (Rupees fifty thousand only). Prevailing income tax rules shall apply. The quantum and pay-out shall be approved by your reporting manager solely based on your performance during the internship.

After reading through this offer document including the terms and conditions, please confirm your acceptance by email within 5 days of receiving this offer letter failing which, we reserve the right to rescind the offer.

The Intellectual Property rights associated with the Projects executed during the Internship solely belongs to MulticoreWare and you are expected to abide by our confidentiality policy.

At the time of joining, you are requested to furnish copies of certificates and mark sheets of your academic credentials along with a consent letter from your institution for our records. The originals of the same would be required for scrutiny. Internship is subject to the verification of above documents.

We wish you all success and look forward to a good Internship engagement

Yours Faithfully
for **MulticoreWare India (P) Ltd**

Shashikanth Jayaraman
Vice President – Human Resources

I have read the contents
and accepted the Internship

Kaaviyaa A

Encl: Terms & Conditions of Project Internship

MulticoreWare India (P) Ltd - Terms and Conditions of Internship

Following are the Terms and Conditions of your Internship with MulticoreWare India (P) Ltd. You are expected to adhere to the following Terms and Conditions while you are employed with this dynamic growth oriented Company. Company reserves the right to change the Terms and Conditions based on the Company's policies.

1. **Place of Work**

   Your base location will be as specified in your offer letter. You may be transferred to any of the Company's other locations anywhere in India or abroad as and when required by the Company.

2. **Work week and Hours of Work**

   Monday to Friday will be observed as a regular Work Week. You will be required to work 40 Hours per week. You will be following the Holiday schedule published for your place of work.

3. **Provident Fund, Gratuity and Medical Benefits**

   You are not eligible for Provident Fund, Gratuity and Medical Benefits during Internship period.

4. **Previous Employment Verification**

   The company reserves the right to verify your documents and background through internal and external agencies. These may include your current and previous employment history, educational and professional credentials. Any discrepancy found will lead to termination of your employment with the Company.

5. **Leave**

   You are eligible for one day leave per calendar month during Internship. Any additional leave availed will be accounted as Loss of pay.

6. **Termination of Internship**

   Your Internship with the Company will be "at will", meaning that either you or the Company may terminate your Internship at any time and for any reason, with or without cause.

   Either Party will be allowed to terminate the contract of Internship by giving one month notice in writing, subject however to the Company's right to pay salary in lieu thereof.

   However should you sign any service undertaking or agreement with the company as a part of your Internship process, you will be entitled to terminate the Internship contract only after you comply with the terms and conditions of service undertaking or agreement in addition to the notice period mentioned above.

The Company shall have a right to terminate your Internship without any notice and without any compensation in the event of any of the following

- If any of your actions are in breach of the confidentially
- Breach on your part of any terms and conditions of this contract or any other rules made applicable to you in respect of your Internship with the Company
- Violation on your part of the authenticity and information declared at the time of joining the Company
- If your performance is found wanting and if no improvement is found in your performance in spite of being informed
- If you are found physically or mentally unfit to discharge your duties
- If the company finds it difficult to gainfully employ you due to causes beyond the control of the Company
- Any misconduct on your part
- Failure to carry out any of your duties and obligations

7. Absence from work

In the event of your absence from work for more than two working days without written permission from the Company, it would be assumed that you have voluntarily abandoned the contract with the Company and your contract with the Company would stand terminated. In such an event you shall be liable to pay the salary in lieu of shortfall in notice period and other dues payable to the Company as specified and the Company has right to file for the loss.

8. Confidential Information

During the term of your Internship, you may have access to and become familiar with various confidential information belonging to the Company, its affiliates and customers. You shall acknowledge that such confidential information are owned and shall continue to be owned solely by the Company, its affiliates and customers as the case may be. You shall agree not to use, communicate, reveal or otherwise make available such information for any purpose whatsoever or to divulge such information to any person, partnership, corporation or entity other than those specifically designated by the Company unless such employee is compelled to disclose it by judicial process.

You will be required, as a condition of your Internship with the Company, to sign the Company's standard Confidential Information and Invention Assignment Agreement.

9. Intellectual Property Rights

The Intellectual Property rights associated with the Projects executed during the Internship solely belongs to MulticoreWare and all the work products including the source code are the properties of MulticoreWare and solely belongs to MulticoreWare and can't be disclosed to anyone other than to the Institution for the Project report purpose or as a part of judicial process. All such disclosures to the Institution for the Project report purpose or for judicial purpose shall have prior written approvals by a MulticoreWare authorized signatory.

10. Outside Activities

During the Internship, you agree that you will not engage in any other employment, consulting or other business activity without the written consent of the Company. In addition, during the Internship, you will not assist any person or entity in competing with the Company, in preparing to compete with the Company or in hiring any employees or consultants of the Company.

11. Non-Solicitation

On termination of this contract either by the company or yourself, for a period of one year you should not directly or indirectly entice, encourage or otherwise ask Company's current employees to leave their current employment to work with or for another organization or business that competes with the Company or is the customer of the Company.

Yours Faithfully
for **MulticoreWare India (P) Ltd**



Shashikanth Jayaraman
Vice President – Human resources

I have read the above contents
and accept the same

Date :
Name :

Cognizant

13-Jan-2022

Kabinesh.K
B.E. Computer Science & Engineering
Kongu Engineering College, Erode

Dear Kabinesh.K,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

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



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Letter of Intent (LOI)

October 25, 2021

Dear Kamalesh K,

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

Your annual total remuneration will be **INR 675,000/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

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

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

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

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

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

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

Yours sincerely,

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

Maya Sreekumar

Vice President - Human Resources

DocuSign Envelope ID: 0B635E94-B34B-48C6-B1E8-24F1DCD91419

CAMBRIDGE MOBILE TELEMATICS

Kannan Balamurugan
Mob: +91 733 925 5840
Email: kannan080701@gmail.com

Date: 21 September 2021

Dear **Kannan Balamurugan**,

We are pleased to offer you an Internship with CMobile Telematics India Private Limited (CMT India), Fully owned subsidiary of Cambridge Mobile Telematics, Inc. (the "Company"). The specific terms of this offer of employment are:

1. **Position**: In this role, you will be reporting to Murali Valuthur, Senior Director Engineering CMT India. This is an **Intern** position, starting on or about **January 03, 2022** and ending on or about **June 02, 2022**. While you render services to the Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. You have represented to CMT India that you have no contractual commitments or other legal obligations that would prohibit your employment with CMT India.

2. **Compensation**. Your monthly stipend is **INR 25,000/- (Rupees Twenty-Five Thousands only)** and will be subject to deduction of tax at source as applicable. Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your remuneration is entirely your responsibility; provided however, Company may from time to time, withhold any tax as may be required by applicable law.

3. **"At-will" employment**. Your employment relationship with CMT India shall at all times be at-will, meaning that you or CMT India may terminate the employment relationship at any time, for any reason not prohibited by law, with or without cause, and with or without notice. Neither this letter, nor any statements by any CMT India representatives, shall be deemed to constitute an employment contract between you and CMT India or a guarantee of employment for any period of time.

Please take notice that this offer of employment is contingent upon the following:

- Satisfactory completion of a background
- Your execution of agreements relating to Non-Disclosure and Confidentiality and Inventions, prior to the commencement of your employment.

This offer of employment will be withdrawn if any of the above conditions are not satisfied.

We are excited and looking forward to your joining us at CMT India on or about January 03, 2022. We hope that you will accept our offer to join us. If you wish to accept this position, the terms outlined above, and the employment policies and procedures of CMT India (as they may be changed by CMT India from time to time), please sign below and return this letter to me,

Sincerely,

BRANDON POUCHET

I accept this offer of employment:



9/22/2021 | 2:34 AM EDT

TERZO TECHNOLOGIES PRIVATE LIMITED

Date: 2nd Aug 2021

Dear Karthi. S

We are delighted to offer you an opportunity to join our team as an Intern. Your internship will start from Aug 16th 2021. You will be paid Rs 15,000/month during the internship period. Your responsibilities will be given at the start of the internship.

Upon successful completion of degree, you will be given a full time opportunity to join us and your annual package will range between 4.5 LPA to 7 LPA depending on your performance during internship period.

We will work closely with your college to ensure that all the appropriate steps have been taken to make this an exciting and positive experience for you.

Looking forward to having you part of the Terzo family..!!

Thanks,

T. Pradeep

(Terzo technologies Pvt Ltd)

M-12, ANNA NAGAR KOOTTAPPALLI COLONY, TIRUCHENGODE, NAMAKKAL, TAMILNADU- 637214

Scanned with CamScanner

Cognizant

13-Jan-2022

Karthikraja.R
B.E. Computer Science & Engineering
Kongu Engineering College, Erode

Dear Karthikraja.R,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

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



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

PRESIDIO®
Cloud Solutions

22 September 2021

Dear Keerthivasan M,

Congratulations! We are happy to offer you internship at Presidio from **04 October 2021 for Eight months**. We hope it will be a great learning experience and will provide the right exposure. During this period, Presidio will be happy to provide a stipend of **INR 16,000/month**.

Wishing you all the best and "Do Something Great Every day!"

For Presidio Solutions Private Limited

Sangeetha Gupta
Sangeetha Gupta (Sep 22, 2021 19:43 GMT+5.5)

Sangeetha Gupta
Senior Manager-HR and Business Operations

Cognizant

13-Jan-2022

Kevin Ruban D
B.E. Computer Science & Engineering
Kongu Engineering College, Erode

Dear Kevin Ruban D,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

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



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Sennovate Infotech (India) Pvt. Ltd.,

a business affiliate of

INTERNSHIP OFFER LETTER

April 12, 2021

Kishore Natarajan

Re: Internship offer

Dear Kishore Natarajan,

On behalf of Sennovate Infotech (India) Pvt. Ltd, I am excited to extend an offer to you for an internship position within our Organization. The position is for the role of an UI/UX intern.

This position is scheduled to begin on April 13, 2021 and will be a One-year paid internship opportunity ending on April 12, 2022. However, In the normal circumstances, your internship may be terminated by either side by giving {7 or 30} days written notice.

This position will pay ₹ 20,000 (Twenty Thousand Rupees only) per month as your stipend to contribute to the company's growth. In addition to that, you will be given ₹10,000 (Ten Thousand Rupees only) for your Education Allowance (Laptop allowance considering circumstances) for one year (12 months) during this internship. As an intern, you will not be eligible for any company-sponsored benefits. Your term of internship and compensation are strictly confidential, and you shall not divulge to anyone except where required by the company policy.

In this role, you will be directly reporting to Namrata Mandhane. Company's regular business hours starts from 8:30 AM IST till 6:00 PM IST with one-hour lunch break. However, your work timings will be determined by your manager; this can be varied from time to time and determined by the company.

This offer is contingent upon the successful completion of a background verification. Please be sure to submit the copy or required documents (two form of ID, Address Proof, Aadhar, PAN, Degree Certificates, Marksheets, Proof of prior experience if any).

During this internship with Sennovate Infotech (India) Pvt. Ltd., you will be primarily working for its affiliate Sennovate Inc., a California Corporation or as assigned by the company and you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Sennovate. Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company.

2/63, Sivaya Nagar, 11th Cross
Salem - 636004, Tamil Nadu, India

Sennovate Infotech (India) Pvt. Ltd.,

a business affiliate of

By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not entitle you to an employment offer from Sennovate Infotech (India) Pvt. Ltd., or its affiliate.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our HR department.

Please review this letter in full, and sign and return it to your HR Contact to confirm your acceptance of the internship no later than close of business on April 13, 2022. We look forward to having you begin your career at Sennovate and wish you a successful internship.

Welcome to our team!

Sincerely,

enthil Pala

Senthil Palaniappan
Chief Executive Officer
Sennovate Infotech (India) Pvt. Ltd.

I, Kishore N accept the above offer and will begin the internship position on 16th April.

Name : Kishore N
Date : 16.04.2021
Title : UI/UX Intern

Name: Krithika S

Roll No : 18CSR090

Dicipline : BE

Specialisation: Computer Science Engineering

College : KONGU ENGINEERING COLLEGE

Date: August 28, 2021

Sub: Offer for Internship

Dear Krithika S,

We are pleased to offer you the position of Intern in the Technology Department of AscentHR in Coimbatore, Tamil Nadu. We would like you to join us during Sept 2021 for an internship program and upon successful completion of the internship, you will be
absorbed for full time employment.

- During your internship from **1st Sept 2021** till **June 2022** or your date of graduation, whichever is later , you will be paid a stipend of Rs. 12,000/- (Rupees Twelve Thousand only). Other terms and conditions will be spelt out in the Service Agreement to be issued upon your joining the Internship.
- From July 2022 onwards, you will be offered full time employment with an annual remuneration package of Rs. 4,50,000/- Lakhs (Four Lakhs Fifty Thousand only) depending on the performance and continuous evaluation during the internship period.

This offer remains valid for one week from the offer date. Please reply to this email as a token as your acceptance.

We welcome you to the AscentHR family and look forward to offering a long and successful career with us.

For Ascent Consulting Services Pvt. Ltd.

L Geeta
Co - Founder & Coo
Place: Bangalore

Data Classification: Confidential

Date: 28 July 2022

To,
Kumaresan R
1/232 Veerabadhira Nagar, Palepalli (Vill),
Kandikuppam(Post), Krishnagiri (District) - 635108.

Dear **Kumaresan R**,

Welcome to Trimble Family!!

Trimble is a great place to work!!! We take pride in our culture. We are confident that you will find meaning and associate with our organization, our values and work ethics. We look forward to your successful integration with us and a rewarding career with Trimble.

1. With reference to your application and your subsequent interview with us, we **Trimble Information Technologies India Pvt Ltd** are pleased to offer you the position of **QA Tester** subject to the terms and conditions set out in Annexure - A hereunder. You will receive emoluments and perquisites as mentioned in Annexure - C, which also specifies your detailed salary break up.

2. This Offer is subject to verification process conducted by Trimble India. If at any time, it is found that any of information provided by you is false, or any of the documents provided by you are not genuine, then the Offer becomes invalid and void ab initio.

3. You are required to join the services of Trimble India, on or before from **Monday, August 1, 2022**

4. At the time of joining, you are required to furnish the documents mentioned in Annexure - B

5. This Offer Letter, along with the Annexures & Addendum contained herein, are issued in duplicate. Kindly submit one copy of this Letter along with Annexures & Addendum duly signed by you as token of your acceptance of the same, by **29 July 2022** either as a physical copy or soft copy electronically. (In case you are providing the duly signed copy electronically, the original hard copy needs to be provided on the date of joining). If this Letter is not signed and returned to Trimble India as stated above**,** this offer shall be considered null and void.

We wish you good luck in your career with us and look forward to mutually beneficial association.

For **Trimble Information Technologies India Pvt Ltd**

PRAVEENA KAMALANATHAN
Digitally signed by PRAVEENA KAMALANATHAN
Date: 2022.07.28 21:11:34 +05'30'

Authorized Signatory

I have fully read, understood the content, and hereby agree to abide by the same.

Kumaresan R

Annexure – A

Terms and Conditions of Employment

This Terms and Conditions of Employment sets out the terms of your employment with Trimble India.

1. Designation and Place of Work:

1.1. You will be employed in the position of **QA Tester**, **Trimble Chennai**. Your initial duties and responsibilities will be briefed to you by your supervisor or a designated person by the company and also may have reference in the new employee orientation program.

1.2. Your principal place of work as on the Effective Date shall be at **Chennai**, or at such other place as may be designated by the Company. You may be transferred, at the sole and absolute discretion of the Company, to any place in India or outside India, on terms and conditions not less favourable than those contained herein. You may be required to travel both inside and outside India on the business of the Company in the due performance of your duties, from time to time. The Company may also depute you to any work or assign you to any client, affiliate or associate company, branch, office, subsidiary or other companies, concerns, organizations, or firms with whom the Company may make any such arrangement or agreement. You will at all times need to keep your passport valid and current.

2. Compensation

2.1. Your Annual Total Base Pay will be **Rs.7,00,000** Per Annum (which is explained in Annexure C), payable according to local payroll practices, subject to any deduction, including without limitation the usual deductions for taxation and other statutory deductions as required by the law.

2.2 Any tax liability arising out of your compensation/ salary shall be borne by you and it will be as per Income Tax Act and statutory rules, as applicable. All payments by the Company to you, shall be made after deduction of taxes, as applicable under the law.

3. Confidentiality of salary information:

3.1. The salary package offered to you is specific and personal to you. Any comparison of the same with the salary packages of other employees is discouraged.

3.2. You are required to strictly maintain the secrecy of and ensure that you don't divulge or communicate in any manner, any information regarding your remuneration/terms of employment, to any other employee of the company, except authorized authorities.

3.3. In a similar way, when deputed to work / interact at the client site, you are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.

4. Company Policies:

4.1. You agree that you will at all times faithfully, industriously, and to the best of your skill, ability, experience and talents, perform all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with the terms contained herein, all company policies, procedures, rules and regulations, both written and oral, as are announced by the Company, from time to time.

4.2. It is also understood and agreed to by you that your assignment, duties and responsibilities and reporting arrangements may be changed by the Company, in its sole discretion, with or without causing termination of your employment.

4.3. Your attention is also drawn to the Company Policies and Procedures manual (collectively referred to as the "**Company Policies**") which describe in more detail, various other employment practices, such as claiming and payment of business expenses, and policies such as those on Leave & Holidays, Sexual Harassment, Use of Technology and Health and Safety, Global Code of Conduct which can be accessed at the Company Intranet. The Company reserves the right to review, modify or amend the Company Policies as and when required, at its sole discretion and the same shall be updated in the Intranet. Such modifications and amendments are also deemed to be part of these terms.

4.4. On accepting the terms contained herein and joining the services of the Company, you acknowledge that you would read through carefully and understood all the Company Policies contained on the intranet, your duties and responsibilities vis-à-vis such policies, the various steps and disciplinary actions that the Company can take/implement in order to ensure compliance with its Policies. You hereby agree to adhere to and comply with such Company Policies at all times during the term of your employment and thereafter if you are required to.

5. Non-Compete & Non-Solicitation Obligations:

5.1. In view of the position to be held by you in the Company, and the fact that you would be exposed to confidential and proprietary information of the Company during the course of your employment, you hereby undertake to abide by the following:

5.1.1. In the event of termination of your employment with the Company for any reason whatsoever, you shall, for a period of 12 months from the date of termination, be obliged not to engage yourself, directly or indirectly in any manner whatsoever in any Business or Firm or Company which constitutes a competition to the Company's business;

5.1.2. During the employment with the Company and for a period of 12 months thereafter, you shall not, without the Company's express written consent, either on the your behalf or on behalf of another (a) contact or deal with employees or ex-employees of the Company and or its associated companies, for the purpose of hiring them; (b) hire employees or ex-employees of the Company and/ or its associated companies; or (c) solicit the business of any client, customer or licensee of the Company and / or the associated companies.

5.1.3. The Clauses 5.1.1 and 5.1.2 shall survive the termination of employment. You hereby acknowledge that the provisions of these clauses are reasonable and necessary measures designed to protect the proprietary and Confidential Information of the Company.

6. Data Protection:

6.1. You consent to the Company holding and processing, both electronically and manually, the data it collects in relation to you, in the course of your employment, for the purpose of the Company's administration and management of its employees, its business and for compliance with applicable procedures, laws and regulations. You also consent to the transfer, storage and processing by the Company of such data outside India, where the Company may have its offices or that of its affiliates or group companies, and to the sharing of such data with prospective buyers, clients, acquirers and partners of the Company's business.

7. Indemnification:

7.1. You undertake to keep the Company fully indemnified in respect of any breach or violation of the Non-Disclosure, Non-Use, Non-Compete and Confidentiality obligations by you. You understand that if you breach / violate in any manner, any terms and conditions herein, the Company shall suffer irreparable loss, harm and injury and monetary damages alone shall not be the adequate relief. Company, therefore, shall be fully entitled to obtain injunctive relief including similar other relief against you.

8. Termination of Employment:

8.1. Notice of termination: Each party agrees to provide the other Party with **two months** prior written notice for termination of employment or payment of two months' salary (Total Base Pay) in lieu of notice of termination. Notwithstanding the above, in the event that you desire to terminate your employment with the Company, the Company shall have the sole discretion to relieve you only after the completion of a Company assignment, where the same has not yet been completed by you.

8.2. You hereby agree that the Company is entitled to terminate your employment, at any time without notice or payment in lieu of notice if such termination arises as the result of your misconduct, negligence and/or breach of any express or implied term of your employment including the Company Policies and/or Global Code of Conduct as available on Intranet. Notwithstanding other provisions contained herein, the procedures for termination of employment and any associated payment settlement will be subject to managements' sole discretion.

8.3. Upon the termination or cessation of your employment with the Company for any cause whatsoever, you shall immediately deliver up to the Company or its authorized representative, any property or documents of the Company which may be in your possession, custody or under your control, including, without limitation, mobile phone, laptop, memoranda, correspondence, notes, records, reports, sketches, plans, letter heads, visiting cards or other documents and any copies or reproductions thereof in any medium whatsoever, and all other confidential information, whether or not the property was originally supplied to you by the Company. If so requested, you shall provide to the Company a signed statement confirming that you have fully complied with this Clause.

8.4. Without prejudice to any other right available under law, the Company reserves the right to make reasonable deductions from your full and final salary payment or any other amount due to you, in the event you fail to return all the property of the Company which is in your possession, or return it in a damaged state, other than due to normal wear and tear.

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

9. Retirement:

Retirement age for all the Trimble employees in India will be 58 years.

Annexure – B

Documents to be submitted within three days of offer acceptance

a. Copy of educational certificates (SSLC, HSC, Graduation & Post Graduation);
b. Copy of appointment letter/relieving letter from your last 3 employers;
c. True copy of your last 2 months' pay slip;
d. 6 copies of color passport size photographs;
e. Copy of all pages of your passport;
f. Copy of your Pan Card & Aadhaar Card;
g. Identity Proof (Copy of Driving license/Voter's ID);
h. Proof of residence (both permanent and present address);
i. Employment Data Form, if not submitted earlier;
j. Signed Trimble Policy Documents (enclosed with this offer);

Annexure – C

Compensation Break-up/CTC

Name: Kumaresan R **Date: 28 July 2022**

Particulars	Compensation Per Month (In Rs.)	Compensation Per Annum (In Rs.)
Basic Salary	20417	245000
HRA	10208	122500
Flexible Benefit Basket	25258	303100
A. Gross Salary (Rs.)	**55883**	**670600**
Provident Fund		
B. Company's Contribution (Rs.)	**2450**	**29400**
Total Base Pay (Rs.) - A+B	**58333**	**700000**
C. Other Benefits		**Benefits Value**
Medical Insurance for family		850000
Personal Accident Insurance		1500000
Term Life Insurance		2100000
Gratuity	**	** As per Gratuity Act, 1972

Addendum

Non-Disclosure Agreement

During the period of employment you may be exposed to various Confidential Information of the Company and its subsidiaries, holding company, affiliates, etc. ("Associated Companies"). "Confidential Information" for the purpose of this clause shall include without limitation (i) all information, documents, data, software, lists, client letters, design, pattern and correspondence etc., in any form (physical, oral, electronic, etc.), that belong to the Company and / or Associated Companies; (ii) details of the Company's and / or Associated Companies', internal practices etc., that are not available in the public domain; (iii) identities and details of the Company and / or Associated Companies or their clients and their work details; (iv) any information of any client of the Company and / or Associated Companies, whether privileged information or not; (v) trade secrets, know how, other intellectual property rights of the Company and / or Associated Companies, and (vi) any other Confidential Information disclosed by the Company and / or Associated Companies to you, whether marked as confidential or not

You are fully aware that it is a matter of paramount importance on your part that the above Confidential Information should not be in any manner disclosed, misused, or passed on to any third party by you, directly or indirectly, and accordingly you fully commit yourself to this non-disclosure and non-use obligation in respect of the Confidential Information.

You should inform the management of the Company before enrolling yourself for any examination or course of study. You will not divulge orally or in writing any Confidential Information that comes to your knowledge during the course of your service in the Company to any of the outside agencies. You shall not disclose any of the trade secrets, proprietary information or any other Confidential Information to any of the external parties against you.

All the research done and data generated, including that of the client database of the Company is the sole property of the Company. Unauthorized storing, copying, deleting or transmitting (in hard/soft or any other means) of any Confidential information will be in breach of contract, is a serious legal offense and strictly prohibited. This will lead to immediate termination without any notice. All losses on such offenses will have to be fully compensated in monetary terms.

You are not allowed to carry the research/official document, workbook or any document containing Confidential Information in any media or any form outside the office premises without written permission of the authorized person, failing which strict disciplinary action will be taken.

You agree, confirm and undertake that you shall not otherwise derive any benefit of whatsoever nature out of the Confidential Information and the Confidential Information shall be used by you only to perform the duties assigned to you by the Company. Even to the other constituents and employees of the Company the Confidential Information shall be disclosed only on need-to-know basis and to the extent absolutely necessary.

At the end of your employment with the Company, you shall handover all the data, information, files, documents, pattern and designs etc., pertaining to the Company which are in your possession without keeping any copy, replica, duplicate in any manner or any form.

If any disclosure of the Confidential Information to governmental, judicial, statutory, regulatory or other authorities is required, you shall provide a prior written notice to the Company of such requirement, unless the applicable law does not permit such notice.

Assignment of Inventions:

You will disclose to the Company, forthwith, any discovery, invention, process or improvement made or discovered by you while our service, and such discovery, invention, process or improvement shall belong absolutely to and by the sole and absolute property of Company, you shall at the Company's expense, take out or apply for Letters of Patent, Licenses, or other rights, privileges or protection as may be directed by us in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company, and you will execute and do all instruments, acts, deeds and things, which may be required by the Company, for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in our favour or in favour of such other person or persons, firms, or companies, as we may direct as the sole beneficiary thereof.

If during the course of your duties you make any discovery or invention or secret process or improvement in procedure or make any literary or artistic work or computer program relevant to, or capable of use in, the business of the Company then you must disclose all facts and details to the Company as it may require, and such discovery, invention, secret process, or improvement in procedure, literary or artistic work or computer program and all intellectual property rights relating thereto, shall belong to and be the absolute property of, the Company. At the request and expense of the Company, you shall give and supply all such information, data, drawings and assistance as may be necessary or in the opinion of the Company desirable to enable the Company to exploit the intellectual property to the best advantage (as decided by the company). You shall execute all documents and do all things which may, in the opinion of the Company, be necessary or desirable for obtaining patent or other protection for the intellectual property and for vesting the same in the Company, as the Company may direct. You also agree to execute any additional documents, subsequent to your employment with the Company, as may be necessary for the Company to perfect its title in the intellectual property.

For a period of six (6) months after termination of your employment with the Company, you shall promptly disclose to the Company fully and in writing all Inventions authored, conceived or reduced to practice by you, either alone or jointly with others. In addition, you hereby undertake to promptly disclose to the Company all patent or copyright applications filed by you or on your behalf within one (1) year after termination employment.

CONTRACT OF EMPLOYMENT

Date: February 16, 2022

Name : Lavanya
Candidate ID : 25623829
Kongu Engineering College

Dear **Lavanya,**

We refer to the offer letter dated **November 19, 2021** we are pleased to appoint you to the position of **Trainee Decision Scientist** with **Mu Sigma Business Solutions Private Limited** ('**Company**') effective from **February 16, 2022 ('Effective Date**').

This Letter is the form of Contract of Employment that sets out the terms and conditions upon which the Company is prepared to employ you. Your execution of this Contract constitutes your acceptance of entering into employment with the Company on the following terms and conditions:

1. Interpretation:

Unless otherwise provided, in the event of any conflict between this Contract and the Offer Letter, the terms and conditions of this Contract shall prevail.

2. Designation:

You shall be employed as a permanent employee in the capacity of **Trainee Decision Scientist** in the Company from the Effective Date in accordance with the terms and conditions set out herein.

3. Place of Posting:

Your place of posting is **Bangalore** However during your employment with the Company you may be posted or transferred/attached to any other departments/ units/companies/ offices or clients of Company either in India or abroad at the sole discretion of the management of the Company. You may be required to work in shifts if required, based on project requirements. You may also be required to travel to any location as may be specified by the Company for the purposes of the business of the Company.

4. Reporting Authority:

You shall report to an **Apprentice Leader** or any other authorized person nominated by the Company from time to time, who will in turn assign your role, duties and responsibilities in the Company.

5. Scope of service:

You will perform the duties and responsibilities set out by the Company and assigned to you from time to time.

The Company shall be entitled to change or amend the services performed by you at any time on serving a written notice. You are governed by the service rules and regulations of the Company which are in force or may come in force from time to time.

6. Training

Your will undergo training for a period of 5 months for learning and delivering value real-time every day upon joining depending on the business requirement. The training program is designed to promote your competence, understanding and familiarity of the Company's business as well as enable you to develop a problem-solving mindset.

The Company will be making use of its best resources, not limited to human or technical ones, and is incurring cost for your benefit. The Company will also be using its proprietary and confidential information for the purposes of your Training Program. The Company is incurring an expenditure of approximately Rs. 10,00,000/- (Rupees Ten Lakh Only) towards meeting the costs in connection with Your Training Program.

7. Remuneration:

An estimate of your Cost to Company (CTC) including training is as per **Annexure 1**. Your total compensation will comprise of salary advance, annual base salary, guaranteed bonus, provident fund contributions and any other components listed in **Annexure 2**. The details of the remuneration payable to you are personal and shall be treated with strict confidentiality and shall not be disclosed unless otherwise required by law.

Please note that the various CTC components mentioned in **Annexure 2** will be governed by the prevalent employment policies of the Company as in force from time to time and will be subject to deductions under applicable laws as may be in force from time to time. It will also be dependent on the performance of the Company and market forces surrounding the Company.

8. General duties and obligation:

You shall perform your duties and obligations and carry out your services as contained herein with a reasonable degree of care and skill. You agree to abide by all standards, requirements, rules, regulations, ethics, policies, practices and Information security responsibilities generally recognized in profession and as are established/ altered/amended by the Company from time to time. You will make every effort to protect all data in your and the Company's custody from unauthorized access, disclosure, modification, destruction. You understand and agree to comply with Information Security Policy, not limiting to adherence to acceptable usage of assets, maintain confidentiality and report security events or potential events or other risks to the organization.

9. Term:

This Contract shall come into effect from the Effective Date and shall remain in force until expiry or termination of the Contract in accordance with Section 11.

10. Termination

10.1 Termination at will:

During the first 54 (fifty-four) months of your employment ('**Fixed Track Tenure**'), this Contract may be terminated by you with 30 days prior notice, you are required to pay the penalty as mentioned in **Annexure 1**. The Company shall be entitled to recover from you the penalty, all costs and expenses incurred in enforcing this Contract including attorney's fees and other reasonable expenditure. The company may terminate your employment for misconduct and recover the penalty from you.

Upon completion of the Fixed Track Tenure, this Contract may be terminated by either the Company or you, without cause by serving a written notice of such termination 30 days or payment of one-month salary in lieu thereof. In the event of termination by the employee without notice or payment in lieu thereof, the Company shall be entitled to recover all costs and expenses incurred in enforcing this Contract including attorney's fees and other reasonable expenditure from you.

10.2 Termination for cause:

The Company shall be entitled to terminate this Contract without notice on any of the following grounds:

i. Any act or omission by you that is a material breach of your Services under this Contract. Such act or omission shall include any act of willful neglect or refusal to perform your duties under this Contract, any act of willful dishonesty, fraud, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without valid reason or deliberate material injury with respect to the Company,

ii. In the event of any unauthorized leave or absence of work exceeding 7 working days.

iii. In the event that you are convicted for any offence involving moral turpitude or the commission or omission of any act that is likely to bring disrepute to the business of the Company.

iv. On the insolvency of the Company

v. On the death of the employee.

vi. Permanent disability of the employee. For the purposes of this section, if the disability is of a nature that prevents the employee from carrying on his/her Services under this Contract for a consecutive period of 180 days in a 365 day period.

It is clarified that the Company shall be entitled to recover the penalty mentioned in Annexure 1 in case the employment is terminated for cause except for clause iv, v and vi above during the fixed track tenure (54 Months).

11. Consequences of termination:

11.1 On expiry or termination of this Contract, you shall return to the Company all property belonging to the Company or relating to its business including without limitation all apparatus, computer, software, hardware, media, tapes, conversations (if reduced to writing) designs, notebooks, contracts, lists, blueprints, details of customers, clients, suppliers, and contractors, intellectual property, Proprietary Information, Intellectual property, programs, correspondences, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or records, files, information assets, etc. and all copies thereof. You will also return to the Company all the assets and equipment given to you by

the Company or assets owned by the client issued for official and/or personal use excluding those assets or items, which are obligatory for you to buy under any Company schemes.

Assets not limiting to peripherals issued during the tenure for official usage, if found damaged (partial or whole) due to negligence and/or not being returned in acceptable working condition upon exit, reasonable replacement and operational cost would be levied wherever applicable

11.2 Cooperation in Pending Work: You shall fully cooperate with the Company in all matters relating to the execution or completion of pending work on behalf of the Company and the orderly transfer of work to other employees of the Company following termination of your employment with the Company.

11.3 On termination, you are no longer obliged to serve the Company as an employee of the Company from the effective date of the termination and the Company's obligation to pay any remuneration to you shall also be terminated henceforth. However, you shall be entitled to receive all salary and other benefits earned till the date of termination.

12. Retirement:

You shall retire in the normal course from the employment with the Company on attaining the age on the end of the month following your 60th birthday.

13. Exclusivity:

During the period of your employment with us, you will not work directly or indirectly for any other person, firm, company or organization or engage yourself with any trade or business that conflict the contract of employment whether with or without remuneration in any capacity without the prior written permission of the Company.

14. Representations:

You agree to execute any document or assist the Company in any other manner required to carry out and bring into effect the terms of this Contract.

15. Governing law:

This Contract shall be governed, interpreted and enforced by and in accordance with the laws of India.

16. Dispute Resolution:

All disputes, claims and actions arising out of or resulting from this Contract shall be referred to arbitration proceedings under the Indian Arbitration and Conciliation Act, 1996. The arbitration proceedings shall be conducted in the English language and shall be conducted at Bangalore, before the sole Arbitrator to be mutually appointed by the Parties.

17. Equitable Remedies:

It is agreed that it would be impossible or inadequate to measure and calculate the Company's damages from any breach of your duties and obligations under this Contract. Accordingly, it is agreed that in the event of a breach thereof, the Company shall be entitled to avail, in addition to any other right or remedy available, the right to obtain an injunction from a court of competent jurisdiction restraining such breach or threatened breach and to specific performance of any such provision of this Contract.

18. Assignment:

Your services to the Company are personal and unique. You may therefore not assign nor delegate any of your duties and obligations hereunder except in the normal course of business.

19. Waiver:

The Company's failure to insist on the performance of any of your duties or obligations under this Contract shall not be construed at any time as a waiver of any of your duties and obligations under this Contract.

20. Severability:

If any provision herein is for any reason held to be void, unlawful or unenforceable, then the remaining provisions shall continue to be valid and enforceable

21. This Letter Form of Contract of Employment

Contract along with the annexures and documents attached hereto shall constitute the entire Contract between you and the Company.

22. Address for communication:

Unless otherwise provided, all notices and communication and correspondences to the Company shall be dispatched to the registered address of the Company and all communications to you shall be dispatched to the address aforementioned.

23. Personal Information:

You shall keep the Company informed about any change in your address, failing which any notice/letter sent by the company to your address provided at the time of interview shall be sufficient for the purpose of this contract.

24. Non-Disclosure Agreement:

You agree to abide by the provisions of the Non-Disclosure Agreement to be separately signed by you prior to the effective date. Exhibit A includes a complete list of all inventions that you, either alone or jointly with others, have conceived, developed or reduced to practice prior to commencement of your employment with the Company that you consider to be your property and that you wish to exclude from the scope of this Agreement.

25. Documents:

For purposes of security verification and identity cards you will be required to provide to the Company documentary evidence of your identity and eligibility for employment in India. Such documentation must be provided to us within three (3) business days of the Effective Date or our employment relationship with you may be terminated. Such documents submitted shall be subject to verification and satisfaction of the Company with regard to authenticity of the documents so produced and if not found satisfactory then necessary action could be initiated.

By affixing your signature hereto, you confirm that you have:

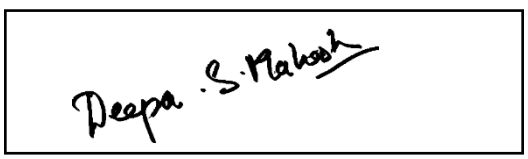
(a) read and understood the contents of this entire Letter Form of Contract of Employment along with the annexures and the exhibits,

(b) Voluntarily accepted all the terms and conditions contained herein.

We look forward to working with you and welcome you to the Mu Sigma family.

Yours truly,

For Mu Sigma Business Solutions Private Limited



Deepa S Mahesh
Director

Place : Bangalore

Date : February 16, 2022

I accept the terms and conditions of this Contract

Lavanya

Place : _____

Date : _____

EXHIBIT A

EMPLOYEE PROPRIETARY INFORMATION

TO: MU SIGMA BUSINESS SOLUTIONS PVT. LTD.

FROM (Employee Name) : Lavanya

DATE : February 16, 2022

SUBJECT : Previous Inventions

1. Except as listed in Section 2 below, the following is a complete list of all inventions or improvements relevant to the subject matter of my employment by **MU SIGMA BUSINESS SOLUTIONS PVT. LTD.** (the "**Company**") that have been made or conceived or first reduced to practice by me alone or jointly with others prior to my engagement by the Company:

☐ No inventions or improvements.

☐ See below:

_____

_____

☐ Additional sheets attached.

2. Due to a prior confidentiality agreement, I cannot complete the disclosure under Section 1 above with respect to inventions or improvements generally listed below, the proprietary rights and duty of confidentiality with respect to which I owe to the following party(ies):

	Invention or Improvement	Party(ies)	Relationship
1.	_____	_____	
2.	_____	_____	
3.	_____	_____	

☐ Additional sheets attached

Annexure 1

TOTAL Cost to Company Breakup (in INR)							
S.No	**Particulars**	**Company's Investment**	**2022**	**2024**	**2025**	**2026**	**CTC over 4 jumps**
1	**On The Job Training**	**10,00,000[1]**					
2	**Salary advance for training period**	**1,14,500**					
3	**CTC on completion of under-graduation**		**3,00,000**				
4	1st guaranteed year-end bonus (paid in Jan 2024)		**50,000[2]**				
5	**1st Jump - Jan 2024** Compensation Revision			**5,00,000**			
6	2nd guaranteed year-end bonus (paid in Jan 2025)			**1,00,000[2]**			
7	**2nd Jump - Jan 2025** Compensation revision				**7,00,000**		
8	3rd guaranteed year-end bonus (paid in Jan 2026)				**1,50,000[2]**		
9	**3rd Jump - Jan 2026** Compensation revision					**10,00,000**	
10	4th variable bonus (paid in Jan 2027)					**2,00,000[2]**	
11	**Total Cost to Company** (Training cost & salary over four jumps)						**41,14,500**
[1]On the job training provided by Mu Sigma is worth INR 10,00,000 and will not be paid in cash to employee							
[2]Guaranteed bonus is applicable on completion of undergraduate program and paid after completion of 1 year of service							

Notes:

- Mu Sigma would be investing approx. **INR 10,00,000** to provide critical training on building problem solving capability, business context and designing decision frameworks while using our Art of Problem Solving (AoPS™) ecosystem to solve real world problems of Fortune 500 organizations

- You should be on the rolls of the Company at the time of the payout to be eligible for the performance linked bonus. You will not be eligible for this payout if you have resigned/exited or are serving notice.

Penalty:

If the employee decides to leave the Company within the 4.5-year period from the date of joining, there would be a penalty applicable in addition to serving a 30-day Notice Period. The penalty would be a multiple of the investment cost incurred by Mu Sigma (investment cost = Rs.10,00,000) and dependent on the tenure of employment with the Company. The exact amount of the penalty will be calculated per the table below:

Tenure calculated from date of joining	Penalty	Penalty amount (in INR)
0 – 42 months	1.0 x Investment Cost	10,00,000
43 – 54 months	0.75 x Investment Cost	7,50,000

Mu Sigma

Annexure 2

COMPENSATION BREAKUP (in INR)					
SL No	**Particulars**	**Per Annum**	**Per Annum**	**Per Annum**	**Per Annum**
	Salary Advance for Training Period	**114,500**			
	Fixed Compensation Break Up on Joining				
1	Basic Pay	1,84,800			
2	HRA	56,640			
3	Statutory Bonus	36,960			
4	Employer's Contribution to PF*	21,600			
	Total compensation on Joining	**3,00,000**			
	1st guaranteed year-end bonus (paid in Jan 2024)	**50,000[2]**			
	Fixed Compensation Break Up on 1st Jump Jan 2024				
1	Basic pay		2,25,000		
2	HRA		90,000		
3	Statutory Bonus		36,960		
4	Special Allowance		1,26,440		
5	Employer's Contribution to PF*		21,600		
	Total Compensation on 1st Jump		**500,000**		
	2nd guaranteed year-end bonus (paid in Jan 2025)		**1,00,000[2]**		
	Fixed Compensation Break Up on 2nd Jump Jan 2025				
1	Basic pay			3,15,000	
2	HRA			1,26,000	
3	Special Allowance			2,37,400	
4	Employer's Contribution to PF*			21,600	
	Total Compensation on 2nd Jump			**7,00,000**	
	3rd guaranteed year-end bonus (paid in Jan 2026)			**1,50,000[2]**	
	Fixed Compensation Break Up on 3rd Jump Jan 2026				
1	Basic pay				4,50,000
2	HRA				1,80,000
3	Special Allowance				3,48,400
4	Employer's Contribution to PF*				21,600
	Total Compensation on 3rd Jump				**1,000,000**
	4th variable bonus (paid in Jan 2027)				**2,00,000[2]**

Annexure 3 (Undertaking)

I **Lavanya,** accept the appointment with **Mu Sigma Business Solutions Pvt. Ltd** ('the Company') as an Employee, and have accordingly executed the Employment Agreement, effective **February 16, 2022** ('Effective Date'). Pending my employment with the Company coming into force, the Company, with a view to ensure seamless onboarding is sending across a laptop and accessories. Pending my Employment with the Company coming into force and thereafter, I hereby undertake that I shall:

1. Return the laptop and accessories, provided to me by the Company:
    a. If I do not report to duty to be onboarded with the Company on the Effective Date, within 1 day from the Effective Date
    b. If the offer of the Company is rescinded (due to misrepresentation of facts) prior to the Effective Date, within 1 day from the date of the rescission
    c. If the employment is terminated by either the Company or me for any reason, on the date of leaving the Company

I understand that I will be liable under the applicable laws in force, not excluding civil and criminal liability, in the event I do not conform to the above-mentioned undertaking.

Date : _____

Place : _____

Signature: _____

L&T Technology Services

Ref: LTTS/HR/ET/2022-23/10251 **Date: 08th February 2022**

Name: Lawvanya Priya T

Letter of Intent

Dear Lawvanya Priya T

Greeting from L&T Technology Services Ltd.!

We are pleased to share with you this Letter of intent for the position of **Associate Engineer (Trainee).** We trust that this opportunity finds you mutually excited about your new employment with L&T Technology Services (hereinafter referred as "Company"). We reiterate that you have made the right decision and we are certain that you will have a great career with us!

Upon your acceptance of this Letter of Intent and subject to you meeting all the applicable requirements under this Letter of Intent, we shall share a detailed Appointment Letter, which will outline the specific employment terms, conditions and detailed breakup of remuneration. Please note this Letter of Intent is not an offer or offer of employment or a legally binding contract of employment.

The content of this Letter of Intent is strictly between you and the Company. Please treat this Letter of Intent and the contents here as personal and confidential.

This Letter of Intent is valid subject to you

- Having secured more than 60% in SSC / X and HSC / XII std (10th and 12th).
- Having secured 60% aggregate in Engineering Graduation
- Found medically fit by the Company authorized doctors.
- **Submitting a Service Agreement, agreeing to serve the company for a period of up to 2 years and 3 months from the date of commencement of training cum employment.**
- Submitting all necessary documents at the time of joining
- No drop in any semester/ year throughout the course

If any information provided by you during the selection process is found to be incorrect and / or false, the Company reserves the right to revoke this Letter of Intent without any notice.

This Letter of Intent is also contingent upon us working together to determine an appropriate start date for your employment. The date of commencement of training cum employment and venue for reporting will be intimated to you at a later date.

You will be continuously assessed during your training cum employment. If you do not complete the class room / on the job training to our satisfaction, your appointment automatically stand cancelled.

During your employment with LTTS, you will be paid a Total Compensation of INR 4,00,000/- per annum. A detailed compensation sheet will be shared along with the appointment letter.

During your period of Training cum Employment, you can be posted / transferred to any of our SEZ / STPI sites across India. Your employment will be governed by the rules, regulations and policies of the company.

If the above stated terms are acceptable to you, kindly sign and return the duplicate copy of this Letter of Intent within three (3) days from the date of issue. If we do not receive your acceptance within the stipulated time frame, this Letter of Intent will be deemed to have been rejected by you.

All communications / notices should be addressed to:

Human Resource Dept – Talent Acquisition (Campus Hiring)
L&T - Technology Services, SEZ Unit II,
Hazel-Block L3, Ground Floor, Manyata Embassy Business Park,
Nagawara, Bangalore 560045

We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

Yours truly,
For L&T Technology Services Limited



Prakash Krishnamoorthy
Head – Leadership Hiring and Strategic Talent Initiatives

Acceptance by applicant below
……
I have read this Letter of Intent and accept the same

Name: Lawvanya Priya T

College:

Signature

Date:

Name: Lekshmi S L

Roll No : 18CSR094

Dicipline : BE

Specialisation: Computer Science Engineering

College : KONGU ENGINEERING COLLEGE

Date: August 28, 2021

Sub: Offer for Internship

Dear Lekshmi S L,

We are pleased to offer you the position of Intern in the Technology Department of AscentHR in Coimbatore, Tamil Nadu. We would like you to join us during Sept 2021 for an internship program and upon successful completion of the internship, you will be
absorbed for full time employment.

- During your internship from **1st Sept 2021** till **June 2022** or your date of graduation, whichever is later , you will be paid a stipend of Rs. 12,000/- (Rupees Twelve Thousand only). Other terms and conditions will be spelt out in the Service Agreement to be issued upon your joining the Internship.
- From July 2022 onwards, you will be offered full time employment with an annual remuneration package of Rs. 4,50,000/- Lakhs (Four Lakhs Fifty Thousand only) depending on the performance and continuous evaluation during the internship period.

This offer remains valid for one week from the offer date. Please reply to this email as a token as your acceptance.

We welcome you to the AscentHR family and look forward to offering a long and successful career with us.

For Ascent Consulting Services Pvt. Ltd.



L Geeta
Co - Founder & Coo
Place: Bangalore

Data Classification: Confidential

25th Jun 2021
Coimbatore

Internship Offer Letter

Dear Logesh T,

With reference to the campus recruitment drive conducted at your college and subsequent interviews, we are happy to welcome you to our **NEO** family. You have been named a **'NEO Intern'** after a popular movie character NEO from The Matrix movie series. NEO is driven by curiosity and commitment to learn and grow. We expect the same from you.

On joining the team **NEO**, you will be on an **"internship"** for a period of 12 months. After the first 6 months of internship your role will be confirmed either as a **Product Developer or Quality Analyst** based on evaluation, and you will be moved to the relevant NEO Team. Your confirmation will be done any time between the 7th month and the 12th month based on the evaluation. The stipend offered by the organization will be **10,000 INR for first 6 months** and **15,000 INR for next 6 months.**

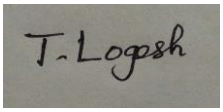
Post confirmation your **CTC** will be **4 lakhs per annum (inclusive of performance pay).** The allowances, benefits and other terms and conditions of your employment will be as per the Company policies as applicable from time to time. Your compensation will be reviewed in future as per the company policy. You will abide by the rules and regulations of the company as may be in force from time to time. Your job location will be **Coimbatore.**

We expect you to join us on ***7th Jul 2021*** otherwise this offer will stand withdrawn automatically. We look forward to an exciting journey with you. Welcome aboard!

Regards



Arun Athinarayanan
For Iamneo.ai



Offer Accepted

CIN NO :U85110KA1993PTC014806

AMBOSELI HR

Amboseli Professional Associates Private Limited
135 & 136, Raheja Arcade, Koramangala, Bangalore - 560095
Phone :+91 80 25505348, 25505349, 25534924, 25537162
email : info@amboselihr.com Web : www.amboselihr.com

Ref: APA/OL/112/21-22

28th February, 2022

Ms. Maghathani S
6/54, East Street
Periyappatti
Nallipalayam
Bodupatti
Namakkal
Tamil Nadu -637003

Dear Ms. Maghathani S

With reference to your application and subsequent interview, you had with LSI India Research & Development Private Limited with we are pleased to offer you an assignment as Test Engineer to be placed in LSI India Research & Development Private Limited

We congratulate you on being selected by our client LSI India Research & Development Private Limited which is a renowned multinational Semiconductor Company. You are requested to report for work on 7th March 2022 at 9 AM

Location —you will be on deputation at LSI India Research & Development Private Limited based in Bangalore; but the Company may require you to work at other Company locations and on customers' sites both, inside or outside India. In such an event the Company will seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

Compensation — Your annual CTC will be Rs.4,00,000 /- (Four Lakhs Only) inclusive of everything. Compensation details will be provided at the time of joining Amboseli.

Personal/Professional Tax — the payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules.



CIN NO :U85110KA1993PTC014806

AMBOSELI HR

Amboseli Professional Associates Private Limited
135 & 136, Raheja Arcade, Koramangala, Bangalore - 560095
Phone : +91 80 25505348, 25505349, 25534924, 25537162
email : info@amboselihr.com Web : www.amboselihr.com

Annual Leave/Public Holidays —You will be eligible for annual leave and Holidays during the contract period as per the prevailing rules. You will have to follow the prevailing working hours of LSI India

Termination - In the event of wilful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment without notice.

Notice Period-This contract of employment is terminable by giving two-months' notice on either side. The Company reserves the right to pay or recover salary in lieu of notice period. Further, on receipt of a separation notice from your side, the Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without compensating for the unexpired period and is not bound to give any reason thereof.

As part of the joining process, you are requested to send us the following document within the specified period.

Photocopies of

- SSLC//Diploma,12th, Degree, Highest Qualification certificate
- Relieving letter from previous organization
- Experience letter
- Permanent Address proof
- Pan card copy, Aadhar Card
- Passport/DL photocopy
- 5 passport size photographs

We look forward to your joining AMBOSELI and wish you all success

Yours sincerely
for Amboseli Professional Associates Pvt. Ltd

AMBOSELI Professional Associates Pvt. Ltd. Bangalore

Sarith Uday
Director

I accept the above offer on the terms indicated

_____

Signature & Date

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

September 28, 2021

Dear Manoj Prabakaran,

Welcome to the Vuram family!

We have the pleasure of offering you a job at Vuram as a **"Associate Technical Consultant"**. We at Vuram are keen on providing an excellent environment for work, a great learning environment, a friendly workplace, an organization driven by its values and principles. We work together to deliver the highest quality service to our customers. We hope that you will have a rewarding, successful and enjoyable time working with us.

Please find enclosed your detailed appointment letter. A copy of the same is to be signed and submitted by you on your date of joining. This offer is subject to providing all the required documents and agreeing to all the offer terms and conditions.

We look forward to you having a long and fruitful relationship with us.

Warm Regards,



Prabhavathi Macheri Shanker
Director, Vuram

Services, Redefined.

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

Offer Details

Appointment & Compensation

1. Your employment start date will be informed.
2. You will be on training and probation for the first six full calendar months of your employment.
3. During this period, you will earn a total of Rs. 21,900/month. This amount will be credited to your bank account on the last working day of the month.
4. Your salary breakdown during your probation period will be as follows:

Category	Monthly Pay(INR)
Basic	11,700.00
House Rent Allowance	5,850.00
Commutation Allowance	1,600.00
Medical Allowance	1,250.00
Internet Allowance	1,000.00
Fitness Allowance	500.00
Gross Salary [#]	***21,900.00***
Employer PF Contribution	1,800.00
Total	***23,700.00***

[#] Employee PF of Rs. 1800 and Professional Tax (based on Government estimates) will be deducted from your salary. Employer PF or Rs.1800 will be credited to your PF and related accounts

5. Your compensation will be pro-rated for any partial months worked
6. During your probation period, you will be eligible for insurance and PF benefits as per company policy.
7. If you decide to leave Vuram during probation, you will have to serve a minimum notice period of 3 - months. Vuram retains the right to request work beyond the 3-month notice period as may be the case.
8. Your employment will be confirmed upon successfully completing your probation period. Vuram retains the right to void this employment offer in the event of unsatisfactory performance during the probation period without any notice.

Services, Redefined.

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

9. Upon confirmation, your salary will be as per the table below.

Category	Monthly (INR)	Annually (INR)
Basic	17,600.00	2,11,200.00
House Rent Allowance	8,800.00	1,05,600.00
Commutation Allowance	1,600.00	19,200.00
Medical Allowance	1,250.00	15,000.00
Internet Allowance	1,000.00	12,000.00
Fitness Allowance	500.00	6,000.00
Other Allowance	250.00	3,000.00
Gross Pay	**31,000.00**	**3,72,000.00**
Employer Provident Fund	1,800.00	21,600.00
Bonus Potential		37,200.00
Gratuity		10,154.00
Insurance Cover		9,930.00
Total		**4,50,884.00**

a. **Employer Provident Fund**
Employer PF contributions will be automatically credited to your PF and other related accounts, details of which will be shared with you within 2 months of your employment commencement.

b. **Bonus**
Bonus Potential will be paid in the month of December every year. Actual Bonus Potential payout will be determined based on Individual Performance and prorated to the number of full months worked in the current calendar year. Probation period will be excluded in computing number full months worked.
Bonus is paid based on your joining date.
You are eligible for a bonus during the current calendar year only if your joining date is on or before 21st October. If you join Vuram after this date, you will be eligible for a bonus starting from the subsequent year.

c. **Gratuity**
Gratuity will be credited to a company escrow account. Gratuity payments are realized only upon employment termination post serving a minimum term of 5 continuous years.

d. **Insurance**
Insurance is calculated as the premium for self and 2 dependents (parents, spouse, kids) for a cover of Rs. 2,00,000 per insured. The Insurance cover provided by Vuram can be used for up to 5 dependents. The amount quoted in the salary breakdown is an indicative premium Vuram pays for self and 2 dependents in the age group of 40-50. The actual premium paid by Vuram could vary based on additional parameters.

Services, Redefined.

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

You will be eligible for the group health insurance policy after completion of 3 months from your date of employment.

10. **Your total annual Cost to Company (CTC) is Rs. Four Lakhs Fifty Thousand Eight Hundred and Eighty-Four Indian Rupees (Rs. 4,50,884.00)**
11. During your employment with Vuram, you will also receive the following perquisites per annum.

Perquisites	Amount (INR)
Food & Beverages	**19,800.00**
Annual Perquisites Total	**19,800.00**

You will be eligible to opt for free breakfast and subsidized lunch (charged at Rs.40/day) at the office. The perk shown above is calculated assuming 220 workdays in a calendar year. This perk cannot be exchanged or traded for cash benefits.

12. Professional Tax, Income Tax and Employee PF contribution as applicable for your earnings will be deducted from your monthly salary. Your salary will be subject to all taxes as per the tax laws of India and other statutory fees.
13. **Salary Revision**
    The salary revision happens yearly during the month of January. The first revision cycle varies based on the joining date.
    If you join Vuram on or before 31st August 2021, you will be eligible for a salary revision in the month of January 2022. In case your date of joining falls on or after 1st September 2021, your salary revision will happen only in the month of January 2023.
14. Changes in your compensation are discretionary and will be subject to and based on effective performance and results during the period and other relevant criteria.
15. Your training location and job location will be at any of the Vuram-India offices. You might be required to work from the various offices from time to time.
16. There might be an occasional need to work during business days and hours of the customer.
17. This offer is provisional to the verification of details furnished by you during the discussions and interviews held so far. If any of these details are found to be incorrect or falsified at any point of time during your employment, this offer letter, and/or subsequent employment status stands cancelled with immediate effect.
18. This offer is valid till **30th of September 2021**, If you do not confirm the acceptance within this period, Vuram has right to withdraw the offer.
19. You will be entitled to leave, holidays and working hours as applicable to your category of employees, the project you are working on and the location of your posting.
20. Irrespective of your work location you can avail a total of 15 days off in a calendar year. For partial years worked, your vacation days will be proportionately adjusted.
21. At the time of joining Vuram, please bring with you the following documents:
    a. Copy of signed Vuram offer letter
    b. Copy of 10th & 12th mark sheets

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

c. Copy of Degree certificates
d. Copy of your passport.
e. Copy of your PAN Card.
f. Copy of your Aadhar Card
g. Copy of Bank passbook first page or cancelled cheque leaf.
h. Copy of previous companies offer letter, relieving letter and last 3months payslips.
i. Medical fitness certificate
j. Passport Size Photograph

22. Your offer is contingent on you producing all the above documents. Vuram reserves the right to revoke this offer if you do not meet this academic requirement or if any of the information you have furnished leading to your selection is found to be misrepresented.

Other Benefits

23. Vuram aims to provide an excellent workplace for its workforce that is comfortable, enriching, and fun. There are several events organized by Vuram throughout the year that you can opt-in.
24. You will be entitled to the complimentary snack and beverage facilities in the premises.
25. You will be entitled to avail free transportation provided by Vuram for a pick-up and drop-off at a predetermined spot (Available only at Trichy office).
26. You will be entitled to avail a one-time reimbursement of up to Rs. 1250/- towards purchase of a data card of your choice within three months from the date of joining.
27. Under Vuram Works initiative, You will be entitled to avail a one time reimbursement of Rs. 10000/- towards work-from-home set up support which will be paid as an expense reimbursement after 2 months of expenses submission.

Responsibilities

28. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results.
29. You are not to engage in any activity that has or will have an adverse impact on the reputation/image and business of Vuram, whether directly or indirectly.
30. You will be required to undertake travel on Vuram's work for which you will be reimbursed travel expenses as per the policy applicable to you.
31. You will always be required to abide by Vuram's policies. These policies may be updated from time to time and you will be required to comply with these updates as well. Any such change in policy will be communicated to you.
32. You are expected to perform your duties in an ethical and integral way. Non-compliance with Vuram's policies and any unethical behavior could result in termination.
33. In connection with and during the course of your employment, you shall disclose all the development developed or conceived by you solely or jointly with others and assign to Vuram as its exclusive property, which becomes an intellectual property of Vuram.

Conflicts of Interest

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

34. You are required to engage yourself exclusively in the work assigned by Vuram and shall not take up any independent or individual assignments (part time, full time or in advisory capacity) directly or indirectly without the written consent of your manager.
35. You shall not be involved, directly or indirectly or have any interest in or perform any services for any person or organization that are involved in activities, which shall be in conflict with interests of Vuram
36. You shall not subcontract your work out to any individual or organization or provide access to your system or disclose any information you are presented with at Vuram to any organization, group or individual who may or may not have a conflict of interest with Vuram
37. You are not to solicit, induce or encourage
    a. Any employee of Vuram to terminate their employment with Vuram or to accept employment with any competitor, supplier or any customer with whom you have a connection
    b. Any customer or vendor of Vuram to move his existing business with Vuram to a third party or to terminate his business relationship with Vuram
    c. Any existing employee to become associated with or perform services of any type for any third party.
38. In the event of your separation from Vuram , either initiated by you or by Vuram, You shall not recruit/ refer for employment any employee working in Vuram for a period of 12 months commencing from the last day of your employment with us. Any violations of this covenant will lead to legal consequences as provided in this agreement.

Non-compete

39. You shall not directly or indirectly carry on, assist, engage in, be concerned or participate in any business/activity (whether directly or indirectly, as a partner, shareholder, principal, agent, director, affiliate, employee, consultant or in any other capacity or manner whatsoever) which is similar to the business of Vuram nor engage in any activity that conflicts with your obligations to Vuram;
40. **Solicit Business:** You shall not solicit, endeavour to solicit, influence or attempt to influence any client, customer or other Person directly or indirectly to purchase Vuram's product and/or services to himself or any Person in competition with the business of Vuram;
41. **Solicit Personnel:** You shall not solicit or attempt to influence any person employed or engaged by Vuram (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with Vuram or to become the Founder of or directly or indirectly offer services in any form or manner, during or after your Term of this contract, any Person who is a competitor of Vuram;
42. Vuram acknowledges and agrees that the above restrictions are considered reasonable for the legitimate protection of Vuram's business and its goodwill but in the event that such restriction shall be found to be void, but would be valid if some part thereof was deleted or the scope, period or area of application were reduced, the above restriction shall apply with the deletion of such words or such reduction of scope, period or area of application as may be required to make the restrictions contained in this Article valid and enforceable. Notwithstanding the limitation of this provision by any law for the time being

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

in force, the parties undertake to, at all times, observe and be bound by the spirit of this Article. Provided however, that on the revocation, removal or diminution of the law or provisions, as the case may be, by virtue of which the restrictions contained in this Article were limited as provided hereinabove, the original restrictions would stand renewed and be effective to their original extent, as if they had not been limited by the law or provisions revoked.

43. You acknowledge and agree that the covenants and obligations with respect to non-compete and non-solicitation as set forth above relate to special, unique and extraordinary matters, and that a violation of any of the terms of such covenants and obligations will cause irreparable injury to Vuram. Therefore, you agree that Vuram shall be entitled to an interim injunction, restraining order or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain you from committing any violation of the covenants and obligations contained in this Article. These injunctive remedies are cumulative and are in addition to any other rights and remedies that Vuram may have at law or in equity.
44. You shall not take up as a consultant or enter into any arrangement with any other company/ Person/ firm or association engaged in any of Vuram's competing Service for a period of eighteen months from the date of leaving Vuram for any reasons. The expression "Competing Service" is understood as "any involvement with the type of products, processes or services which you have during the term of this contract with Vuram (a) worked on; or (b) acquired or had access to (c) been trained to do.

Confidentiality

45. **Your Salary information is confidential and should not be discussed, disclosed, shared with anyone other than the authorized finance representative of Vuram or with the Chief Executive Officer. Breaching this clause of your agreement, will lead to immediate termination of your employment.**
46. You will be privy to information pertaining to Vuram and Vuram's Client's business from time to time as an employee. You will maintain as confidential, all such information that you gain while in employment. To communicate this understanding in more formal and legal terms, you will be required to sign the Vuram's Non - Disclosure Agreement on your joining date.

Intellectual Property

47. If you create any work in which any copyright, design right or similar rights may exist during your employment (including any work created during any time spent by you on Vuram's business outside your normal working hours and which relates to that business), those rights shall belong to Vuram. You shall not be permitted to share such intellectual property in physical or digital format outside Vuram.
48. If you make any invention, whether patentable or not, which relates to or is capable of being used in any business activity of Vuram in which you have been actively involved at any time during the period of two years before making such invention, you must disclose it to Vuram immediately, and the ownership of the invention shall be determined in accordance with Section 39.9 of the Patents Act 1977.

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

Social Media Postings

49. Due to the sensitive and exclusive nature of most events, as well as corporate confidentiality and securities regulations, it is the policy of Vuram to prohibit anyone from taking pictures, posting or making public comment on or about any of company's executive committee members, employees, attendees, partners, speakers, etc. - as well as its brand assets, product knowledge, proprietary content and other such protected confidential information. Posting of all visual content (images or video) displaying or depicting corporate branding (logos, etc) are prohibited. These elements and others are the copy-protected property of Vuram clients acquired spending a great deal of resources promoting and marketing. There are strict guidelines governing the proper use of their branding elements and publishing of such photos will violate the undertaking given to the customers, which will result in claim for damages. You should ensure that none of the Logos are present in any of your personal social media postings. Violation of this clause will have serious legal consequences including termination of employment, criminal action and claim for financial damages.

Termination & Notice Period

50. Vuram retains the right to terminate your employment agreement for any violation of the terms and conditions in this agreement, any misdemeanor or any act on your part that adversely affects Vuram's customers, its employees or its affiliates.
51. If you decide to leave Vuram at any point of time, you are required to serve a minimum notice period of three (3) full months. Vuram retains the right to request work beyond the 3-months' notice period as may be the case.
52. Your performance during the notice period is expected to be at the satisfactory level. If performance is found wanting and the same will be communicated to you. In that event Vuram retains the right to terminate your employment earlier due to unsatisfactory performance during your notice period. In this case you will be required to pay the full three months' salary. Upon payment you will be provided the relieving and experience documents.
53. In the event of not completing your entire notice as mentioned in your offer, you will be required to pay for the entire notice period. You would be provided the relieving and experience documents only upon completion of your entire notice period or upon paying for the notice period.
54. You will not be eligible for any revision, bonus, Corporate Group Health Insurance or any other benefits of the company once the resignation is accepted. During notice period, you will not be eligible for any leave accrual.
55. Vuram may decide to terminate your employment based on valid medical advice that you have become physically/mentally incapacitated to such an extent that you are unable to deliver the responsibilities entrusted to you.
56. Vuram retains the right to terminate your employment agreement If you do not report to work for more than 5 days, and if your leave of absence is not formally communicated. No experience or relieving letter will be provided in this case.

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

57. Participation in any company event or any training program sponsored by the company will be completely under company's discretion.
58. On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company: any material items belonging to the Company per inventory, and all non-material items in your possession including but not limited to Intellectual property (documentation, software, email correspondence) and any other information required for the continued execution of the duties of your role (login credentials, business contact information), physical company documents that you may have in your possession and any other company assets within your control
59. You are also bound to repay any and all outstanding debts or loans due to the company and the company is hereby authorized to deduct from any payments due to the employee the amount due to the company.

General

60. Vuram trusts that you have not provided us with any false declarations of willfully suppressed material information.
61. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing services required under this agreement.
62. It is a condition of your employment that you sign this agreement at the time of joining Vuram and you must comply with the undertaking thereafter.
63. You will be required to learn the processes being followed at Vuram from time to time and comply with the quality standards that are being enforced as part of these processes. Your adherence to these quality standards and your general attitude towards quality will be an important parameter used in evaluating your performance.
64. Your appointment and continuation in service is further subject to your fitness in health. In the event of your continuous illness for a period of 2 months or more, your services are liable to be terminated by giving one month's notice or one month's basic salary in lieu thereof. You are advised to maintain yourself in a state of medical/physical/mental fitness. This is in your own as well as Vuram's interests.
65. In case you are absent yourself from duty for 7 consecutive days or more or extend leaves at your own and without consent of management beyond originally granted leaves, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by Vuram and compensation, if any, will not be paid. You will also be liable to pay the notice period dues to Vuram. You will also ensure safe return of all the properties including confidential information under your possession failing which Vuram will initiate appropriate action for recovery.
66. Any breach of conditions specified in this offer document shall have serious legal consequences including but not limited to termination of your employment, criminal action and claim for damages.
67. Any dispute, difference, controversy or claim ("Dispute") arising between the Parties out of or in relation to or in connection with this terms of Employment, of the breach, termination, effect, validity, interpretation or non-maintaining the secrete policy of Agreement or as to

Services, Redefined.

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

their rights, duties or liabilities there under, or as to any act, matter or thing arising out of, consequent to or in connection with this Agreement, shall be settled by the Parties by mutual negotiations and agreement. If, for any reason, the Parties cannot resolve such Dispute amicably, the same shall then be referred to and settled by way of arbitration proceedings by appointment of a sole Arbitrator by Vuram. The decision of the Arbitrator shall be final and binding upon the Parties. The venue of arbitration proceedings will be at Chennai. The language of the arbitration and the award shall be English.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

Yours Sincerely
For Vuram Technology Solutions Pvt Ltd



Prabhavathi Macheri Shanker
Director, Vuram

I, _____ agree to accept employment on the terms and conditions mentioned in the above letter.

Date: _____ **Signature: _____**

Date: 30th August 2022

Dear Manoowranjith AJ,

We at **iamneo** (a brand of **iamneo Edutech Pvt Ltd.,** hereinafter referred to as iamneo) have been very fortunate to have had new and exciting business opportunities in 2022. New opportunities mean new work skills, an increase in workload, and moving out of our comfort zones. But we as a team rose to the occasion and did exceedingly well in the first half of 2022, and you have played a pivotal role.

We recognize that you are well suited for **Neo Jarvis** team. We are confident of your capabilities and expect you to take up ownership and responsibilities in the coming years as well.

Though you have been associated with iamneo for a short time, we would like to reward you for the trust you have put in, we have revised your annual compensation by adding retention pay.

This year, we have revised the overall compensation structure to include more salary components, new titles, and grades to benchmark against industry standards.

Your New Annual Compensation is **INR 470,400** effective from **1st September 2022.**

Please refer to Annexure I for – **New Title, Grade and Revised Compensation Break-up**

Please return the signed copy of this letter as a token of your acceptance.

We hope that you will carry on with renewed rigor and enthusiasm in the upcoming period and achieve greater performance and productivity.

Looking forward to another amazing year with you!

For **iamneo Edutech Pvt Ltd.,**

T.P.Senthilkumar
Co-Founder

Agreed and accepted.,

Member Name & Signature
Date:

Annexure I

Member ID	**10258**	**Date of Joining**	**07 July 2021**
Member Name	**Manoowranjith AJ**	**Team**	**Neo Jarvis**
New Title	**Software Engineer**	**Caretaker**	**Suresh Shanmugam**
Grade	**I1**	**Date of Revision**	**1 September 2022**

Compensation Structure			
Pay Components	**Max. Limit**	**Annual (INR)**	**Monthly (INR)**
Basic Pay		192,700	16,058
House Rent Allowance		77,080	6,423
Leave Travel Allowance		19,270	1,606
Uniform Allowance		12,000	1,000
BYOD Allowance		12,000	1,000
Total FBP Components		-	-
Special Allowance		27,350	2,279
Employer Contribution towards PF		23,400	1,950
Retention Pay		25,000	2,083
Total Fixed Compensation		**410,400**	**34,200**
Children Education Allowance	Rs.2,400/- p.a	-	-
Vehicle Maintenance Allowance	Rs.21,600/-p.a	-	-
Driver Salary Allowance	Rs.10,800/- p.a.	-	-
Meal Coupon	Rs.26,400/-p.a	26,400	2,200
Phone / Internet Bill Reimbursement	Rs.36,000/-p.a	-	-
Children Hostel Allowance	Rs.7,200. p.a	-	-
Health and Fitness	Rs.24,000/-p.a	-	-
Total Flexible Benefits Components (FBP)			
Health Insurance		**10,000**	
Performance Pay		**50,000**	
Total Compensation		**470,400**	**39,200**

Notes:

1. **Health Insurance Coverage** for a family of 4 is extended up to INR 300,000
2. **Flexible Benefit Plan** – Tax Saving components as per IT regulations are applicable (subject to submission of required proof)
3. iamneo follows **BYOD (bring your own device) policy** that allows Neos to bring their own devices (Laptop) to work. As part of the BYOD policy, monthly allowance of Rs. 1000 is extended to manage any costs or maintenance
4. **Retention Pay** is part of the monthly pay-out. **Two-year recovery period** is applicable in case of separation. This is applicable on successful completion of probation period.
5. **Performance Pay** is part of the year-end pay-out and is applicable as per the organizational policy.
6. All payments are subject to IT regulations.

For **Iamneo Edutech Pvt Ltd.,**

T.P.Senthilkumar
Co-Founder

Agreed and Accepted.,

Member Name & Signature
Date:

25th Jun 2021
Coimbatore

Internship Offer Letter

Dear Meiarasu K,

With reference to the campus recruitment drive conducted at your college and subsequent interviews, we are happy to welcome you to our **NEO** family. You have been named a **'NEO Intern'** after a popular movie character NEO from The Matrix movie series. NEO is driven by curiosity and commitment to learn and grow. We expect the same from you.

On joining the team **NEO**, you will be on an **"internship"** for a period of 12 months. After the first 6 months of internship your role will be confirmed either as a **Product Developer or Quality Analyst** based on evaluation, and you will be moved to the relevant NEO Team. Your confirmation will be done any time between the 7th month and the 12th month based on the evaluation. The stipend offered by the organization will be **10,000 INR for first 6 months** and **15,000 INR for next 6 months.**

Post confirmation your **CTC** will be **4 lakhs per annum (inclusive of performance pay).** The allowances, benefits and other terms and conditions of your employment will be as per the Company policies as applicable from time to time. Your compensation will be reviewed in future as per the company policy. You will abide by the rules and regulations of the company as may be in force from time to time. Your job location will be **Coimbatore.**

We expect you to join us on ***7th Jul 2021*** otherwise this offer will stand withdrawn automatically. We look forward to an exciting journey with you. Welcome aboard!

Regards

Arun Athinarayanan
For Iamneo.ai

Offer Accepted

Date: 30th August 2022

Dear Mithilesh Krishna S,

We at **iamneo** (a brand of **iamneo Edutech Pvt Ltd.,** hereinafter referred to as iamneo) have been very fortunate to have had new and exciting business opportunities in 2022. New opportunities mean new work skills, an increase in workload, and moving out of our comfort zones. But we as a team rose to the occasion and did exceedingly well in the first half of 2022, and you have played a pivotal role.

We recognize that you are well suited for **Neo Jarvis** team. We are confident of your capabilities and expect you to take up ownership and responsibilities in the coming years as well.

Though you have been associated with iamneo for a short time, we would like to reward you for the trust you have put in, we have revised your annual compensation by adding retention pay.

This year, we have revised the overall compensation structure to include more salary components, new titles, and grades to benchmark against industry standards.

Your New Annual Compensation is **INR 470,400** effective from **1st September 2022.**

Please refer to Annexure I for – **New Title, Grade and Revised Compensation Break-up**

Please return the signed copy of this letter as a token of your acceptance.

We hope that you will carry on with renewed rigor and enthusiasm in the upcoming period and achieve greater performance and productivity.

Looking forward to another amazing year with you!

For **iamneo Edutech Pvt Ltd.,**

T.P.Senthilkumar
Co-Founder

Agreed and accepted.,

Mithilesh Krishna S & Smitha

Member Name & Signature
Date: 02/09/2022

iamneo

Annexure I

Member ID	**10260**	**Date of Joining**	**07 July 2021**
Member Name	**Mithilesh Krishna S**	**Team**	**Neo Jarvis**
New Title	**Software Engineer**	**Caretaker**	**Suresh Shanmugam**
Grade	**I1**	**Date of Revision**	**1 September 2022**

Compensation Structure			
Pay Components	**Max. Limit**	**Annual (INR)**	**Monthly (INR)**
Basic Pay		192,700	16,058
House Rent Allowance		77,080	6,423
Leave Travel Allowance		19,270	1,606
Uniform Allowance		12,000	1,000
BYOD Allowance		12,000	1,000
Total FBP Components		-	-
Special Allowance		27,350	2,279
Employer Contribution towards PF		23,400	1,950
Retention Pay		25,000	2,083
Total Fixed Compensation		**410,400**	**34,200**
Children Education Allowance	Rs.2,400/- p.a	-	-
Vehicle Maintenance Allowance	Rs.21,600/-p.a	-	-
Driver Salary Allowance	Rs.10,800/- p.a.	-	-
Meal Coupon	Rs.26,400/-p.a	26,400	2,200
Phone / Internet Bill Reimbursement	Rs.36,000/-p.a	-	-
Children Hostel Allowance	Rs.7,200. p.a	-	-
Health and Fitness	Rs.24,000/-p.a	-	-
Total Flexible Benefits Components (FBP)			
Health Insurance		**10,000**	
Performance Pay		**50,000**	
Total Compensation		**470,400**	**39,200**

Notes:

1. **Health Insurance Coverage** for a family of 4 is extended up to INR 300,000
2. **Flexible Benefit Plan** – Tax Saving components as per IT regulations are applicable (subject to submission of required proof)
3. iamneo follows **BYOD (bring your own device) policy** that allows Neos to bring their own devices (Laptop) to work. As part of the BYOD policy, monthly allowance of Rs. 1000 is extended to manage any costs or maintenance
4. **Retention Pay** is part of the monthly pay-out. **Two-year recovery period** is applicable in case of separation. This is applicable on successful completion of probation period.
5. **Performance Pay** is part of the year-end pay-out and is applicable as per the organizational policy.
6. All payments are subject to IT regulations.

For **Iamneo Edutech Pvt Ltd.,**

T.P.Senthilkumar
Co-Founder

Agreed and Accepted.,

Mithilesh Krishna S

Member Name & Signature
Date: 02/09/2022

MulticoreWare India (P) Ltd
Sixth Floor, Block 9A
DLF IT Park, Manapakkam
Chennai – 600 089
www.multicorewareinc.com

17-Nov-2021

Mr. Mohamed Sameer
203/1 Bhavani Main Road,
Opposite To Banian Market,
Ashokapuram, Erode – 638004
Moblie: +91 8667009711
Email: mohamedsameer60@gmail.com

Dear Mohamed Sameer,

With reference to your interest and subsequent assessments, we are pleased to offer you a Project Internship as a part of your curriculum. The internship is for a period of five months from the date of joining. You shall report to the Engineering manager and be based out of Chennai.

During the internship period, you will be paid a stipend of ₹10,000 (Rupees Ten Thousand only) per month. Additionally, you could qualify for a one-time incentive subject to satisfactory assessment of your overall internship. This one-time incentive could be paid either at the end of the internship period at a quantum not exceeding Rs. 25,000 (Rupees twenty-five thousand only) or upon completing six months of employment if your internship is commuted to a full-time employment with us. In case of commutation to full time employment, the quantum shall not exceed Rs. 50,000 (Rupees fifty thousand only). Prevailing income tax rules shall apply. The quantum and pay-out shall be approved by your reporting manager solely based on your performance during the internship.

After reading through this offer document including the terms and conditions, please confirm your acceptance by email within 5 days of receiving this offer letter failing which, we reserve the right to rescind the offer.

The Intellectual Property rights associated with the Projects executed during the Internship solely belongs to MulticoreWare and you are expected to abide by our confidentiality policy.

At the time of joining, you are requested to furnish copies of certificates and mark sheets of your academic credentials along with a consent letter from your institution for our records. The originals of the same would be required for scrutiny. Internship is subject to the verification of above documents.

We wish you all success and look forward to a good Internship engagement

Yours Faithfully
for **MulticoreWare India (P) Ltd**

Shashikanth Jayaraman
Vice President – Human Resources

I have read the contents
and accepted the Internship

Mohamed Sameer

Encl: Terms & Conditions of Project Internship

MulticoreWare India (P) Ltd - Terms and Conditions of Internship

Following are the Terms and Conditions of your Internship with MulticoreWare India (P) Ltd. You are expected to adhere to the following Terms and Conditions while you are employed with this dynamic growth oriented Company. Company reserves the right to change the Terms and Conditions based on the Company's policies.

1. **Place of Work**

   Your base location will be as specified in your offer letter. You may be transferred to any of the Company's other locations anywhere in India or abroad as and when required by the Company.

2. **Work week and Hours of Work**

   Monday to Friday will be observed as a regular Work Week. You will be required to work 40 Hours per week. You will be following the Holiday schedule published for your place of work.

3. **Provident Fund, Gratuity and Medical Benefits**

   You are not eligible for Provident Fund, Gratuity and Medical Benefits during Internship period.

4. **Previous Employment Verification**

   The company reserves the right to verify your documents and background through internal and external agencies. These may include your current and previous employment history, educational and professional credentials. Any discrepancy found will lead to termination of your employment with the Company.

5. **Leave**

   You are eligible for one day leave per calendar month during Internship. Any additional leave availed will be accounted as Loss of pay.

6. **Termination of Internship**

   Your Internship with the Company will be "at will", meaning that either you or the Company may terminate your Internship at any time and for any reason, with or without cause.

   Either Party will be allowed to terminate the contract of Internship by giving one month notice in writing, subject however to the Company's right to pay salary in lieu thereof.

   However should you sign any service undertaking or agreement with the company as a part of your Internship process, you will be entitled to terminate the Internship contract only after you comply with the terms and conditions of service undertaking or agreement in addition to the notice period mentioned above.

The Company shall have a right to terminate your Internship without any notice and without any compensation in the event of any of the following

- If any of your actions are in breach of the confidentially
- Breach on your part of any terms and conditions of this contract or any other rules made applicable to you in respect of your Internship with the Company
- Violation on your part of the authenticity and information declared at the time of joining the Company
- If your performance is found wanting and if no improvement is found in your performance in spite of being informed
- If you are found physically or mentally unfit to discharge your duties
- If the company finds it difficult to gainfully employ you due to causes beyond the control of the Company
- Any misconduct on your part
- Failure to carry out any of your duties and obligations

7. Absence from work

In the event of your absence from work for more than two working days without written permission from the Company, it would be assumed that you have voluntarily abandoned the contract with the Company and your contract with the Company would stand terminated. In such an event you shall be liable to pay the salary in lieu of shortfall in notice period and other dues payable to the Company as specified and the Company has right to file for the loss.

8. Confidential Information

During the term of your Internship, you may have access to and become familiar with various confidential information belonging to the Company, its affiliates and customers. You shall acknowledge that such confidential information are owned and shall continue to be owned solely by the Company, its affiliates and customers as the case may be. You shall agree not to use, communicate, reveal or otherwise make available such information for any purpose whatsoever or to divulge such information to any person, partnership, corporation or entity other than those specifically designated by the Company unless such employee is compelled to disclose it by judicial process.

You will be required, as a condition of your Internship with the Company, to sign the Company's standard Confidential Information and Invention Assignment Agreement.

9. Intellectual Property Rights

The Intellectual Property rights associated with the Projects executed during the Internship solely belongs to MulticoreWare and all the work products including the source code are the properties of MulticoreWare and solely belongs to MulticoreWare and can't be disclosed to anyone other than to the Institution for the Project report purpose or as a part of judicial process. All such disclosures to the Institution for the Project report purpose or for judicial purpose shall have prior written approvals by a MulticoreWare authorized signatory.

10. Outside Activities

During the Internship, you agree that you will not engage in any other employment, consulting or other business activity without the written consent of the Company. In addition, during the Internship, you will not assist any person or entity in competing with the Company, in preparing to compete with the Company or in hiring any employees or consultants of the Company.

11. Non-Solicitation

On termination of this contract either by the company or yourself, for a period of one year you should not directly or indirectly entice, encourage or otherwise ask Company's current employees to leave their current employment to work with or for another organization or business that competes with the Company or is the customer of the Company.

Yours Faithfully
for **MulticoreWare India (P) Ltd**



Shashikanth Jayaraman
Vice President – Human resources

I have read the above contents
and accept the same

Date :
Name :

Dear Sukumar,

Happy to inform you that Mohan kumar D from B.E- CSE has been shortlisted as an Intern. His D.O.J would be on 01th Mar 2022.

He is eligible for Stipend of Rs.10000 per month until his internship period

Request the candidate to share the scan copies of below documents on or before tomorrow 12pm to release an offer:

Documents to be submitted:

- 10th, 12th or Diploma Certificates.
- PG & UG Original Mark sheet, Provisional Certificate, Degree Certificate & Transfer Certificate`
- Certificate in support of your age; required for statutory purposes. (Aadhar card and Pan Card)
- Passport: Identification, last page and visas stamped.
- Six colored passport sized photographs. (*Currently share scan copy of your passport size photo*)
- Offer, Relieving & Experience Letter of all companies. If any
- Income Tax Returns, If any
- Original Last 6months Pay Slips & 6months Bank Statements, If applicable.
- Medical Certificate – Fitness Certificate (If you're not able get the medical certificate, PFA-format for Self declaration medical certificate. Share hand written letter – Scan Copy).

Submission of false Certificates lead to termination of employment

Thanks & Regards,
Subashini.R
HR Associate

Detroit Engineered Products
SMART WORK - Bharati Vilas, 1st floor, 26 B, Jawaharlal Nehru Road, Guindy Industrial Estate, Ekkaduthangal, Chennai – 600032
Main Office: New No.: 2 - Old No.: 86, 7th Avenue, Ashok Nagar, Chennai - 600083, TamilNadu, India
Phone: +91- 44- 42141453 I Website: www.depusa.com

MAERSK

Mukhilvannan B, **22nd June 2022**

JL 2

Dear Mukhilvannan,

With reference to your application and the subsequent interviews you had with us, we are pleased to confirm your appointment as **Associate Software Engineer** at **Job Level 2** with effect from **27th June 2022** subject to the following terms, conditions and the general rules of our Company:

1. Please refer to the attached annexure for details of your remuneration.

2. You will be placed on probation for a period of three months. This period will be extended if it is felt necessary to do so by another three months. During the probationary period, the Company shall be at liberty to terminate your employment without assigning any reason on giving fifteen days' notice or without any notice on payment of fifteen day's salary in lieu of notice. On the expiry of the probationary period, and subject to your services being found up to Company's expectations, you shall be confirmed as a permanent employee. In the absence of any communication confirming you, you shall be deemed to be confirmed on the expiry of the probationary period as aforesaid.

3. You will be eligible for coverage under the Company's Provident Fund, Gratuity Scheme as per Company's rules in force from time to time.

4. You shall be required to work initially at our **Global Service Centre at Bangalore.** The Company shall be entitled to direct or depute you to work in any other Department or Branch of the Company wherever situated in India or abroad, whether existing on the date hereof or which may exist in future and you shall comply with such direction. The Company will also be entitled to transfer your services to any subsidiary or affiliate of the Company whether existing or which may exist in future and which Company is generally regarded as part of the Maersk Group of Companies.

5. You shall accept such management decisions pertaining to Clause 4. Failure to adhere or refusal to comply with any order or instruction by the management as per Clause 4 shall be treated as a breach of employment contract.

6. After your confirmation in permanent service, the Company shall be entitled to terminate your employment at any time without assigning any reason either on giving two months' notice or without any notice on payment of two month's salary in lieu of notice.

Classification: Internal

7. You shall, in the event of your resignation give the Company two months' notice of your intention to resign. The Company, however, reserves their right to accept your resignation with immediate effect or at any time during the notice period. In the event of any breach of this term, you shall have to compensate the company for the damages incurred.

8. You hereby agree that, while you are employed by Company and for one (1) year following the termination of your employment with Company, will not directly or indirectly solicit, attempt to solicit or interfere with any customer or supplier of Company in a manner that conflicts with or interferes in the business of Company as conducted with such customer or supplier.

9. You hereby represent and warrant to Company that you are not party to any written or oral agreement with any third party that would be conflicting to this Appointment or Confidentiality and Proprietary Information to perform your obligations hereunder and that you will not, by joining the Company, breach any non-disclosure, proprietary rights, non-competition, non-solicitation or other covenant in favor of any third party.

10. You are not permitted to divulge the contents of this Contract to any other third party.

11. You are to devote your entire working ability to **Maersk Global Services Centers (India) Pvt. Ltd**. and to exercise full discretion towards any third party in all matters concerning the Company, its business and policies, its Management and employees. It is understood that the rights to any EDP system/ Programs and all data and Information belong fully to the Company.

12. You should not divulge or utilize, except in the furtherance of the organization's business, any confidential information that comes to your knowledge in the course of your employment with the organization or its associates. The responsibility for keeping such information confidential applies not only to the period of employment but also thereafter.

    As a condition of employment, you are requested to consider work done and information received during the course of employment as confidential. Violation of the IT security policy, Email and Internet policy will call for strict disciplinary action.

13. The retirement age is 60 years.

14. The Company Rules and Regulations will form part of your Contract of Employment, and your employment is conditional upon and subject to your acceptance of these as currently in force and as may be amended from time to time.

Classification: Internal

15. Strict action will also be taken which may include immediate termination without any compensation or notice pay following:

    - Employees implicated in Criminal cases, found to have committed an offence involving questionable integrity, moral turpitude
    - any act subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation, incurring excessive debts, commission of any act prejudicial to, or in conflict with the interests of the company
    - Employees indulging in Substance abuse
    - Employees indulging in Sexual harassment
    - If any information furnished or declaration given by you regarding your employment to the Company is found to be false or any material information willfully suppressed, your appointment would be liable for termination without any notice or compensation.

16. The Company will require you to undergo a background check, which will be conducted by the Company or by any third party retained by the Company to perform the investigation. Your employment with the Company depends on successful clearance of the background check process. Upon your failure to successfully clear the background check process, the Company shall have the right to terminate your services without prior notice or any compensation in lieu of such notice and without being liable to pay any compensation for such termination. The decision of the Company in this regard shall be final and binding on you.

You are kindly requested to confirm your Agreement to the above terms and conditions, including the Company's rules and regulations, by signing and returning the duplicate of this Letter.

We welcome you to our organization and trust that your association with us will be a happy and mutually rewarding one!

Yours faithfully,

for MAERSK GLOBAL SERVICE CENTRES (INDIA) PVT. LTD.



Gautam Shetty

India Hiring Lead – India Recruitment

I confirm that I have read and understood the terms and conditions of the appointment letter. I agree and accept the above terms and conditions and the Company's rules and regulations.

Agree _____ Date _____

Mukhilvannan B

MAERSK

Annexure

Name : **Mukhilvannan B**

Designation : **Associate Software Engineer**

Level : **JL 2**

Location : **Bangalore**

Date of Joining : **27th June 2022**

Salary Components	INR p.m.	INR p.a.
Basic Salary	30,000	3,60,000
House Rent Allowance	15,000	1,80,000
Bonus Allowance	1,000	12,000
Conveyance Allowance	1,600	19,200
Other Allowance	22,357	2,68,284
Annual Fixed Salary	**69,957**	**8,39,484**
Provident Fund (12% of salary)	3,600	43,200
Annual Fixed Salary incl. PF	**73,557**	**8,82,684**
Gratuity (as per the Gratuity Act)	1,443	17,316
Annual Fixed Salary incl. retirals	**75,000**	**9,00,000**

You will also be eligible for bonus pay as per the company's Bonus Plan, your target incentive payout for the current year being **INR. 83,948**. The actual amount for disbursement may be higher or lower than target basis company's performance. The variable payout for employees who join in the middle of Performance Cycle would be pro-rated as per duration of service. The variable payout would only be made to employees on rolls of the organization on the date of actual disbursement. Please refer to the **Bonus Plan** document for further details.

Cognizant

13-Jan-2022

Muthu Balaji P
B.E. Computer Science & Engineering
Kongu Engineering College, Erode

Dear Muthu Balaji P,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

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



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

TERZO TECHNOLOGIES PRIVATE LIMITED

Date: 2nd Aug 2021

Dear Mythili Priya

We are delighted to offer you an opportunity to join our team as an Intern. Your internship will start from Aug 16th 2021. You will be paid Rs 15,000/month during the internship period. Your responsibilities will be given at the start of the internship.

Upon successful completion of degree, you will be given a full time opportunity to join us and your annual package will range between 4.5 LPA to 7 LPA depending on your performance during internship period.

We will work closely with your college to ensure that all the appropriate steps have been taken to make this an exciting and positive experience for you.

Looking forward to having you part of the Terzo family..!!

Thanks,

T. Pradeep

(Terzo technologies Pvt Ltd)

M-12, ANNA NAGAR KOOTTAPPALLI COLONY, TIRUCHENGODE, NAMAKKAL, TAMILNADU- 637214

MAERSK

Dear Mythily S, **Date: 05 November 2021**

We are pleased to confirm your Internship with Maersk Global Service Centers (India) Pvt. Limited (hereinafter referred as "Company") on the following terms and conditions with effect from **01 December 2021** for a period of six months. Accordingly, your internship will come to an end on **24 June, 2022**.

1. **Scope**: You will perform internship in **Athena** on **Developing Codes** and such other scope of work as intimated by the Company from time to time.

2. **Location:** Your location for Internship with the Company will be **Bangalore**.

3. **Intern Mentor:** An employee from **Lakshmi Sivakumar** team will act as your 'Mentor' during the tenure of your internship with the Company and will supervise all aspects of your internship. If for any reason, the assigned Mentor is unable to continue to serve as your Mentor, the Company shall appoint another person as the Mentor under whose aegis you shall continue your internship. Your assignment and schedule would be as per the discussions with your Mentor.

4. **Business hours:** Unless otherwise agreed upon, the working hours during your internship would be from 9:30 a.m. to 6:30 p.m. from Monday to Friday.

5. **Review meetings**: The Intern Mentor along with such other individuals as deemed appropriate by the Company may conduct periodic review meetings (as needed) with you to discuss on progress of various parameters agreed upon, assessment of milestones as well as any issues arising from your internship.

6. On completion of your internship you will be required to submit the project report (if applicable) to your Mentor and the HR team, basis which the Company will issue the internship completion certificate.

7. You will perform your assignments in an independent capacity, and nothing in this offer/ Agreement shall be construed to give you the power or authority to act for, bind, or commit on behalf of the Company in any way. Nothing herein shall be construed to create the relationship of partners, employer and employee, or principal and agent.

8. **Stipend**: In consideration of your performance during the internship, the Company agrees to pay a fixed sum of **INR 40,000** per month as Stipend with effect from the Effective Date, subject to deduction of applicable taxes. The above sum represents the entire compensation for your internship with the Company for the tenure agreed upon.

9. By virtue of your internship with the Company, you shall not be entitled for default extension of your internship for any further period, or for any permanent employment with the Company. You shall not be entitled for or participate in Company's benefit plans, schemes or programs.

Classification: Confidential

S. Mythily

MAERSK

10. **Confidentiality**: Close cooperation between you and the Company may require disclosure of certain confidential information by the Company to you. You shall not under any circumstances, unless authorized in writing by the Company, (i) make or attempt to make any copy of the Confidential Information provided to you for any purpose other than for inclusion in the scope defined for your internship, (ii) transfer any copy to a person, company or agency outside of the Company, or (iii) retain any such copy beyond the term of your internship or use the same for your benefit.

11. **Intellectual Property Ownership**: The Company shall remain for all purposes hereunder the sole and exclusive owner of all right, title, and interest in and to its intellectual property. The Intern acknowledges that it acquires no rights under this internship on the Company's intellectual property. The Intern hereby assigns to the Company, without additional compensation, all of such technology/ material and associated Intellectual Property Rights to the research and any work generated hereunder whether jointly with the Company or otherwise. All such inventions and discoveries, whether patentable or otherwise protectable, that have been requested, accepted, created for, or paid for by the Company shall, subject to any third-party materials contained therein, be considered the sole property of the Company. The Intern shall execute all documents and perform all acts deemed necessary by the Company to assign to the Company, title in the work. To the fullest extent permitted by applicable law, all such materials/ Research that are subject to copyright protection shall be deemed works made for hire. To the extent that title to any materials/ Research may not, by operation of law, vest with the Company or to the extent that such materials/ Research may not be considered works made for hire, the Intern hereby irrevocably assigns to the Company all right, title, and interest in and to any materials/ Research.

12. All information/material or other Company assets, which you have access to during the tenure of your internship, is the sole property of the Company. On completion of your internship; you will return documents, IT assets, equipment, and all other property in your possession with the Company.

13. **Termination**: a) Basis your performance evaluation in the review meetings (Article 5 above) or for any breach of terms hereunder, the Company reserves the right to terminate your internship with immediate effect.; b) Either the Company or You may terminate the internship by giving the other party 15 days' prior notice.

14. You must strictly abide by the 'IT security policy, Email and Internet policy', 'Data Privacy Policy', 'Code of conduct', 'Commit rules' and other applicable policy issued by the Company.

MAERSK

You are kindly requested to confirm your agreement to the above terms and conditions, by signing and returning the duplicate of this Letter.

We welcome you to our organization and trust that your association with us will be a happy and mutually rewarding one!

Yours faithfully,
For MAERSK GLOBAL SERVICE CENTRES (INDIA) PVT LTD

Gautam Shetty
India Hiring Lead

Agree S. Mythily Date 06.11.2021

Mythily S

MAERSK GLOBAL SERVICE CENTRES (INDIA) PVT LTD
Ground Floor, Block 1, Milestone Buildcon SEZ, Bhartiya City
Thanisandra Main Road, Chokanahalli, Bangalore- 560064
Regd. Office : 4th & 5th Floor, Prudential Building, Central Avenue Road, Hiranandani Business Park, Powai, Mumbai – 400 076. India. Phone : 91-22-6679 9999 Fax : 91-22-6679 9030/40 - www.maerskline.com
Corporate Identity Number (CIN) : U72900MH2003PTC143195

Classification: Confidential

MapleLabs Solutions Pvt. Ltd.

4th Floor Kabra Excelsior, 6/A, 7th Main (80 ft main road)
Koramangala, 1st Block, Bengaluru 560 034
+91-80-46661600

Ref: ML/HR/IL/Batch 2022

Date: 29 Dec 2021

Nagammai S

24 D patchaiyappan street,
Kumbakonam ,612001.

Subject: Internship Letter

Dear Nagammai S

This has reference to our discussions with you regarding your Internship with MapleLabs Solutions Private Ltd ("**MapleLabs**"), **Bangalore**. We are pleased to engage you as an "Intern" on the following terms and conditions and in accordance with the general rules/policies of MapleLabs, as may be amended from time to time:

1. VALIDITY:

Your Internship duration will be from 3rd January 2022 till 31st May 2022.

2. STIPEND:

You will be paid Rs. 9,000 (Rs. Nine Thousand) per month towards stipend during your internship. Changes in your stipend and other terms are subject to discretion of the company, statutory requirements of the company and other relevant criteria.

3. PROPRIETARY RIGHTS:

It is understood that any work/projects handled by you and intellectual property developed by you individually or as part of a team during the course of your Internship with MapleLabs will be the exclusive property of MapleLabs. All rights (tangible and/or intangible) shall automatically vest with and/or stand assigned to MapleLabs absolutely and you shall have no rights/ claims of any nature in respect thereto. "Intellectual Property" includes trademarks, copyrights, discoveries, inventions, licenses (software or otherwise), information, processes and similar proprietary rights, protocols, customer/client information or other written material pertaining to the business of MapleLabs.

4. CODE OF CONDUCT:

You shall conform to the policies of MapleLabs at all times, as may be introduced from time to time and are required to maintain high standards of conduct and excellence in rendering your services to MapleLabs.

5. TERMINATION

Your Internship is subject to the accuracy of the information, records and documents provided by you regarding your education. Should MapleLabs determine at any time that you have provided false or inaccurate information, or that you have withheld relevant information, MapleLabs reserves the right to terminate your Internship any time without prior notice. MapleLabs further reserves the right to terminate your Internship if your conduct is considered to be unbecoming or is considered to be detrimental to the interest of the MapleLabs. MapleLabs will be at liberty to terminate your Internship if your performance is found to be unsatisfactory at any time during the term of your Internship, without any prior notice.

MapleLabs Solutions Pvt. Ltd.

4th Floor Kabra Excelsior, 6/A, 7th Main (80 ft main road)
Koramangala, 1st Block, Bengaluru 560 034
+91-80-46661600

6. CONFIDENTIALITY

You acknowledge and undertake not to divulge or utilize information relating to general business operations of MapleLabs (including information relating to research, design, development, manufacture and sale of products of MapleLabs), except with the prior written consent of MapleLabs. The responsibility for maintaining confidentiality of the information of MapleLabs applies not only during the term of your Internship but also thereafter. MapleLabs reserves the right to pursue strict disciplinary action, including initiating legal action, in the event of any violation of this Clause.

7. RETURN OF PROPERTY

On termination of your Internship, you shall return to MapleLabs all property of MapleLabs which is in your possession including documents, computers, software, computer disks, data files, and all other information of MapleLabs. You undertake to neither retain such information nor make copies of the same for any purpose whatsoever.

8. WAIVER

No failure of MapleLabs to enforce any right hereunder shall be deemed a waiver thereof. Your engagement with MapleLabs is purely as an Intern and you shall not be entitled to any employee benefits/claims available under applicable statutory laws.

9. GOVERNING LAW

This letter shall be governed and construed in accordance with the laws of the Republic of India and the courts in Mumbai, India shall have exclusive jurisdiction to try all disputes arising herein. We request you to confirm your acceptance of this Internship by signing and returning one copy of this Internship Letter.

We wish you a mutually rewarding Internship with us.

Yours faithfully,
For MapleLabs Solutions Private Limited



Jaydeep N Rijiya
Deputy Manager – HR

I confirm that I have read and understood the terms and conditions of the Internship Letter and I agree and accept the above terms and conditions.



Nagammai S

Date: 30 Dec 2021

Zoho Sign Document ID: _5A7PVALQG7U4G9LUD9Q9-RJUQDMJ-Y0BAPVKDPWYO4

TERZO TECHNOLOGIES PRIVATE LIMITED

Date: 2nd Aug 2021

Dear Nandha Kumar

We are delighted to offer you an opportunity to join our team as an Intern. Your internship will start from Aug 16th 2021. You will be paid Rs 15,000/month during the internship period. Your responsibilities will be given at the start of the internship.

Upon successful completion of degree, you will be given a full time opportunity to join us and your annual package will range between 4.5 LPA to 7 LPA depending on your performance during internship period.

We will work closely with your college to ensure that all the appropriate steps have been taken to make this an exciting and positive experience for you.

Looking forward to having you part of the Terzo family..!!

Thanks,

T. Pradeep

(Terzo technologies Pvt Ltd)

M-12, ANNA NAGAR KOOTTAPPALLI COLONY, TIRUCHENGODE, NAMAKKAL,
TAMILNADU- 637214

12 July 2021

Dear Naveen kumar N,

Congratulations!!!

Welcome to Sirius Computer Solutions, a progressive and winning team with a passion for technology and excellence. We provide opportunities, career advancement, and development to our people and we are sure you will find your career with us a challenging, learning, and rewarding experience.

We are pleased to offer you the position of **"Consultant Trainee"** in our organization effective from **01 June 2022,** under the following terms and conditions.

Following are the details of our offer. Your offer is highly confidential, and you may discuss the details of this offer only with HR, Practice Head or our General Manager.

Monthly Components	Per month (INR)	Annualized (INR)
Basic Salary	18,559	222,708
House Rent Allowance	9,280	111,360
Medical Reimbursement	1,250	15,000
Conveyance Allowance	1,600	19,200
Special Allowance	13,909	166,908
Company Contribution to PF	1,800	21,600
Gross Salary	**46,398**	**556,776**
Contribution towards Gratuity		**10,712**
Annual Fixed Incentive		**8,000**
Annual Performance Variable Pay		**12,000**
Company contr. to Medical & Accident Insurance		**33,026**
Total Cost to Company		**620,520**

Here are some of the conditions around the offer.

- The annual fixed incentive of INR 8,000/- is payable at 100% annually on a prorated basis.
- Annual performance variable pay of INR 12,000/- is a variable component in your salary stack, which would be paid out yearly on a prorated basis, based on your performance and management decision.
- Medical Insurance Coverage of INR 500,000 per annum for self, spouse, up to 2 children, and parents or parents-in-law, the contribution for which is fully borne by the company and included in the CTC
- Personal Accident Insurance coverage for INR 1,000,000 the contribution for which is fully borne by the company and included in the CTC

- You are required to be registered with National skills Registry (NSR) and submit the ITPIN at the time of joining
- Gratuity, on separation after 4 years and 240 days of continuous service, payable as per Payment of Gratuity Act, the contribution for which is fully borne by the company and included in the CTC.
- Any tax liability related to your compensation will be contributed to Government from your end. Please note the other terms and conditions of your appointment will be based on the policies and guidelines outlined in the "Sirius India Employee Handbook

Your appointment will be governed by the terms and conditions of the employment contract, which is sent separately. As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to us or confirm your acceptance by e-mail to Sirius.IndiaHR@Siriuscom.com within 3 days from the offer sent else this letter would stand void.

Sincerely,



Ramasubramani Govindan Govindaraj
Head - Human Resources
Sirius Computer Solutions India Private Limited

To be filled by the candidate

I accept the above terms and conditions:

Candidate signature: **Naveen kumar N ----------**

Date : **July 2021**

At the time of joining, please submit the following documents.

- Copy of your resume
- Photograph (2)
- Graduation Certificate
- Experience Certificate
- Copy of your ID proof and Address Proof (Aadhaar & PAN Card is Mandatory)

NAVEEN PRASAD T **21st June 2022**

JL 2

Dear NAVEEN PRASAD T,

With reference to your application and the subsequent interviews you had with us, we are pleased to confirm your appointment as **Associate Data Engineer** at **Job Level 2** with effect from **27th June 2022** subject to the following terms, conditions and the general rules of our Company:

1. Please refer to the attached annexure for details of your remuneration.

2. You will be placed on probation for a period of three months. This period will be extended if it is felt necessary to do so by another three months. During the probationary period, the Company shall be at liberty to terminate your employment without assigning any reason on giving fifteen days' notice or without any notice on payment of fifteen day's salary in lieu of notice. On the expiry of the probationary period, and subject to your services being found up to Company's expectations, you shall be confirmed as a permanent employee. In the absence of any communication confirming you, you shall be deemed to be confirmed on the expiry of the probationary period as aforesaid.

3. You will be eligible for coverage under the Company's Provident Fund, Gratuity Scheme as per Company's rules in force from time to time.

4. You shall be required to work initially at our **Global Service Centre at Bangalore.** The Company shall be entitled to direct or depute you to work in any other Department or Branch of the Company wherever situated in India or abroad, whether existing on the date hereof or which may exist in future and you shall comply with such direction. The Company will also be entitled to transfer your services to any subsidiary or affiliate of the Company whether existing or which may exist in future and which Company is generally regarded as part of the Maersk Group of Companies.

5. You shall accept such management decisions pertaining to Clause 4. Failure to adhere or refusal to comply with any order or instruction by the management as per Clause 4 shall be treated as a breach of employment contract.

6. After your confirmation in permanent service, the Company shall be entitled to terminate your employment at any time without assigning any reason either on giving two months' notice or without any notice on payment of two month's salary in lieu of notice.

Classification: Confidential

7. You shall, in the event of your resignation give the Company two months' notice of your intention to resign. The Company however, reserves their right to accept your resignation with immediate effect or at any time during the notice period. In the event of any breach of this term, you shall have to compensate the company for the damages incurred.

8. You hereby agree that, while you are employed by Company and for one (1) year following the termination of your employment with Company, will not directly or indirectly solicit, attempt to solicit or interfere with any customer or supplier of Company in a manner that conflicts with or interferes in the business of Company as conducted with such customer or supplier.

9. You hereby represent and warrant to Company that you are not party to any written or oral agreement with any third party that would be conflicting to this Appointment or Confidentiality and Proprietary Information to perform your obligations hereunder and that you will not, by joining the Company, breach any non-disclosure, proprietary rights, non-competition, non-solicitation or other covenant in favor of any third party.

10. You are not permitted to divulge the contents of this Contract to any other third party.

11. You are to devote your entire working ability to **Maersk Global Services Centres (India) Pvt. Ltd**. and to exercise full discretion towards any third party in all matters concerning the Company, its business and policies, its Management and employees. It is understood that the rights to any EDP system/ Programs and all data and Information belong fully to the Company.

12. You should not divulge or utilize, except in the furtherance of the organization's business, any confidential information that comes to your knowledge in the course of your employment with the organization or its associates. The responsibility for keeping such information confidential applies not only to the period of employment but also thereafter.

    As a condition of employment, you are requested to consider work done and information received during the course of employment as confidential. Violation of the IT security policy, Email and Internet policy will call for strict disciplinary action.

13. The retirement age is 60 years.

14. The Company Rules and Regulations will form part of your Contract of Employment, and your employment is conditional upon and subject to your acceptance of these as currently in force and as may be amended from time to time.

Classification: Confidential

15. Strict action will also be taken which may include immediate termination without any compensation or notice pay following:

    - Employees implicated in Criminal cases, found to have committed an offence involving questionable integrity, moral turpitude
    - any act subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation, incurring excessive debts, commission of any act prejudicial to, or in conflict with the interests of the company
    - Employees indulging in Substance abuse
    - Employees indulging in Sexual harassment
    - If any information furnished or declaration given by you regarding your employment to the Company is found to be false or any material information willfully suppressed, your appointment would be liable for termination without any notice or compensation.

16. The Company will require you to undergo a background check, which will be conducted by the Company or by any third party retained by the Company to perform the investigation. Your employment with the Company depends on successful clearance of the background check process. Upon your failure to successfully clear the background check process, the Company shall have the right to terminate your services without prior notice or any compensation in lieu of such notice and without being liable to pay any compensation for such termination. The decision of the Company in this regard shall be final and binding on you.

You are kindly requested to confirm your Agreement to the above terms and conditions, including the Company's rules and regulations, by signing and returning the duplicate of this Letter.

We welcome you to our organization and trust that your association with us will be a happy and mutually rewarding one!

Yours faithfully,

for MAERSK GLOBAL SERVICE CENTRES (INDIA) PVT. LTD.



Gautam Shetty

India Hiring Lead – India Recruitment

I confirm that I have read and understood the terms and conditions of the appointment letter. I agree and accept the above terms and conditions and the Company's rules and regulations.

Agree _____ ___ Date _22/06/2022_____

NAVEEN PRASAD T

MAERSK

Annexure

Name **: NAVEEN PRASAD T M**

Designation **: Associate Data Engineer**

Level **: JL 2**

Location **: Bangalore**

Date of Joining **: 27th June 2022**

Salary Components	INR p.m.	INR p.a.
Basic Salary	30,000	3,60,000
House Rent Allowance	15,000	1,80,000
Bonus Allowance	1,000	12,000
Conveyance Allowance	1,600	19,200
Other Allowance	22,357	2,68,284
Annual Fixed Salary	**69,957**	**8,39,484**
Provident Fund (12% of salary)	3,600	43,200
Annual Fixed Salary incl. PF	**73,557**	**8,82,684**
Gratuity (as per the Gratuity Act)	1,443	17,316
Annual Fixed Salary incl. retirals	**75,000**	**9,00,000**

You will also be eligible for bonus pay as per the company's Bonus Plan, your target incentive payout for the current year being **INR. 83,948**. The actual amount for disbursement may be higher or lower than target basis company's performance. The variable payout for employees who join in the middle of Performance Cycle would be pro-rated as per duration of service. The variable payout would only be made to employees on rolls of the organization on the date of actual disbursement. Please refer to the **Bonus Plan** document for further details.

M. Rastida

Classification: Confidential

5th & 6th Floor, 2A East Tower, Embassy Tech Village – SEZ
(Formerly Known as Vrindavan Tech Village) Marathahalli Outer Ring Road, Devarabisanahalli
Bangalore – 560103, India.
Phone : +91 80 4640 5000 Fax : +91 80 4640 5010
www.softwareag.com

`

Software AG Bangalore Technologies Private Limited

CIN#: U72200KA2004FTC034618

Professional Services Agreement (Software AG Receives)

Effective Date: 3rd May 2021

This **PROFESSIONAL SERVICES AGREEMENT** (together with all referenced attachments, the "**Agreement**") is entered into on the Effective Date by and between the following parties:

Software AG Bangalore Technologies Pvt. Ltd 5th & 6th Floor, 2A East Tower Embassy Tech Village - Special Economic Zone Marathahalli outer ring road Devarabisanahalli Varthur Hobli, Bangalore – 560103 **Referred to as "Software AG, Bangalore"**	**Mr. Navin A E** 56/2, SPU Nivas, Rajeev Street, A M Colony, Annur, Coimbatore - 641653 **Referred to as "Contractor"**

The parties have agreed that the services will be governed by the terms and conditions of this Agreement.

AGREEMENT OF THE PARTIES

1. Scope. This Agreement is made with the Contractor, as an independent contractor and not as an employee of Software AG, Bangalore. Software AG, Bangalore hereby retains Contractor to perform the services set forth in the attached Work Order contained in Exhibit A, which is incorporated herein. Such work will be performed subject to the supervision and direction of a project manager specified therein.

2. Term. The Term of this Agreement is from **3rd May 2021 to 2nd November 2021** The Term of this Agreement and attendant Work Orders may be extended or modified only by the mutual written agreement of the parties. Software AG, Bangalore may terminate this agreement if the contractor cannot, in Software AG, Bangalore's opinion adequately perform the Services.

3. Fees. Fees for Contractor's services and deliverables are set forth in the Work Order and payments.

4. Payment. The Contractor will provide services from Monday through Friday and the total working hours would be forty (40) hours per week. The work timings will be as agreed. A monthly payment for the specified services in the attached Work Order will be made by the end of each month.

5. Paid Time Off. In case of need, you can take upto 12 days of "Paid Time Off' per annum i.e. 1 day per month.

5th & 6th Floor, 2A East Tower, Embassy Tech Village – SEZ
(Formerly Known as Vrindavan Tech Village) Marathahalli Outer Ring Road, Devarabisanahalli
Bangalore – 560103, India.
Phone : +91 80 4640 5000 Fax : +91 80 4640 5010
www.softwareag.com

`

Software AG Bangalore Technologies Private Limited

CIN#: U72200KA2004FTC034618

6. Changes to Work Order. Additions or modifications to the services provided under a Work Order may be made by the completion of an amended Work Order (Exhibit A) that will be mutually agreed upon by the parties. Either party may submit to the other party a written recommendation for changes. If the parties mutually agree to such recommendation, an amended Work Order will be executed.

7. Proprietary and Confidential Information: The Contractor agrees that any Information which is provided by Software AG, Bangalore or which the Contractor receives as a result of services performed for Software AG, Bangalore is subject to the terms of this Agreement. The Contractor agrees that all such Information will be deemed confidential, proprietary and secret whether or not any such Information received is in tangible form or is clearly marked as confidential or proprietary or whether the Contractor is expressly informed that such Information is confidential and proprietary. Information that is received orally will also be deemed confidential or proprietary.

7.1. The Contractor will not disclose the said Information to any other person except as specifically authorized in writing by Software AG, Bangalore, and will safeguard such Information as it would its own proprietary and confidential information, and in any event impose reasonable safeguards. Contractor will immediately notify the disclosing party of any subpoena, court order, administrative order, discovery request, or other event that compels Contractor to disclose such Information. Contractor will cooperate with Software AG, Bangalore in its efforts to protect the Information from disclosure.

7.1. All written or oral data received by Contractor from Software AG, Bangalore will be and remain the property of Software AG, Bangalore. Contractor will not make copies of any tangible data or printed Information except upon specific written permission from Software AG, Bangalore. Any tangible data or printed Information, and any copies thereof, will be promptly destroyed or returned immediately to Software AG, Bangalore upon the request of Software AG, Bangalore.

7.2. The obligations under this Agreement will continue and survive the completion of the aforesaid consulting services and will remain binding for a period of five (5) years from the Effective Date.

7.3. Software AG, Bangalore provides Information hereunder “as is,” and will not be liable for any damages arising out of Contractor's use of such Confidential Information. Contractor will indemnify and hold Software AG, Bangalore harmless against any claims arising out of Contractor’s use of such Information.

7.4. The obligations contained herein will not apply to : (a) Information not public which hereafter is disclosed publicly without a breach of this Agreement; (b) Information known to Contractor prior to the time of disclosure by the disclosing party or independently developed by employees of Contractor without access to the Information; (c) Information disclosed in good faith to Contractor by a third person legally entitled to disclose it; or (d) Information required to be disclosed by law or by any governmental agency having jurisdiction pursuant to an order to produce or in the course of a legal proceeding pursuant to a lawful request for discovery, provided, however, that if disclosure is so required, Contractor will promptly notify Software AG, Bangalore of the order or request in discovery and reasonably cooperate with Software AG, Bangalore if Software AG, Bangalore elects (at its expense) to seek to limit or avoid such disclosure by any lawful means.

5th & 6th Floor, 2A East Tower, Embassy Tech Village – SEZ
(Formerly Known as Vrindavan Tech Village) Marathahalli Outer Ring Road, Devarabisanahalli
Bangalore – 560103, India.
Phone : +91 80 4640 5000 Fax : +91 80 4640 5010
www.softwareag.com

`

Software AG Bangalore Technologies Private Limited

CIN#: U72200KA2004FTC034618

7.5. The obligations of the parties will be binding on and inure to the benefit of their respective heirs, successors, and assigns. This Agreement may be amended or modified only by a subsequent agreement in writing. This Agreement does not obligate either party to disclose any information to the other or enter into any other agreement or arrangement. The parties' obligations under this Agreement will survive the termination of their association regardless of the manner of such termination. This Agreement will be governed by the laws of India and both parties consent to the jurisdiction of the India courts entitled to hear appeals there from.

8. Data and Copyrights

All data prepared or originated by Contractor in the performance of services or work under this Agreement ("**Data**") will be considered the property of Software AG, Bangalore or its customer, as appropriate, including without limitation any copyright and future copyright on such Data and Contractor hereby assigns and transfers to Software AG, Bangalore or its customer, as directed by Software AG, Bangalore, all current and future right, title and interest in and to such Data, whether published or unpublished; and Contractor agrees to execute such documents as Software AG, Bangalore or its customer, as appropriate, will request to evidence the assignment of all right, title and interest in and to such Data, including without limitation any copyrights on such Data. Software AG, Bangalore or its customer, as appropriate, will have the unlimited right to use, reproduce, disclose, and publish such Data in any manner, without any claim on the part of the Contractor for additional compensation.

Contractor will identify in the Attachment of the Work Order all data delivered to Software AG, Bangalore or its customer, as appropriate, but not prepared or originated in the performance of this Agreement. Such identification will include a statement as to origin and restriction, if any, on use and disclosure.

9. Duty to Return Documents.

All documents and written information embodying proprietary or confidential information of Software AG, Bangalore obtained by Contractor prior to or during the term of this Agreement or any attendant Tasks will be the exclusive property of Software AG, Bangalore and will be delivered by Contractor to Software AG, Bangalore upon the termination or expiration of this Agreement (regardless of how terminated) or at any time as requested by Software AG, Bangalore. Such proprietary and confidential information includes Data developed by the Contractor for Software AG, Bangalore in the performance of this Agreement.

10. Professional Standards.

The Contractor agrees that the work performed hereunder will represent its best efforts and will be of the highest professional standards and quality.

11. Termination

5th & 6th Floor, 2A East Tower, Embassy Tech Village – SEZ
(Formerly Known as Vrindavan Tech Village) Marathahalli Outer Ring Road, Devarabisanahalli
Bangalore – 560103, India.
Phone : +91 80 4640 5000 Fax : +91 80 4640 5010
www.softwareag.com

`

Software AG Bangalore Technologies Private Limited

CIN#: U72200KA2004FTC034618

Software AG, Bangalore may terminate this Agreement immediately for any of the following reasons (i) if Contractor materially breaches any of its obligations set forth herein (ii) if the Contractor engages in any unprofessional conduct that detrimentally affects Software AG, Bangalore or its customers.

Notwithstanding the above, nothing herein will be construed to preclude Software AG, Bangalore from pursuing any action or further remedy, at law or in equity, for any material breach or threatened breach of this Agreement, including, but not limited to, the recovery of damages.

Upon termination by either party, Contractor shall be entitled to receive payment of any previously earned but unpaid fee through the date of termination, to be paid within thirty (30) days after such termination date. Software AG, Bangalore will have no further obligation under this Agreement.

12. Risk of Loss/Indemnification

Contractor will indemnify and hold harmless Software AG, Bangalore, its officers and employees, from any loss, cost, damage, expense or liability by reason of property damage or personal injury of whatsoever nature arising out of, as a result of, or in connection with such Contractor's performance hereunder, except that such indemnity will not extend to liabilities directly arising from Software AG, Bangalore ' negligence or intentional acts.

Contractor will indemnify Software AG, Bangalore and/or its customers against and hold Software AG, Bangalore and/or its customers harmless from any action against Software AG, Bangalore and/or its customers to the extent that it is based on an allegation that Contractor has infringed an intellectual property right or trade secret, and pay those damages or costs finally awarded against Software AG, Bangalore and/or its customers in such action, provided that Software AG, Bangalore and/or its customers (i) promptly notifies Contractor of any such action, and (ii) gives Contractor sole authority and control in negotiating settlement or compromise or in otherwise defending such action.

Contractor will indemnify and hold harmless Software AG, Bangalore from any tax liability arising from the India tax authorities or other relevant authority's determination that, contrary to the business relationship evidenced herein and the intent of this Agreement, Contractor is an employee of Software AG, Bangalore and not an independent contractor.

13. Publicity.

Neither party will issue a public notice or news release concerning this Agreement and the transactions contemplated hereby without the prior approval of the other, which approval will include the right to approve the form, content and timing of any such publicity, but which approval will not otherwise be unreasonably withheld.

14. Relationship of Parties.

5th & 6th Floor, 2A East Tower, Embassy Tech Village – SEZ
(Formerly Known as Vrindavan Tech Village) Marathahalli Outer Ring Road, Devarabisanahalli
Bangalore – 560103, India.
Phone : +91 80 4640 5000 Fax : +91 80 4640 5010
www.softwareag.com

`

Software AG Bangalore Technologies Private Limited

CIN#: U72200KA2004FTC034618

The relationship between the parties will be that of independent contractors on a project basis and not that of employee and employer. Neither party will be deemed to be the legal representative of the other. It is expressly understood that this Agreement and the relationships between Software AG, Bangalore and Contractor hereby established do not constitute a partnership, joint venture, or contract of employment between them. Accordingly the Contractor shall be responsible for payment of all taxes arising out of the Contractors activities in accordance with this Agreement.

Contractor shall not be entitled to receive any benefits or participate in any benefit plan made to employees of Software AG, Bangalore.

15. Assignment.

This Agreement may be assigned by Software AG, Bangalore to a successor-in-interest without the consent of Contractor. This Agreement or any of its obligations may not be assigned by Contractor without the written consent of Software AG, Bangalore.

16. Severability.

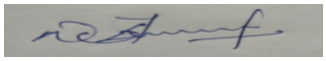
Any invalidity, in whole or in part, of any provision of this Agreement will not affect the validity of any other of its provisions.

17. General Provisions.

This Agreement will be governed by and construed according to the laws of India and both parties submit to the non-exclusive jurisdiction of Courts of India and Courts entitled to hear appeals there from. No waiver by Software AG, Bangalore of any default by Contractor will in any way prejudice Software AG, Bangalore with respect to any subsequent default by Contractor hereunder (whether or not similar). This Agreement represents the entire understanding of the parties with respect to the business described herein, and no further amendment or modification will be effective unless in writing and signed by all parties hereto.

EXECUTED BY THE PARTIES by their duly authorized officials as of the Effective Date.

Software AG Bangalore Technologies Pvt. Ltd	
Signature:	

Mr. Navin A E	
Signature:	

5th & 6th Floor, 2A East Tower, Embassy Tech Village – SEZ
(Formerly Known as Vrindavan Tech Village) Marathahalli Outer Ring Road, Devarabisanahalli
Bangalore – 560103, India.
Phone : +91 80 4640 5000 Fax : +91 80 4640 5010
www.softwareag.com

`

Software AG Bangalore Technologies Private Limited

CIN#: U72200KA2004FTC034618

Print Name:	**Monarch Limaye**		**Print Name:**	**Mr. Navin A E**
Title:	**Senior Director – HR India**		**Title:**	**Assistant Consultant**

EXHIBIT A

WORK ORDER

This document represents a STATEMENT OF WORK between Software AG Bangalore Technologies Pvt. Ltd ("Software AG, Bangalore") and **Navin A E** ("Contractor"). This agreement (the "Agreement") sets forth the specifications for the deliverables, the tasks and responsibilities, and the schedule for the services provided hereunder.

Title:	**Contractor**	**Order Date:**	**3rd May 2021**
Contractor's Name:	**Mr. Navin A E**	**Change Order Number:**	n/a
Project Number/ID (if applicable):	n/a	**Software AG, Bangalore' Project Manager/Contact:**	**Pradeep Prabhakaran Nair**
Contractor's Project Manager/Contact:	n/a	**Software AG, Bangalore' Purchase Order Number (if any):**	n/a
Contractor's Designated Billing Contact:	n/a	**Executive Sponsor (if any):**	

5th & 6th Floor, 2A East Tower, Embassy Tech Village – SEZ
(Formerly Known as Vrindavan Tech Village) Marathahalli Outer Ring Road, Devarabisanahalli
Bangalore – 560103, India.
Phone : +91 80 4640 5000 Fax : +91 80 4640 5010 www.softwareag.com
CIN#: U72200KA2004FTC034618

`

Software AG Bangalore Technologies Private Limited

SCOPE OF SERVICES

- You Will be on training for 3 months.
- You will be deputed on relevant shadow assignments/projects.
- The Confirmation will be purely based on performance.

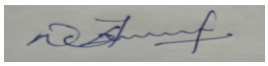
FEES

Software AG, Bangalore agrees to pay Contractor for services at the following rate(s):

Start Date	3rd May 2021
Completion Date	2nd November 2021
Rate	INR 43750/- Gross per month
Other Terms	Notice Period – 15 Days (For both the parties)

EXECUTED BY THE PARTIES by their respective authorized representatives effective as of the Order Date.

Software AG Bangalore Technologies Pvt. Ltd	
Signature:	
Print Name:	**Monarch Limaye**
Title:	**Senior Director- HR India**

Mr. Navin A E	
Signature:	
Print Name:	**Mr. Navin A E**
Title:	**Assistant Consultant**

Cognizant

13-Jan-2022

Ninisa B A
B.E. Computer Science & Engineering
Kongu Engineering College, Erode

Dear Ninisa B A,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

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



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Soliton

From:
Obuli Sai Naren Obuli,
9/6147-4, Agilandammal Street,
Jalakandapuram - 636501

To:
Soliton Technologies Private Limited
683, 15th Cross Road, J. P. Nagar 2nd Phase
Bangalore 560078, INDIA

OFFER ACCEPTANCE LETTER

1. I have read and understood the terms of the offer and find them acceptable.
2. I have carefully thought about and discussed my future plans with my family, and I can with a clear conscience state that I do not have any plans (higher studies or otherwise) that will cause me to leave my employment in Soliton within 3 years from the start of full-time employment.
3. I will openly discuss my career and education plans with the company, if and when such plans come up, so as to ensure that I provide a minimum of 60 days advance notice before I leave my employment in Soliton.
4. I understand that this agreement does not bind me to continue working at Soliton in the event that I am unhappy doing so. However, I will always openly discuss my cause of concern with the company without delays. If after the discussions with the appropriate managers, it is agreed that my concern cannot be adequately addressed by the company, I will cooperate fully with my managers to ensure that proper responsibility and knowledge transfer happens before I get relieved from the company.

DECLARATION

I, Obuli Sai Naren Obuli *, have read the terms and conditions of the offer letter, find them to be fair and wholeheartedly agree to conform to them.*

I hereby accept the offer to join the company as " Project Engineer *" at the salary mentioned in the offer letter. I confirm that I will start participating in the Soliton Internship Program during the* Seventh *semesters as per the plan agreed upon between Soliton, my College and myself. After the Internship, I will join the company for the full-time training and employment as per the joining date given by Soliton.*

Signature: OSNaren *Date:* 05-08-2021 *Place:* Jalakandapuram

Cognizant

13-Jan-2022

Praanesh P S
B.E. Computer Science & Engineering
Kongu Engineering College, Erode

Dear Praanesh P S,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

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



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Date: 28 July 2022

To,
Pradhosh S S
49/3, Bakiyalakshmi Nagar,
Varadhampalayam (PO), Sathyamangalam - 638401.

Dear **Pradhosh S S,**

Welcome to Trimble Family!!

Trimble is a great place to work!!! We take pride in our culture. We are confident that you will find meaning and associate with our organization, our values and work ethics. We look forward to your successful integration with us and a rewarding career with Trimble.

1. With reference to your application and your subsequent interview with us, we **Trimble Information Technologies India Pvt Ltd** are pleased to offer you the position of **Software Developer** subject to the terms and conditions set out in Annexure - A hereunder. You will receive emoluments and perquisites as mentioned in Annexure - C, which also specifies your detailed salary break up.

2. This Offer is subject to verification process conducted by Trimble India. If at any time, it is found that any of information provided by you is false, or any of the documents provided by you are not genuine, then the Offer becomes invalid and void ab initio.

3. You are required to join the services of Trimble India, on or before from **Monday, August 1, 2022**

4. At the time of joining, you are required to furnish the documents mentioned in Annexure - B

5. This Offer Letter, along with the Annexures & Addendum contained herein, are issued in duplicate. Kindly submit one copy of this Letter along with Annexures & Addendum duly signed by you as token of your acceptance of the same, by **29 July 2022** either as a physical copy or soft copy electronically. (In case you are providing the duly signed copy electronically, the original hard copy needs to be provided on the date of joining). If this Letter is not signed and returned to Trimble India as stated above**,** this offer shall be considered null and void.

We wish you good luck in your career with us and look forward to mutually beneficial association.

For **Trimble Information Technologies India Pvt Ltd**

PRAVEENA KAMALANATHAN
Digitally signed by PRAVEENA KAMALANATHAN
Date: 2022.07.29 17:14:42 +05'30'

Authorized Signatory

I have fully read, understood the content, and hereby agree to abide by the same.

Pradhosh S S

Annexure – A

Terms and Conditions of Employment

This Terms and Conditions of Employment sets out the terms of your employment with Trimble India.

1. Designation and Place of Work:

1.1. You will be employed in the position of **Software Developer**, **Trimble Chennai**. Your initial duties and responsibilities will be briefed to you by your supervisor or a designated person by the company and also may have reference in the new employee orientation program.

1.2. Your principal place of work as on the Effective Date shall be at **Chennai**, or at such other place as may be designated by the Company. You may be transferred, at the sole and absolute discretion of the Company, to any place in India or outside India, on terms and conditions not less favourable than those contained herein. You may be required to travel both inside and outside India on the business of the Company in the due performance of your duties, from time to time. The Company may also depute you to any work or assign you to any client, affiliate or associate company, branch, office, subsidiary or other companies, concerns, organizations, or firms with whom the Company may make any such arrangement or agreement. You will at all times need to keep your passport valid and current.

2. Compensation

2.1. Your Annual Total Base Pay will be **Rs.7,00,000** Per Annum (which is explained in Annexure C), payable according to local payroll practices, subject to any deduction, including without limitation the usual deductions for taxation and other statutory deductions as required by the law.

2.2 Any tax liability arising out of your compensation/ salary shall be borne by you and it will be as per Income Tax Act and statutory rules, as applicable. All payments by the Company to you, shall be made after deduction of taxes, as applicable under the law.

3. Confidentiality of salary information:

3.1. The salary package offered to you is specific and personal to you. Any comparison of the same with the salary packages of other employees is discouraged.

3.2. You are required to strictly maintain the secrecy of and ensure that you don't divulge or communicate in any manner, any information regarding your remuneration/terms of employment, to any other employee of the company, except authorized authorities.

3.3. In a similar way, when deputed to work / interact at the client site, you are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.

4. Company Policies:

4.1. You agree that you will at all times faithfully, industriously, and to the best of your skill, ability, experience and talents, perform all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with the terms contained herein, all company policies, procedures, rules and regulations, both written and oral, as are announced by the Company, from time to time.

4.2. It is also understood and agreed to by you that your assignment, duties and responsibilities and reporting arrangements may be changed by the Company, in its sole discretion, with or without causing termination of your employment.

4.3. Your attention is also drawn to the Company Policies and Procedures manual (collectively referred to as the "**Company Policies**") which describe in more detail, various other employment practices, such as claiming and payment of business expenses, and policies such as those on Leave & Holidays, Sexual Harassment, Use of Technology and Health and Safety, Global Code of Conduct which can be accessed at the Company Intranet. The Company reserves the right to review, modify or amend the Company Policies as and when required, at its sole discretion and the same shall be updated in the Intranet. Such modifications and amendments are also deemed to be part of these terms.

4.4. On accepting the terms contained herein and joining the services of the Company, you acknowledge that you would read through carefully and understood all the Company Policies contained on the intranet, your duties and responsibilities vis-à-vis such policies, the various steps and disciplinary actions that the Company can take/implement in order to ensure compliance with its Policies. You hereby agree to adhere to and comply with such Company Policies at all times during the term of your employment and thereafter if you are required to.

5. Non-Compete & Non-Solicitation Obligations:

5.1. In view of the position to be held by you in the Company, and the fact that you would be exposed to confidential and proprietary information of the Company during the course of your employment, you hereby undertake to abide by the following:

5.1.1. In the event of termination of your employment with the Company for any reason whatsoever, you shall, for a period of 12 months from the date of termination, be obliged not to engage yourself, directly or indirectly in any manner whatsoever in any Business or Firm or Company which constitutes a competition to the Company's business;

5.1.2. During the employment with the Company and for a period of 12 months thereafter, you shall not, without the Company's express written consent, either on the your behalf or on behalf of another (a) contact or deal with employees or ex-employees of the Company and or its associated companies, for the purpose of hiring them; (b) hire employees or ex-employees of the Company and/ or its associated companies; or (c) solicit the business of any client, customer or licensee of the Company and / or the associated companies.

5.1.3. The Clauses 5.1.1 and 5.1.2 shall survive the termination of employment. You hereby acknowledge that the provisions of these clauses are reasonable and necessary measures designed to protect the proprietary and Confidential Information of the Company.

6. Data Protection:

6.1. You consent to the Company holding and processing, both electronically and manually, the data it collects in relation to you, in the course of your employment, for the purpose of the Company's administration and management of its employees, its business and for compliance with applicable procedures, laws and regulations. You also consent to the transfer, storage and processing by the Company of such data outside India, where the Company may have its offices or that of its affiliates or group companies, and to the sharing of such data with prospective buyers, clients, acquirers and partners of the Company's business.

7. Indemnification:

7.1. You undertake to keep the Company fully indemnified in respect of any breach or violation of the Non-Disclosure, Non-Use, Non-Compete and Confidentiality obligations by you. You understand that if you breach / violate in any manner, any terms and conditions herein, the Company shall suffer irreparable loss, harm and injury and monetary damages alone shall not be the adequate relief. Company, therefore, shall be fully entitled to obtain injunctive relief including similar other relief against you.

8. Termination of Employment:

8.1. Notice of termination: Each party agrees to provide the other Party with **two months** prior written notice for termination of employment or payment of two months' salary (Total Base Pay) in lieu of notice of termination. Notwithstanding the above, in the event that you desire to terminate your employment with the Company, the Company shall have the sole discretion to relieve you only after the completion of a Company assignment, where the same has not yet been completed by you.

8.2. You hereby agree that the Company is entitled to terminate your employment, at any time without notice or payment in lieu of notice if such termination arises as the result of your misconduct, negligence and/or breach of any express or implied term of your employment including the Company Policies and/or Global Code of Conduct as available on Intranet. Notwithstanding other provisions contained herein, the procedures for termination of employment and any associated payment settlement will be subject to managements' sole discretion.

8.3. Upon the termination or cessation of your employment with the Company for any cause whatsoever, you shall immediately deliver up to the Company or its authorized representative, any property or documents of the Company which may be in your possession, custody or under your control, including, without limitation, mobile phone, laptop, memoranda, correspondence, notes, records, reports, sketches, plans, letter heads, visiting cards or other documents and any copies or reproductions thereof in any medium whatsoever, and all other confidential information, whether or not the property was originally supplied to you by the Company. If so requested, you shall provide to the Company a signed statement confirming that you have fully complied with this Clause.

8.4. Without prejudice to any other right available under law, the Company reserves the right to make reasonable deductions from your full and final salary payment or any other amount due to you, in the event you fail to return all the property of the Company which is in your possession, or return it in a damaged state, other than due to normal wear and tear.

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

9. Retirement:

Retirement age for all the Trimble employees in India will be 58 years.

Annexure – B

Documents to be submitted within three days of offer acceptance

a. Copy of educational certificates (SSLC, HSC, Graduation & Post Graduation);
b. Copy of appointment letter/relieving letter from your last 3 employers;
c. True copy of your last 2 months' pay slip;
d. 6 copies of color passport size photographs;
e. Copy of all pages of your passport;
f. Copy of your Pan Card & Aadhaar Card;
g. Identity Proof (Copy of Driving license/Voter's ID);
h. Proof of residence (both permanent and present address);
i. Employment Data Form, if not submitted earlier;
j. Signed Trimble Policy Documents (enclosed with this offer);

Annexure – C

Compensation Break-up/CTC

Name: Pradhosh S S **Date: 28 July 2022**

Particulars	Compensation Per Month (In Rs.)	Compensation Per Annum (In Rs.)
Basic Salary	20417	245000
HRA	10208	122500
Flexible Benefit Basket	25258	303100
A. Gross Salary (Rs.)	**55883**	**670600**
Provident Fund		
B. Company's Contribution (Rs.)	**2450**	**29400**
Total Base Pay (Rs.) - A+B	**58333**	**700000**
C. Other Benefits		**Benefits Value**
Medical Insurance for family		850000
Personal Accident Insurance		1500000
Term Life Insurance		2100000
Gratuity	**	** As per Gratuity Act, 1972

Addendum

Non-Disclosure Agreement

During the period of employment you may be exposed to various Confidential Information of the Company and its subsidiaries, holding company, affiliates, etc. ("Associated Companies"). "Confidential Information" for the purpose of this clause shall include without limitation (i) all information, documents, data, software, lists, client letters, design, pattern and correspondence etc., in any form (physical, oral, electronic, etc.), that belong to the Company and / or Associated Companies; (ii) details of the Company's and / or Associated Companies', internal practices etc., that are not available in the public domain; (iii) identities and details of the Company and / or Associated Companies or their clients and their work details; (iv) any information of any client of the Company and / or Associated Companies, whether privileged information or not; (v) trade secrets, know how, other intellectual property rights of the Company and / or Associated Companies, and (vi) any other Confidential Information disclosed by the Company and / or Associated Companies to you, whether marked as confidential or not

You are fully aware that it is a matter of paramount importance on your part that the above Confidential Information should not be in any manner disclosed, misused, or passed on to any third party by you, directly or indirectly, and accordingly you fully commit yourself to this non-disclosure and non-use obligation in respect of the Confidential Information.

You should inform the management of the Company before enrolling yourself for any examination or course of study. You will not divulge orally or in writing any Confidential Information that comes to your knowledge during the course of your service in the Company to any of the outside agencies. You shall not disclose any of the trade secrets, proprietary information or any other Confidential Information to any of the external parties against you.

All the research done and data generated, including that of the client database of the Company is the sole property of the Company. Unauthorized storing, copying, deleting or transmitting (in hard/soft or any other means) of any Confidential information will be in breach of contract, is a serious legal offense and strictly prohibited. This will lead to immediate termination without any notice. All losses on such offenses will have to be fully compensated in monetary terms.

You are not allowed to carry the research/official document, workbook or any document containing Confidential Information in any media or any form outside the office premises without written permission of the authorized person, failing which strict disciplinary action will be taken.

You agree, confirm and undertake that you shall not otherwise derive any benefit of whatsoever nature out of the Confidential Information and the Confidential Information shall be used by you only to perform the duties assigned to you by the Company. Even to the other constituents and employees of the Company the Confidential Information shall be disclosed only on need-to-know basis and to the extent absolutely necessary.

At the end of your employment with the Company, you shall handover all the data, information, files, documents, pattern and designs etc., pertaining to the Company which are in your possession without keeping any copy, replica, duplicate in any manner or any form.

If any disclosure of the Confidential Information to governmental, judicial, statutory, regulatory or other authorities is required, you shall provide a prior written notice to the Company of such requirement, unless the applicable law does not permit such notice.

Assignment of Inventions:

You will disclose to the Company, forthwith, any discovery, invention, process or improvement made or discovered by you while our service, and such discovery, invention, process or improvement shall belong absolutely to and by the sole and absolute property of Company, you shall at the Company's expense, take out or apply for Letters of Patent, Licenses, or other rights, privileges or protection as may be directed by us in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company, and you will execute and do all instruments, acts, deeds and things, which may be required by the Company, for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in our favour or in favour of such other person or persons, firms, or companies, as we may direct as the sole beneficiary thereof.

If during the course of your duties you make any discovery or invention or secret process or improvement in procedure or make any literary or artistic work or computer program relevant to, or capable of use in, the business of the Company then you must disclose all facts and details to the Company as it may require, and such discovery, invention, secret process, or improvement in procedure, literary or artistic work or computer program and all intellectual property rights relating thereto, shall belong to and be the absolute property of, the Company. At the request and expense of the Company, you shall give and supply all such information, data, drawings and assistance as may be necessary or in the opinion of the Company desirable to enable the Company to exploit the intellectual property to the best advantage (as decided by the company). You shall execute all documents and do all things which may, in the opinion of the Company, be necessary or desirable for obtaining patent or other protection for the intellectual property and for vesting the same in the Company, as the Company may direct. You also agree to execute any additional documents, subsequent to your employment with the Company, as may be necessary for the Company to perfect its title in the intellectual property.

For a period of six (6) months after termination of your employment with the Company, you shall promptly disclose to the Company fully and in writing all Inventions authored, conceived or reduced to practice by you, either alone or jointly with others. In addition, you hereby undertake to promptly disclose to the Company all patent or copyright applications filed by you or on your behalf within one (1) year after termination employment.

Name: Prakalya M

Roll No : 18CSR134

Dicipline : BE

Specialisation: Computer Science Engineering

College : KONGU ENGINEERING COLLEGE

Date: August 28, 2021

Sub: Offer for Internship

Dear Prakalya M,

We are pleased to offer you the position of Intern in the Technology Department of AscentHR in Coimbatore, Tamil Nadu. We would like you to join us during Sept 2021 for an internship program and upon successful completion of the internship, you will be
absorbed for full time employment.

- During your internship from **1st Sept 2021** till **June 2022** or your date of graduation, whichever is later , you will be paid a stipend of Rs. 12,000/- (Rupees Twelve Thousand only). Other terms and conditions will be spelt out in the Service Agreement to be issued upon your joining the Internship.
- From July 2022 onwards, you will be offered full time employment with an annual remuneration package of Rs. 4,50,000/- Lakhs (Four Lakhs Fifty Thousand only) depending on the performance and continuous evaluation during the internship period.

This offer remains valid for one week from the offer date. Please reply to this email as a token as your acceptance.

We welcome you to the AscentHR family and look forward to offering a long and successful career with us.

For Ascent Consulting Services Pvt. Ltd.



L Geeta
Co - Founder & Coo
Place: Bangalore

Data Classification: Confidential

Zoho Corporation Private Limited
Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.
Ph: +91 - 44 - 6744 7070
www.zohocorp.com
SEZ Unit

Date: 08-Sep-2021

To

Mr.PRAMOD A N,
152, RAMAGOUNDAN VALASU, CHINNAPULYUR,
ELAVAMALAI, BHAVANI,
ERODE-638316, TAMIL NADU.

Dear PRAMOD A N,

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **MEMBER TECHNICAL STAFF** with **ZOHO CORPORATION PRIVATE LIMITED.**

INTERNSHIP AND STIPEND

You are expected to do the final semester project of your curriculum in our organization. We expect you to work on the project on a full time basis for a period of 5-6 months. During this period you will be paid a monthly stipend of **Rs.15000/- (RUPEES FIFTEEN THOUSAND ONLY)**. The following offer is valid, subject to successful completion of your project.

(Note: The above may not apply to you if your college does not permit internships)

REMUNERATION

Your annual Cost to Company will be **Rs.480000/- (RUPEES FOUR LAKH EIGHTY THOUSAND ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.

ADHERENCE TO POLICIES

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

CONFIDENTIALITY

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Corporation Private Limited and any entity in which the management of Zoho or the company has substantial interest. You agree not to disclose such information other than on aneed-to-knowbasis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

TRANSFERABILITY

You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.

NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment .

GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.

VALIDITY

This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **08-Oct-2021**. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form.However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,
For ZOHO CORPORATION PRIVATE LIMITED



Mohammed Sohail
Manager - HR

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:	{{Signature:Recipient1* }}	Date of Offer acceptance:	{{Signdate:Recipient1}} 08Sep 2021
Name :	Balaji S	Place :	{{Textfield:Recipient1:Place *}} PERUNDURAI

ANNEXURE A

NAME : BALAJI S
DESIGNATION : MEMBER TECHNICAL STAFF

Details	Monthly	Annual
Basic	16000	192000
HRA	8000	96000
Other Allowance & Flexible component	14080	168960
Gross Salary	**38080**	**456960**
Employer Provident Fund (12% of Basic+TA)*	1920	23040
Cost To Company (CTC)	**40000**	**480000**
Prosperity Sharing Plan		80000
Compensation for the first year		**560000**

* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund.

OTHER BENEFITS:

PROSPERITY SHARING PLAN
PSP (Prosperity Sharing Plan) is a one time bonus scheme derived based on company's productivity. Every year during April or May, we will decide on extending this scheme to our confirmed employees after reviewing the company's growth and productivity. Upon confirmation, you may qualify for the above mentioned PSP amount subject to scheme existence for that year. Please note, the quantum mentioned above is only an indicative figure and is subject to change based on your performance as determined by your manager.

GRATUITY
Gratuity will be payable as per the Gratuity Act, upon separation from the company, subject to completion of minimum five years of employment with Zoho.

ANNEXURE B

The Company currently provides the following benefits to an employee:

GIFT CARD AMOUNT

You will be paid an amount of **Rs.6000/- (RUPEES SIX THOUSAND ONLY)** once in a year towards your broadband connection. For the new comers, it is applicable from their date of joining. For the first year the amount will be pro-rated based on the joining date.

TRANSPORTATION FACILITY

For safety and security reasons, the Company provides transportation facilities, including but not limited to shuttle services and cab services. However, Company does not recommend daily long commute to work. This offer is based on the assumption that you will move to a distance within 5-10 km of the office premises.

DEVICES AND GADGETS

Company provides essential devices and gadgets for all its employees strictly for official purpose. However, what is essential (in most cases) is not the latest model device or gadget. We do not view the device or gadget as a status symbol or a fashion accessory but as an essential tool to get work done. Expecting the latest model device or gadget as a status symbol is most likely going to leave you disappointed. So please be prepared.

FOOD AND SNACKS

Company provides food, snack and other refreshment for all its employees.

RECREATIONAL FACILITY

Company provides certain recreational facilities to its employees of which some are offered at a nominal charge.

TEAM TREAT AND TRIP

To improve the team collaboration, the company provides **Rs.1000/- (RUPEES ONE THOUSAND ONLY)** for team treat and **Rs.4000/- (RUPEES FOUR THOUSAND ONLY)** for team trip to all its eligible employees, every year.

GROUP MEDICLAIM INSURANCE

Company will bear the full premium of covering you under the Group Mediclaim policy for a sum insured of **Rs.400000/- (RUPEES FOUR LAKH ONLY)**. This is a floater policy where five of your dependents will also be covered along with you.

GROUP PERSONAL ACCIDENT INSURANCE

You will be covered under the Personal Accident Insurance Scheme, for a sum insured of **Rs.2000000/- (RUPEES TWENTY LAKH ONLY)**.

GROUP TERM LIFE INSURANCE

As a welfare measure for its employees, the company has subscribed to the Group Term Life Insurance. The insurance coverage is worth of **Rs.2500000/- (RUPEES TWENTY FIVE LAKH ONLY)**.

Please note that the above mentioned Insurance schemes are subject to change based on yearly renewal

MAERSK

Dear Pratheksha K, **Date: 05 November 2021**

We are pleased to confirm your Internship with Maersk Global Service Centers (India) Pvt. Limited (hereinafter referred as "Company") on the following terms and conditions with effect from **01 December 2021** for a period of six months. Accordingly, your internship will come to an end on **24 June, 2022.**

1. **Scope:** You will perform internship in **Athena** on **Developing Codes** and such other scope of work as intimated by the Company from time to time.

2. **Location:** Your location for Internship with the Company will be **Bangalore.**

3. **Intern Mentor:** An employee from **Lakshmi Sivakumar** team will act as your 'Mentor' during the tenure of your internship with the Company and will supervise all aspects of your internship. If for any reason, the assigned Mentor is unable to continue to serve as your Mentor, the Company shall appoint another person as the Mentor under whose aegis you shall continue your internship. Your assignment and schedule would be as per the discussions with your Mentor.

4. **Business hours:** Unless otherwise agreed upon, the working hours during your internship would be from 9:30 a.m. to 6:30 p.m. from Monday to Friday.

5. **Review meetings:** The Intern Mentor along with such other individuals as deemed appropriate by the Company may conduct periodic review meetings (as needed) with you to discuss on progress of various parameters agreed upon, assessment of milestones as well as any issues arising from your internship.

6. On completion of your internship you will be required to submit the project report (if applicable) to your Mentor and the HR team, basis which the Company will issue the internship completion certificate.

7. You will perform your assignments in an independent capacity, and nothing in this offer/ Agreement shall be construed to give you the power or authority to act for, bind, or commit on behalf of the Company in any way. Nothing herein shall be construed to create the relationship of partners, employer and employee, or principal and agent.

8. **Stipend:** In consideration of your performance during the internship, the Company agrees to pay a fixed sum of **INR 40,000** per month as Stipend with effect from the Effective Date, subject to deduction of applicable taxes. The above sum represents the entire compensation for your internship with the Company for the tenure agreed upon.

9. By virtue of your internship with the Company, you shall not be entitled for default extension of your internship for any further period, or for any permanent employment with the Company. You shall not be entitled for or participate in Company's benefit plans, schemes or programs.

MAERSK

10. **Confidentiality:** Close cooperation between you and the Company may require disclosure of certain confidential information by the Company to you. You shall not under any circumstances, unless authorized in writing by the Company, (i) make or attempt to make any copy of the Confidential Information provided to you for any purpose other than for inclusion in the scope defined for your internship, (ii) transfer any copy to a person, company or agency outside of the Company, or (iii) retain any such copy beyond the term of your internship or use the same for your benefit.

11. **Intellectual Property Ownership:** The Company shall remain for all purposes hereunder the sole and exclusive owner of all right, title, and interest in and to its intellectual property. The Intern acknowledges that it acquires no rights under this internship on the Company's intellectual property. The Intern hereby assigns to the Company, without additional compensation, all of such technology/ material and associated Intellectual Property Rights to the research and any work generated hereunder whether jointly with the Company or otherwise. All such inventions and discoveries, whether patentable or otherwise protectable, that have been requested, accepted, created for, or paid for by the Company shall, subject to any third-party materials contained therein, be considered the sole property of the Company. The Intern shall execute all documents and perform all acts deemed necessary by the Company to assign to the Company, title in the work. To the fullest extent permitted by applicable law, all such materials/ Research that are subject to copyright protection shall be deemed works made for hire. To the extent that title to any materials/ Research may not, by operation of law, vest with the Company or to the extent that such materials/ Research may not be considered works made for hire, the Intern hereby irrevocably assigns to the Company all right, title, and interest in and to any materials/ Research.

12. All information/material or other Company assets, which you have access to during the tenure of your internship, is the sole property of the Company. On completion of your internship; you will return documents, IT assets, equipment, and all other property in your possession with the Company.

13. **Termination:** a) Basis your performance evaluation in the review meetings (Article 5 above) or for any breach of terms hereunder, the Company reserves the right to terminate your internship with immediate effect.; b) Either the Company or You may terminate the internship by giving the other party 15 days' prior notice.

14. You must strictly abide by the 'IT security policy, Email and Internet policy', 'Data Privacy Policy', 'Code of conduct', 'Commit rules' and other applicable policy issued by the Company.

MAERSK

You are kindly requested to confirm your agreement to the above terms and conditions, by signing and returning the duplicate of this Letter.

We welcome you to our organization and trust that your association with us will be a happy and mutually rewarding one!

Yours faithfully,
For MAERSK GLOBAL SERVICE CENTRES (INDIA) PVT LTD

Gautam Shetty
India Hiring Lead

Agree _____ Date 06/11/2021

Pratheksha K

Classification: Confidential

Name: Praveen M

Roll No : 18CSR142

Dicipline : BE

Specialisation: Computer Science Engineering

College : KONGU ENGINEERING COLLEGE

Date: August 28, 2021

Sub: Offer for Internship

Dear Praveen M,

We are pleased to offer you the position of Intern in the Technology Department of AscentHR in Coimbatore, Tamil Nadu. We would like you to join us during Sept 2021 for an internship program and upon successful completion of the internship, you will be
absorbed for full time employment.

- During your internship from **1st Sept 2021** till **June 2022** or your date of graduation, whichever is later , you will be paid a stipend of Rs. 12,000/- (Rupees Twelve Thousand only). Other terms and conditions will be spelt out in the Service Agreement to be issued upon your joining the Internship.
- From July 2022 onwards, you will be offered full time employment with an annual remuneration package of Rs. 4,50,000/- Lakhs (Four Lakhs Fifty Thousand only) depending on the performance and continuous evaluation during the internship period.

This offer remains valid for one week from the offer date. Please reply to this email as a token as your acceptance.

We welcome you to the AscentHR family and look forward to offering a long and successful career with us.

For Ascent Consulting Services Pvt. Ltd.



L Geeta
Co - Founder & Coo
Place: Bangalore

Data Classification: Confidential

June 19, 2021

Praveena N
8/1, North Street,
Vayalpatti, Veerapandi(Post),
Theni - 625534
praveenapravi104@gmail.com

Dear Praveena,

We are pleased to offer you an internship role in our technology team, for a period of ten months till April 2022.

During the internship period, you will be paid a monthly stipend of consolidated INR 18, 000. You will not draw any other benefits from the company.

Once you complete your internship program, subject to continued good performance during internship, you will be provided a full-time employment opportunity, as Software Engineer or Automation Engineer or any other suitable roles, solely based on internship performance. Finalization of the role and offer details will be shared, between 5th and 6th month of your internship.

Your monthly internship stipend will be credited in your account latest by 3rd of the following month.

Your internship period will commence from **21st June 2021 (Monday)**.

Please sign and return a copy of this offer as a token of your acceptance.

Sincerely yours,

for ADF Data Science Private Limited,



……..
Nithyanandham Ravi

Senior Manager, Human Resources

12/01/2022

Preethees,
D/O, Somasundharam,
1/35, Ponnaguraithottam,
Komaragoundanpalayam,
Kunnathur, Tirupur
Tamil Nadu

Subject-: Internship Offer letter

Dear Preethees,

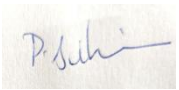
Subsequent to the campus recruitment drive conducted at your college, on behalf of Lucid Imaging, I am pleased to offer you an internship. Under the guidance of **Mr. Dhananjayan - Team lead**, At the end of Internship, you are eligible for permanent Employment. You will begin your internship with the Company on **February 14, 2022**. Lucid works Monday to Friday and from 9.00 AM to 6.00 PM. A monthly stipend amount of **Rs. 10,000** shall be paid at the end of every month deducting loss of pay due to absence. As an Intern, you will not receive any of the employee benefits that a permanent employee receives as per the Company's Policies. Your internship is expected to end on or before **August, 2022.** Your internship with the Company is "at will", which means that either you or the Company may terminate your internship at any time, with or without cause and with or without notice.

During your employment, you may have access to confidential business information belonging to the Company. By accepting this offer for Internship, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it, publishing it in your resume, publishing it in Job Portals, social media or for your own purposes or from disclosing it to anyone outside the Company. The Company spends a considerable amount of time and resources to train you in your field of interest, and therefore I expect that you will be committed to learning and to contribute to the company after your internship programe.

I trust that your period of Internship will be truly rewarding and successful. Welcome To Lucid Imaging.

Please indicate your acceptance of this offer by signing below and returning it to us. If you have any questions, do not hesitate to contact me.

Sincerely,



Subhashini
Assistant HR Manager

I accept Internship with Lucid Imaging Pvt. Ltd, on the terms and conditions set out in this letter.



Preethees:

Dear Premkumar K **Date: 03 November 2021**

We are pleased to confirm your Internship with Maersk Global Service Centers (India) Pvt. Limited (hereinafter referred as "Company") on the following terms and conditions with effect from **24 November 2021** for a period of six months. Accordingly, your internship will come to an end on **24 June, 2022**.

1. **Scope**: You will perform internship in **SOE Asia Service Operation** on **Application Process** and such other scope of work as intimated by the Company from time to time.

2. **Location:** Your location for Internship with the Company will be **Pune.**

3. **Intern Mentor:** An employee from **Devanand Krishna Devadiga** team will act as your 'Mentor' during the tenure of your internship with the Company and will supervise all aspects of your internship. If for any reason, the assigned Mentor is unable to continue to serve as your Mentor, the Company shall appoint another person as the Mentor under whose aegis you shall continue your internship. Your assignment and schedule would be as per the discussions with your Mentor.

4. **Business hours:** Unless otherwise agreed upon, the working hours during your internship would be from 9:30 a.m. to 6:30 p.m. from Monday to Friday.

5. **Review meetings**: The Intern Mentor along with such other individuals as deemed appropriate by the Company may conduct periodic review meetings (as needed) with you to discuss on progress of various parameters agreed upon, assessment of milestones as well as any issues arising from your internship.

6. On completion of your internship you will be required to submit the project report (if applicable) to your Mentor and the HR team, basis which the Company will issue the internship completion certificate.

7. You will perform your assignments in an independent capacity, and nothing in this offer/ Agreement shall be construed to give you the power or authority to act for, bind, or commit on behalf of the Company in any way. Nothing herein shall be construed to create the relationship of partners, employer and employee, or principal and agent.

8. **Stipend**: In consideration of your performance during the internship, the Company agrees to pay a fixed sum of **INR 40,000** per month as Stipend with effect from the Effective Date, subject to deduction of applicable taxes. The above sum represents the entire compensation for your internship with the Company for the tenure agreed upon.

9. By virtue of your internship with the Company, you shall not be entitled for default extension of your internship for any further period, or for any permanent employment with the Company. You shall not be entitled for or participate in Company's benefit plans, schemes or programs.

10. **Confidentiality:** Close cooperation between you and the Company may require disclosure of certain confidential information by the Company to you. You shall not under any circumstances, unless authorized in writing by the Company, (i) make or attempt to make any copy of the Confidential Information provided to you for any purpose other than for inclusion in the scope defined for your internship, (ii) transfer any copy to a person, company or agency outside of the Company, or (iii) retain any such copy beyond the term of your internship or use the same for your benefit.

11. **Intellectual Property Ownership**: The Company shall remain for all purposes hereunder the sole and exclusive owner of all right, title, and interest in and to its intellectual property. The Intern acknowledges that it acquires no rights under this internship on the Company's intellectual property. The Intern hereby assigns to the Company, without additional compensation, all of such technology/ material and associated Intellectual Property Rights to the research and any work generated hereunder whether jointly with the Company or otherwise. All such inventions and discoveries, whether patentable or otherwise protectable, that have been requested, accepted, created for, or paid for by the Company shall, subject to any third-party materials contained therein, be considered the sole property of the Company. The Intern shall execute all documents and perform all acts deemed necessary by the Company to assign to the Company, title in the work. To the fullest extent permitted by applicable law, all such materials/ Research that are subject to copyright protection shall be deemed works made for hire. To the extent that title to any materials/ Research may not, by operation of law, vest with the Company or to the extent that such materials/ Research may not be considered works made for hire, the Intern hereby irrevocably assigns to the Company all right, title, and interest in and to any materials/ Research.

12. All information/material or other Company assets, which you have access to during the tenure of your internship, is the sole property of the Company. On completion of your internship; you will return documents, IT assets, equipment, and all other property in your possession with the Company.

13. **Termination**: a) Basis your performance evaluation in the review meetings (Article 5 above) or for any breach of terms hereunder, the Company reserves the right to terminate your internship with immediate effect.; b) Either the Company or You may terminate the internship by giving the other party 15 days' prior notice.

14. You must strictly abide by the 'IT security policy, Email and Internet policy', 'Data Privacy Policy', 'Code of conduct', 'Commit rules' and other applicable policy issued by the Company.

You are kindly requested to confirm your agreement to the above terms and conditions, by signing and returning the duplicate of this Letter.

We welcome you to our organization and trust that your association with us will be a happy and mutually rewarding one!

Yours faithfully,
For MAERSK GLOBAL SERVICE CENTRES (INDIA) PVT LTD



Gautam Shetty
India Hiring Lead

Agree _____ Date _____

PremKumar K

Classification: Confidential

TERZO TECHNOLOGIES PRIVATE LIMITED

Date: 2nd Aug 2021

Dear Raghul

We are delighted to offer you an opportunity to join our team as an Intern. Your internship will start from Aug 16th 2021. You will be paid Rs 15,000/month during the internship period. Your responsibilities will be given at the start of the internship.

Upon successful completion of degree, you will be given a full time opportunity to join us and your annual package will range between 4.5 LPA to 7 LPA depending on your performance during internship period.

We will work closely with your college to ensure that all the appropriate steps have been taken to make this an exciting and positive experience for you.

Looking forward to having you part of the Terzo family..!!

Thanks,

(Terzo technologies Pvt Ltd)

M-12, ANNA NAGAR KOOTTAPPALLI COLONY, TIRUCHENGODE, NAMAKKAL,
TAMILNADU- 637214

Scanned by TapScanner

Zoho Corporation Private Limited
Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.
Ph: +91 - 44 - 6744 7070
www.zohocorp.com
SEZ Unit

Date: 26-Sep-2021

To

Mr.RAGHUPRIYANTH R,
3/38, KUDI STREET, ULAGAPALAYAM,
MANIYANUR (PO), PARAMATHI VELUR (TK),
NAMAKKAL-637201, TAMIL NADU.

Dear **Mr.RAGHUPRIYANTH R,**

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **MEMBER TECHNICAL STAFF** with **ZOHO CORPORATION PRIVATE LIMITED.**

INTERNSHIP AND STIPEND

You are expected to do the final semester project of your curriculum in our organization. We expect you to work on the project on a full time basis for a period of 5-6 months. During this period you will be paid a monthly stipend of **Rs.15000/- (RUPEES FIFTEEN THOUSAND ONLY)**. The following offer is valid, subject to successful completion of your project.

(Note: The above may not apply to you if your college does not permit internships)

REMUNERATION

Your annual Cost to Company will be **Rs.480000/- (RUPEES FOUR LAKH EIGHTY THOUSAND ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.

ADHERENCE TO POLICIES

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

CONFIDENTIALITY

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Corporation Private Limited and any entity in which the management of Zoho or the company has substantial interest. You agree not to disclose such information other than on aneed-to-knowbasis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

TRANSFERABILITY

You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.

NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment .

GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.

VALIDITY
This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **26-Oct-2021**. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form.However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

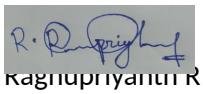
I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,
For ZOHO CORPORATION PRIVATE LIMITED

Mohammed Sohail
Manager - HR

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:		Date of Offer acceptance:	26 Sep 2021
Name :	Raghupriyanth R	Place :	Ulapalayam, Namakkal

ANNEXURE A

NAME : RAGHUPRIYANTH R
DESIGNATION : MEMBER TECHNICAL STAFF

Details	Monthly	Annual
Basic	16000	192000
HRA	8000	96000
Other Allowance & Flexible component	14080	168960
Gross Salary	**38080**	**456960**
Employer Provident Fund (12% of Basic+TA)*	1920	23040
Cost To Company (CTC)	**40000**	**480000**
Prosperity Sharing Plan		80000
Compensation for the first year		**560000**

* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund.

OTHER BENEFITS:

PROSPERITY SHARING PLAN
PSP (Prosperity Sharing Plan) is a one time bonus scheme derived based on company's productivity. Every year during April or May, we will decide on extending this scheme to our confirmed employees after reviewing the company's growth and productivity. Upon confirmation, you may qualify for the above mentioned PSP amount subject to scheme existence for that year. Please note, the quantum mentioned above is only an indicative figure and is subject to change based on your performance as determined by your manager.

GRATUITY
Gratuity will be payable as per the Gratuity Act, upon separation from the company, subject to completion of minimum five years of employment with Zoho.

ANNEXURE B

The Company currently provides the following benefits to an employee:

GIFT CARD AMOUNT

You will be paid an amount of **Rs.6000/- (RUPEES SIX THOUSAND ONLY)** once in a year towards your broadband connection. For the new comers, it is applicable from their date of joining. For the first year the amount will be pro-rated based on the joining date.

TRANSPORTATION FACILITY

For safety and security reasons, the Company provides transportation facilities, including but not limited to shuttle services and cab services. However, Company does not recommend daily long commute to work. This offer is based on the assumption that you will move to a distance within 5-10 km of the office premises.

DEVICES AND GADGETS

Company provides essential devices and gadgets for all its employees strictly for official purpose. However, what is essential (in most cases) is not the latest model device or gadget. We do not view the device or gadget as a status symbol or a fashion accessory but as an essential tool to get work done. Expecting the latest model device or gadget as a status symbol is most likely going to leave you disappointed. So please be prepared.

FOOD AND SNACKS

Company provides food, snack and other refreshment for all its employees.

RECREATIONAL FACILITY

Company provides certain recreational facilities to its employees of which some are offered at a nominal charge.

TEAM TREAT AND TRIP

To improve the team collaboration, the company provides **Rs.1000/- (RUPEES ONE THOUSAND ONLY)** for team treat and **Rs.4000/- (RUPEES FOUR THOUSAND ONLY)** for team trip to all its eligible employees, every year.

GROUP MEDICLAIM INSURANCE

Company will bear the full premium of covering you under the Group Mediclaim policy for a sum insured of **Rs.400000/- (RUPEES FOUR LAKH ONLY)**. This is a floater policy where five of your dependents will also be covered along with you.

GROUP PERSONAL ACCIDENT INSURANCE

You will be covered under the Personal Accident Insurance Scheme, for a sum insured of **Rs.2000000/- (RUPEES TWENTY LAKH ONLY)**.

GROUP TERM LIFE INSURANCE

As a welfare measure for its employees, the company has subscribed to the Group Term Life Insurance. The insurance coverage is worth of **Rs.2500000/- (RUPEES TWENTY FIVE LAKH ONLY)**.

Please note that the above mentioned Insurance schemes are subject to change based on yearly renewal

DocuSign Envelope ID: E428696A-DF99-46E3-9337-8821FD7057A9

CIN No: U72200KA2011FTC060788

Date: February 01, 2022

Mr. Ragunanthan Selvaraj
Location: Chennai

Dear Ragunanthan,

Following the acquisition of Qubercomm Technologies, Inc. ("Qubercomm") by MaxLinear, Inc. in the fourth quarter of 2021, we are transitioning your internship to MaxLinear Technologies Private Limited (MaxLinear's India entity) effective 01-Feb-2022. We will honor your Qubercomm start date of internship.

The terms of your Internship with MaxLinear are detailed here:

- This is an onsite internship, and you are expected to work at MaxLinear Technologies Pvt Ltd, Chennai office.
- You will be paid a stipend of Rs. 15,000/- per month only. (Subject to applicable tax & statutory deduction, if any)
- If you discontinue the internship before the completion date (May 05, 2022), you are required to give a notice of 1 (ONE) MONTH in writing.
- Note this is a limited period Internship offer only and should not be construed as an offer of permanent employment with MaxLinear Technologies Pvt Ltd, Chennai.

We wish you all the best for the successful completion of your project.

Yours Truly,

For MaxLinear Technologies Pvt Ltd

Sridhar Ramamurthy

Sridhar Ramamurthy
Director

MaxLinear Technologies Pvt Ltd.
Embassy Tech Village, 7th Floor, G&H Block, Marathahalli - Sarjapura Outer Ring Road, Devarabisanahalli, Bangalore - 560103 India. Phone No: 080 42405000 / Fax No: 080 42405100
Website: www.maxlinear.com / Mail ID: rsridhar@maxlinear.com

DocuSign Envelope ID: E428696A-DF99-46E3-9337-8821FD7057A9

I, Ragunanthan Selvaraj, understand and accept the terms of Internship as set out above by MaxLinear Technologies Pvt Ltd, Chennai.

Signature: 

Printed Name: Ragunanthan Selvaraj

Date: 2/16/2022

Unit 3, 5th Floor, Pinnacle Building,
International Tech Park (Ascendas)
CSIR Road, Taramani, Chennai – 600 113, India.
Phone : +91 44 4092 7600
www.softwareag.com
CIN#: U72300TN1999FTC043644

Software AG Chennai Development Center India Pvt Ltd

30 March 2021

Ms. Rajharini Rajamanickam
165/1, K P Complex,
New Colony, Thoothukudi,
Tamil Nadu - 628003

Letter of Offer - Internship

Dear Rajharini,

We are pleased to offer you the position of **Intern** with **Software AG Chennai Development Center India Private Limited.**

Role

As a **Intern** in our Chennai Development Centre you will be assigned to **R&D** team and reporting to **Balaji Balakrishnan**. You will be located at our facility in **Chennai.**

Starting Date

This internship will be for a period commencing from **5th April 2021** to **31st March 2022**. If necessary this date can be changed by mutual agreement.

Stipend

During your internship you will be paid a stipend of **INR 35000/- per month** to assist you with your living expenses. Accommodation and travel will be your own responsibility.

Other Terms and Conditions

It is a stated objective of the company to demonstrate the highest levels of professionalism and integrity in every aspect of the business. This applies to all dealings with staff, customers, and partners. All employees are expected to uphold this objective; ethical breaches are grounds for termination.

You will be required to sign a standard nondisclosure and proprietary invention agreement at your commencement of internship with Software AG, Chennai. These documents set out certain rights and obligations of both Software AG or its subsidiaries and its employees, ensures that you are aware of them at the time you commence your internship with us, provide your covenant not to disclose confidential, proprietary or trade secret information of Software AG and its subsidiaries or their customers, prospects and business partners, and provide that your performance of services as an employee will not violate any duty, covenant, agreement or understanding to which you are subject. We can provide a copy of these agreements for review upon your request.

Software AG, Chennai is offering you this internship in reliance on the accuracy of your resume and other information you provided in the application process and based upon your general experience and knowledge, and not due to specialized knowledge of your current or previous employer and their confidential information or trade secrets or any desire to cause any ethical breach concerning these companies. As a condition of your internship you have told us, and hereby represent and warrant, that your performance as an intern of Software AG, Chennai does not and will not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by you prior to your commencing with Software AG, Chennai.

You hereby represent that if you obtained any information during your prior employment that your employer indicated was considered confidential and proprietary or that was disclosed to you in a manner that should

have made you realize it was so considered, then you will not make use of, disclose or induce Software AG, Chennai, Software AG or any affiliate to use any such confidential and proprietary information during your internship with Software AG, Chennai unless such information: (a) becomes publicly available for reasons other than action on your part; (b) is independently developed by others at or on behalf of Software AG, Chennai, Software AG or any affiliate who do not receive access to such information from you; or (c) is received by Software AG, Chennai, Software AG or any affiliate from a third party. You are not a party to any other agreement that will interfere with your full compliance with these provisions or otherwise restrict your internship with Software AG, Chennai in any way. You will not enter into any agreement, whether written or oral, in conflict with the provisions hereof.

Please note that one week's notice is required by either you or Software AG, Chennai in terminating internship; however, this will not apply in situations where you are guilty of serious misconduct (misconduct of a kind such that it would be unreasonable to require Software AG, Chennai to continue your internship during the notice period). Also, as agreed in the Interview, you will be eligible to get the Letter of experience from us only if you continue in the project for a minimum of 3 Months.

Upon joining Software AG, Chennai, you will be asked to provide for our review, birth certificate and address proof.

Your Response

We look forward to welcoming you into Software AG, Chennai shortly. If you wish to accept this offer, please sign where indicated below and return a copy of the complete letter to us no later than **1st April 2021.** By signing this letter, you specifically acknowledge that you received no inducement or representation other than those set forth in the letter, which caused you to accept the offer of internship.

The terms of this letter, including the terms offered to you and the expiration date of this offer letter, can only be modified or extended in a written document signed by an authorized representative of Software AG, Chennai. This offer will expire and have no further effect if you do not accept it without change and return a signed copy of this letter by that date. This letter contains all of the terms of your offer of internship and supersedes any prior communications relating to your internship.

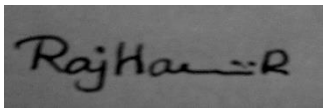
Please contact me should you require any further discussion or clarification.

Yours sincerely,



Monarch Limaye
Senior Director – Human Resources, India

I accept the terms and conditions of this letter of offer of an internship with Software AG Chennai Development Center India Private Limited.

Signed:  Date: 31/03/2021

Rajharini Rajamanickam

DocuSign Envelope ID: FFF867AD-482A-4EEF-9118-C19C5C650A26

accelerate toward success

Accelalpha Software Pvt. Ltd.
4th Floor, SLN Terminus,
Gachibowli – Miyapur Rd,
Gachibowli, Hyderabad,
Telangana – 500033.

September 27, 2021

Mr. Rangaraaj V

No. 70, Agraharam Street.
Opp. Vasavi Mahal, Erode
Tamil Nadu- 638 001

Re: **Letter of Offer**

Dear Rangaraaj,

We are pleased to extend an offer to join Accelalpha Software Pvt. Ltd. (Company) as **Associate Consultant**.You will be working from **Accelalpha Software Pvt. Ltd., Salarpuria Supreme, 3rd Floor, Marathahalli Village, Marathahalli, Bengaluru, Karnataka 560037 India.**

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

1. Sign and date this 'Letter of Offer' where indicated below.
2. Sign and date the enclosed 'Employment Agreement' where indicated.
3. Hand-over/ Mail/ DocuSign all pages of the signed and dated documents listed above back to us by **October 05, 2021**. A copy of each document is enclosed/downloaded through DocuSign for your records.

Your Annual Gross Compensation will be up to **INR 6,00,000/-** (Rupees Six Lakhs only) per annum. which includes the discretionary Variable compensation of up to **INR 30,000/-** (Rupees Thirty Thousand only), the payout of discretionary variable compensation will be prorated based on Employee's tenure during the Compensation Year. Annual Fixed Compensation, Discretionary Variable compensation and other benefits will be the total cost to the Company. Please refer Salary Annexure for details on the compensation and statutory deductions.

Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever. Please note that this Offer is subject to you being medically fit and you clearing background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency

This offer letter has no force or effect until you sign the Employment Agreement as all terms and conditions of your employment will be governed by the Employment Agreement. No work shall be performed by you until the Employment Agreement is signed by both you and the Company.

Initial: DS

DocuSign Envelope ID: FFF867AD-482A-4EEF-9118-C19C5C650A26

The offer is contingent upon you commencing employment with the Company not later than, **May 02, 2022**. Please send e-mail to recruiting.india@accelalpha.com confirming your start date. By accepting this offer, you expressly agree that you will join on such date, unless otherwise agreed to in writing by the Company. Any request for change in date of joining must be sent to recruiting.india@accelalpha.com at least 5 days prior to your initial submittal date of joining.

At the time of joining, you are expected to carry originals of the documents as per Annexure - B and submit the copies of the same to the HR Team

We hope you are as excited, as we are, with the opportunity. We will be delighted to have you as part of our organization.

Accelalpha Software Pvt. Ltd

By: DocuSigned by: Ramana Rao 3BFDB52A09C74B6...

Name: Ramana Rao Pagadala

Agreed to: DocuSigned by: CD55689669394E2...

Mr. Rangaraaj V

Date: 9/30/2021

DocuSign Envelope ID: FFF867AD-482A-4EEF-9118-C19C5C650A26

Annexure - B - Checklist of the Documents

At the time of joining, you are requested to bring the following documents in original (For Verification only), along with 1 copy of each for submission.

1. Signed hard copy of this letter
2. Signed hard copy of the Terms of Employment
3. New Employee Data (Annexure A)
4. Two copies of your recent passport size photographs
5. PAN card copy
6. Aadhar Card Copy (For EPF purpose)
7. Passport copy if available
8. Document/s containing start date and end date of the last two employers
9. Copy of Degree/PG/Diploma certificates
10. Relieving letter from previous employer
11. Last 3 months Pay slips

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, The Company reserves the right to revoke the offer or terminate the employment as it deems fit.

Initial: DocuSigned by: CD55689669394E2...

DocuSign Envelope ID: FFF867AD-482A-4EEF-9118-C19C5C650A26

accelalpha
accelerate toward success

Accelalpha Software Pvt. Ltd.
4th Floor, SLN Terminus, Gachibowli –
Miyapur Rd, Gachibowli, Hyderabad,
Telangana 500033

EMPLOYMENT AGREEMENT

This Agreement is between Accelalpha Software Pvt. Ltd. (also referred to as "Accelalpha" or the "Company"), with its registered office address at 1-10-221, Street No. 5, Ashok Nagar, Hyderabad - 500020 and **Mr. Rangaraaj V** of **No. 70, Agraharam Street, Opp. Vasavi Mahal, Erode, Tamil Nadu - 638 001** (also referred to as "Employee").

Both, the Company & the Employee are hereafter collectively referred to as “parties”.

WHEREAS the company deals in varied services, develops, markets, licenses and distributes computer software products and other technologies, and provides technical support, consultation, training, educational and other services

WHEREAS the employee is well qualified and experienced in the field of Information Technology, medically fit to perform the job

AND WHEREAS it is agreed that the Company will employ **Mr. Rangaraaj V** on terms and conditionsas laid down in this agreement and Annexure to this Agreement appended hereto.

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Employee shall be employed by the Company on the mutual promises, representations and covenants herein contained, the parties here to agree on the following terms and conditions:

1. DEFINITIONS AND INTERPRETATIONS

In this Agreement:

1.1 "Associate Company" means a subsidiary and any other Company, which is for the time being a holding Company of the Company.

1.2 "Performance Review Period” means 12-month period, which shall run from the 1st Jan to 31st Dec of the year.

1.3 "Probation Period" means the initial period of 6 (six) months from the date of joining.

1.4 Words importing one gender include all other genders and words importing the singular include the plural and vice versa.

1.5 Any reference to a statutory provision shall be deemed to include a reference to any statutory amendment, modification or re-enactment of it.

1.6 Any reference to the Company shall if appropriate include its authorized representatives.

DS

Initial: _____

DocuSign Envelope ID: FFF867AD-482A-4EEF-9118-C19C5C650A26

1.7 References in this Agreement to any clause, sub-clause, schedule or paragraph without further designation shall be construed as references to the clause, sub clause, schedule or paragraph of this Agreement.

2. DUTIES

The roles, responsibilities and duties appropriate to Employee's designation, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to Employee, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, Employee may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors and clients.

3. COMPENSATION AND BENEFITS

During the term of this Agreement, the Company will pay to the Employee an Annual Fixed Compensation (AFC). In addition, Employee will be a paid a Discretionary Variable Compensation (DVC). Annual Fixed Compensation and Discretionary Variable Compensation will be the cost to the Company and it's all inclusive.

The structure and components of the Annual Fixed Compensation will be based on Company Policy and could change over time.

The Discretionary Variable Compensation is dependent upon Employees performance and Company's performance. The Discretionary Variable Compensation will be prorated based on Employee's tenure during the Compensation Year. The Company may, at any time and in its sole discretion to modify or suspend any of the terms and conditions of the Discretionary Variable Compensation guidelines.

4. PROBATION

a. Employee shall be on probation for a period of one hundred and eighty (180) calendar days from the effective start date of Employee's employment with Company. Probation period will be extended accordingly based on the number of days employee is on leave during the probation period. Company may, in its sole discretion, at any time extend this period of probation for an additional period up to sixty (60) calendar days upon notice to Employee.

b. Unless otherwise communicated to Employee by Company, the probation period shall expire one hundred and eighty (180) calendar days after Employee's effective start date, unless the probation period is extended up to an additional sixty (60) calendar day period, in which case, the probation period shall expire after a maximum of two hundred forty (240) calendar days after Employee's effective start date.

DS

Initial: _____

DocuSign Envelope ID: FFF867AD-482A-4EEF-9118-C19C5C650A26

5. HOURS OF WORK

a. A working day shall comprise nine (9) hours, irrespective of shifts, and a break for an hour.

b. Employee maybe required to work on a shift basis. Shifts maybe scheduled across twenty-four (24) hours a day, seven (7) days a week and three hundred and sixty-five (365) days a year, subject to applicable laws. Company may, at any time and in its sole discretion, change the shift timings upon notice to Employee.

c. Company may at any time, in its sole discretion, require Employee to work beyond nine (9) hours a day upon notice to Employee.

d. Employee may be required to work out of our client's office/site within India. During such deployments, Employee will be required to align Employee's daily working hours and/or regular work week as per the client's working norms.

6. PLACE OF EMPLOYMENT

a. Employee acknowledges and agrees that Employee may be assigned, transferred or deputed to offices, departments or units of Company and/or its affiliates and/or their contractors and clients, whether in India or abroad. In the event of any such assignment, transfer or deputation, Employee may be required to consent to and/or agree to certain other agreements or policies applicable to such an assignment, deputation or transfer.

b. In the event of any assignment, transfer or deputation of Employee's services, Employee's salary and other benefits may be adjusted in accordance with Company's policies with respect to such an assignment, transfer, or deputation.

7. TRAVEL EXPENSES

Employee may be required to travel, whether in or around India or overseas, in connection with Employee's employment with Company upon short notice to Employee. While traveling for work, Employee's expenses, and costs in connection with such travel and any other expenses incurred by Employee during the course of Employee's employment will be reimbursed in accordance with the current travel and expense policy of Company. Employee are expected to keep Employee's passport valid at all times.

8. BUSINESS EXPENSES:

The Company will reimburse Employee for actual expenses incurred directly for business purposes provided they are reasonable, correctly reported and approved in accordance with Company procedures. Expenses claimed must be reported on an expense claim form and fully supported by receipts identifying the supplier, costs, and GST/VAT Registration Number where applicable.

Initial: DS

DocuSign Envelope ID: FFF867AD-482A-4EEF-9118-C19C5C650A26

9. CODE OF CONDUCT:

9.1 Employee shall comply with all rules, regulations and procedures of the Company as described by the employee handbook which includes the dress code, sexual harassment policy, conduct, misconduct, pro-forma for leave, sick leave, entitlement of leave, encashment of leave etc., In addition, Employee agrees to comply with all reasonable rules, procedures and standards adopted by the Company from time to time with respect to the conduct of the Company's employees and the use and security of the Company's property, equipment and facilities. The Employee shall, as requested, provide written and oral reports concerning the Employee's work activities from time to time as requested by Company.

9.2 Former Employer Information. Employee shall not, during Employee's relationship with the Company, improperly use or disclose any proprietary information, software code or trade secrets of any former or concurrent employer or other person or entity and Employee shall not bring onto the premises of the Company any unpublished document or proprietary information belonging to any such employer, person or entity unless consented to in writing by such employer, person, or entity.

9.3 Third Party Information. Employee shall hold all confidential or proprietary information that the Company has received from any third party to which it is the Company's obligation to maintain the confidentiality of such information and to use it only for certain limited purposes in the strictest confidence and not to disclose it to any person, firm, or corporation or to use it except as necessary in carrying out Employee's work for the Company consistent with the Company's agreement with such third party.

10. TERMINATION OF EMPLOYMENT:

10.1 The company makes no express or implied commitment that employment will have a minimum or fixed term, that Company may take adverse employment action only for cause, or that employment is terminable only for cause. Either Employee or Company may terminate the employment relationship at any time for any reason.

10.2 Employee's employment shall terminate:

a. When Employee reach the age of sixty (60) years.

b. During Employee's probation period, Company may terminate Employee's employment upon thirty (30) calendar days' notice to Employee or by paying Employee's monthly gross salary in lieu of giving such notice, with or without cause, and with or without stating any reasons whatsoever.

DS

Initial: _____

DocuSign Envelope ID: FFF867AD-482A-4EEF-9118-C19C5C650A26

c. After the Employee's probation period, Company may terminate Employee's employment upon giving ninety (90) calendar days' notice of termination for any reason, with or without cause; Company may, in its sole discretion, terminate Employee's employment immediately by paying Employee's monthly gross salary in lieu of giving Employee such notice.

10.3 Company may terminate Employee's employment immediately, with or without notice, on the any of the following occurrence:

a. Embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients;

b. Engaging in misconduct (willful, intentional or otherwise) during or in connection with the performance of Employee's obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of Employee's obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients;

c. Involvement in any act of moral turpitude

10.4 Employee may at any time terminate Employee's employment by giving the Company Ninety (90) calendar days prior written notice. Upon Employee providing such notice, approval of any request for early release and/or any kind of waiver will be granted at the sole discretion of the Company and will be subject to terms and conditions of the Company, including and not limiting to the recovery in lieu of notice period not served. Employee acknowledges that at least three-month advance notice by him/her is mandatory to find his/ her replacement. As a consequence, the Employee acknowledges and agrees that the Company may withhold any compensation due to Employee and that the Employee shall pay to the Company an amount equal to the Employee's last three month's of compensation, the Employee will indemnify and hold the Company harmless for all damages to Company and expenses, including its reasonable attorney's fees, incurred as a result of the Employee's breach. Employee further acknowledges that the Company may assert this claim against any subsequent employer of the Employee.

DocuSign Envelope ID: FFF867AD-482A-4EEF-9118-C19C5C650A26

10.5 If employee has been relocated at the expense of the Company to perform a particular job function and/or if Employee has received any advances in connection with his or her employment and/or if Company had paid for any certifications or training for the Employee, if Employee breaches his or her termination notice obligation, or if Employee terminates his or her employment prior to the completion of twelve (12) months from the date to which Employee is assigned and for which the relocation occurred, from the date company paid for the certifications or from the date of completion of training the employee received, Employee agrees to repay the Company in full for all relocation expenses and other advances and certification and training costs paid or reimbursed to Employee by the Company, and Employee authorizes the Company to deduct and withhold such repayment in full from any compensation or other amounts otherwise owed or payable to Employee, and if such deduction and withholding does not satisfy Employee's obligation hereunder, the Employee shall repay all such relocation expenses and other expenses and advances to the Company immediately upon such Employee's termination of employment.

10.6 If employee has been paid a sign on bonus in connection with his or her employment, if Employee breaches his or her termination notice obligation, or if Employee terminates his or her employment prior to the completion of twelve (12) months of his or her employment, Employee agrees to repay the Company in full the sign on bonus paid to Employee by the Company, and Employee authorizes the Company to deduct and withhold such repayment in full from any compensation or other amounts otherwise owed or payable to Employee, and if such deduction and withholding does not satisfy Employee's obligation hereunder, the Employee shall repay all such sign on bonus to the Company immediately upon such Employee's termination of employment.

11. CONSEQUENCES OF TERMINATION

11.1 Upon termination or expiration of Employee’s employment, for any reason, or as otherwise requested by Company, Employee will return to the Company:

a. Any property belonging to the Company, such as a laptop computer, mobile phone, identity card, access card and other devices with details of any passwords or user ids installed therein;

b. All Confidential Information and any Work Product, including any documents and information, of whatever description or in whatever form, tangible, or intangible, in Employee’s possession, together with copies, notes or summaries of such documents and Employee’s own working papers which are derived of or based on such documents.

11.2 Upon termination or expiration of Employee’s employment, for any reason, amounts due or payable, from, or to Employee by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing.

DocuSign Envelope ID: FFF867AD-482A-4EEF-9118-C19C5C650A26

11.3 Upon termination or expiration of Employee's employment, for any reason, Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by Employee hereunder, including costs and expenses incurred towards Employee's training.

11.4 Any termination of employment or these Terms of Employment by Company shall be without any further liability of Company and its affiliates and their employees, contractors, or clients to Employee or to Employee's successors-in-interest or assigns.

11.5 Company, in cases of data theft, failure to return company property and/or compromise of company confidential information, non-settlement of monetary dues, by the employee, shall be entitled to, at its sole discretion, withhold the relieving letter and all other documents regarding Employee's employment hereunder.

12. OWNERSHIP AND ASSIGNMENT OF INVENTION RIGHTS:

12.1 The Employee hereby agrees that any and all New Confidential Information, inventions, improvements, modifications, ideas, copyrights, trademarks and innovations (all of which are hereinafter referred to generally as "Inventions") which directly relate to the business of the Company, whether patentable or not, which the Employee may invent, discover, originate, make or conceive during the course of his or her employment with the company and for one year thereafter, whether or not reduced to writing or practice, either solely or jointly invented with others and whether or not during working hours or by or with the facilities of the Company, shall be the sole and exclusive property of the Company.

12.2 The Employee hereby assigns and delivers all of his or her right, title and interest in the Inventions referred to above to the Company or to the Company's nominees on payment of Rs. 100.

12.3 The Employee agrees that all Inventions, including, without limitation, all original works of authorship relating to the Company's business, and which are protectable by copyrights or patents are "works made for hire." The Employee and each such other person shall promptly and fully disclose each and all such Inventions to the Company or to the Company's nominees.

12.4 The Employee further agrees to participate in the preparation of and to execute at any time, upon the request and at the expense of the Company, for the benefit of the Company or the Company's nominees, any and all applications, instruments, assignments, and other documents, which the Company shall deem necessary or desirable to protect its entire right, title and interest in and to any of the Inventions described herein.

DocuSign Envelope ID: FFF867AD-482A-4EEF-9118-C19C5C650A26

12.5 The Employee agrees, upon the request and at the expense of the Company or any person to whom the Company may have granted or grants rights, to execute any and all applications, assignments, instruments and papers, which the Company shall deem necessary or desirable for the protection or perfection of such rights, including the execution of new, divisional, continuing and reissue patent applications, to make all rightful oaths, to testify in any proceeding in the Patent Office or in the courts, and generally to do everything lawfully possible to aid the Company, its successors, assigns and nominees to obtain, enjoy and enforce proper patent or other protection in the United States and in foreign countries for the Inventions to be assigned under this Agreement.

13. TECHNICAL AND OTHER RECORDS:

The Employee agrees to make and maintain adequate and current written records of all Inventions, New Confidential Information and business matters of the Company on which he works during his employment by the Company.

Immediately upon the Company's request and promptly upon termination of the Employee's employment by the Company, the Employee shall deliver to the Company all such records and all memoranda, notes, records, reports, photographs, drawings, plans, papers or other documents made or compiled by the Employee or made available to the Employee during the course of his employment by the Company, and any copies or abstracts thereof, whether or not of a secret of confidential nature, and all of such memoranda or other documents shall, during and after the employment of the Employee by the Company, be and shall be deemed to be the property of the Company.

14. NON-SOLICITATION, NON-COMPETITION AND RESTRICTIONS:

14.1 While employed by the Company, the Employee agrees not to undertake any outside business activity which is competitive with the work that the Employee performs for the Company or which in any way interferes with the Employee's employment by the Company.

14.2 Employee hereby represents and warrants that they have not during the course of any current or previous employment or relationships, agreed to any arrangement that may restrict or conflict with the acceptance of the offer made by the Company including but not limited to any time bound non-compete or restrictive agreements

DocuSign Envelope ID: FFF867AD-482A-4EEF-9118-C19C5C650A26

14.3 While employed by the Company and for a period of one year following termination of the Employee's employment for any reason by either the Employee or the Company, the Employee agrees that he or she will not persuade, induce, or encourage any of the following listed parties either to terminate their employment with the Company or the Company's affiliates in US and India, including without limitation Accelalpha, Inc., and Accelalpha Software Pvt. Ltd.:

- any employee of the Company
- any employee of the Company's clients
- any employee of the Company's prime vendors or sub-vendors
- any employee of the Company's offshore affiliates including without limitation employees of Accelalpha Inc.

14.4 Accelalpha Inc. and Accelalpha Software Pvt. Ltd, has heavily invested in building trade methods to win Oracle Global Trade Management (GTM)/Oracle Configure, price and quote (CPQ) Implementation businesses and implementation assets to rapidly deploy GTM/CPQ software. Employee will gain intimate knowledge of these methods and assets as part of fulfilling the job duties. While employed by the Company and for a period of two years following termination of the Employee's employment, for any reason by either the Employee or the Company, the Employee agrees that he or she will not join any other Consulting Practice engaged in or to be engaged in the future in the kind of business which is competitive with the GTM/CPQ business of the Company or the Company's affiliates in India and US including without limitation Accelalpha Inc., and Accelalpha Software Pvt. Ltd.

14.5 While employed by the Company and for a period of one year following termination of the Employee's employment, the Employee agrees not to divert or attempt to divert (by solicitation or any other means) or to cause any of the following to do business with any competitor of the Company: any customer, client or prospective customer or client of the Company existing at any time that the Employee was employed by the Company.

14.6 If the Employee violates the provisions of paragraph 14.5 above and receives income as a result of such diversion, the Employee shall pay to the Company fifty percent of all such income received by the Employee, directly or indirectly, from such customer, client or prospective customer or client of the Company for a period of two years from the date of termination of the Employee's employment.

14.7 If the Employee violates the provisions of paragraph 14.4 and receives income as a result of such violation, the Employee shall pay to the Company fifty percent of all such income received by the Employee, directly or indirectly, from such customer, client or prospective customer or client of the Company for a period of two years from the date of termination of the Employee's employment. In addition, Company reserves the right to recover from Employee the cost of then current and future business impact caused by such violation.

DS

Initial: _____

DocuSign Envelope ID: FFF867AD-482A-4EEF-9118-C19C5C650A26

15 EFFECTS OF CHANGES IN RATES, BENEFITS AND SERVICES:

Employee and Company agree that this Agreement shall remain in full force and effect even if there are changes with respect to the services to be provided by the Employee, or with respect to the compensation and benefits paid by the Company to the Employee, and in the event of such changes, no new agreement needs to be executed between the parties.

16 BACKGROUND CHECKS:

Employee gives the Company permission to make whatever background checks the Company deems appropriate on the background of the Employee both prior to the commencement of employment as well as from time to time during employment.

17 EMPLOYER RECORDS:

Employee will promptly notify the Company of any change in Employee's personal details including Employee's home address, home telephone number, marital status, next of kin and bank details.

18. ARBITRATION:

18.1 Where any controversy, dispute or disagreement arises between the Employee and the Company as to the interpretation or application of any of the terms, conditions, requirements or obligation under this Agreement or the performance hereof which the Parties are unable to resolve by agreement, the Parties hereby agree to refer the controversy, dispute or disagreement to sole arbitrator for arbitration under the Arbitration and Conciliation Act, 1996.

18.2 All arbitration proceedings shall be conducted in English and the venue for conducting such proceedings shall be at Hyderabad, Telangana, India. Judgment upon any arbitral award so rendered may be entered in any Court having jurisdiction, or application may be made to such Court for a judicial acceptance of the award and an order to enforcement, as the case may be.

18.3 The Parties hereby agree that a matter may be referred to arbitration as provided herein, the Parties shall nevertheless, pending the resolution of the controversy, dispute or disagreement, continue to fulfill their obligations under this Agreement, so far as they are reasonably able to do so.

19 GOVERNING LAW:

This Agreement is governed by and shall be construed in accordance with the laws of India. The parties agree that they will use their best efforts to amicably resolve any dispute arising out of or relating to this Agreement. Any controversy, claim or dispute that cannot be so resolved shall be subject to the jurisdiction of the Courts of Hyderabad

DS

Initial: _____

DocuSign Envelope ID: FFF867AD-482A-4EEF-9118-C19C5C650A26

20 ENTIRETY:

In any part of any provision of this Agreement or any other agreement, document or writing given pursuant to or in connection with this Agreement is deemed invalid or unenforceable under applicable law, the said part shall be ineffective to the extent of such invalidity only, without in any way affecting the remaining parts of said provisions or the remaining provisions of said agreement.

21 COUNTERPARTS:

This Agreement may be executed simultaneously in any number of counterparts, each of which will be deemed an original, but all of which will constitute one and the same instrument.

22 HEADINGS:

The section headings appearing in this Agreement are for the purposes of easy reference and shall not be considered a part of this Agreement or in any way modify, demand or affect its provisions.

23 EXECUTION:

This contract may be executed in person or by means of electronic signature sent via DocuSign or e-mail.

24 MISCELLANEOUS:

24.1 The obligations set forth in paragraphs 11, 12, 13, 14 and 15 shall continue in force beyond the termination of the Employee's employment.

24.2 This Agreement supersedes all prior agreements, written or oral, between the Employee and the Company relating to the subject matter of this Agreement. This Agreement may not be modified, changed, or discharged in whole or in part, except by an agreement in writing signed by the Employee and the Company. The Employee agrees that any change or changes in his or her duties, salary, or compensation after the signing of this Agreement shall not affect the validity or scope of this Agreement.

24.3 Employee's employment for Company will be governed by Company's policies, as modified, from time to time and at Company's sole discretion, upon notice to Employee. The terms and conditions contained herein this document must be read in conjunction with Company policies. Any policy infraction will amount to breach of Employee's terms of employment and may lead to termination of Employee's services. These Terms of Employment and policies shall be subject to modifications by Company, from time to time, upon notice to Employee.

Initial: DS

DocuSign Envelope ID: FFF867AD-482A-4EEF-9118-C19C5C650A26

24.4 The Employee represents that he is free to enter into this Agreement, that he has not made and will not make any agreements in conflict with this Agreement.

24.5 This Agreement will be binding upon the Employee's heirs, executors and administrators and will inure to the benefit of the Company and its successors and assigns.

24.6 No delay or omission by the Company in exercising any right under this Agreement will operate as a waiver of that or any other right. A waiver or consent given by the Company on any one occasion is effective only in that instance and will not be construed as a bar to or waiver of any right on any other occasion.

24.7 The Employee expressly consents to be bound by the provisions of this Agreement for the benefit of the Company or any subsidiary or affiliate thereof to whose employ the Employee may be transferred without the necessity that this Agreement be re-signed at the time of such transfer.

24.8 The restrictions contained in this Agreement are necessary for the protection of the business and goodwill of the Company and are considered by the Employee to be reasonable for such purpose. The Employee agrees that any breach of this Agreement is likely to cause the Company substantial and irrevocable damage and therefore, in the event of any such breach, the Employee agrees that the Company, in addition to such other remedies which may be available, shall be entitled to specific performance and other injunctive relief.

24.9 If the Company engages counsel to enforce any rights of the Company under this Agreement, the Employee shall pay all of Company's costs including reasonable attorney's fees and court expenses incurred by Company in such enforcement.

24.10 This agreement is governed by and will be construed as a sealed instrument under and in accordance with the laws of Government of India. Any action, suit, or other legal proceeding which is commenced to resolve any matter arising under or relating to any provision of this Agreement shall be commenced only in a court of Hyderabad, Telangana, and the Company and the Employee each consent to the jurisdiction of such a court.

DocuSign Envelope ID: FFF867AD-482A-4EEF-9118-C19C5C650A26

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year first below written.

This Agreement is signed and sealed this 30th day of September, 2021.

ACCELALPHA SOFTWARE PVT. LTD.,

By: DocuSigned by: Ramana Rao 3BFDB52A09C74B6...

Name: Ramana Rao Pagadala

EMPLOYEE: DocuSigned by:

By CD55689669394E2...

Name: Rangaraaj V

DS

DocuSign Envelope ID: FFF867AD-482A-4EEF-9118-C19C5C650A26

COST TO COMPANY (CTC)

Name	Rangaraaj V
Designation	Associate Consultant
WEF	02 May 2022

A. Monthly Component		
Salary Component	**Monthly**	
Basic Salary	Rs	23,750
HRA	Rs	11,875
Flexi Basket	Rs	4,683
Sodexo	Rs	2,200
Total: Monthly	**Rs**	**42,508**
Total: Annualised	**Rs**	**5,10,092**

B. Benefit Components		
Component	**Annual**	
Provident Fund	Rs	34,200
Insurance & Medical Benefit*(Provisional)	Rs	12,000
Gratuity **	Rs	13,709
Total: Annual	**Rs**	**59,909**

C. Discretionary Variable Pay (Annual)		
Variable Component		30,000
Total : Variable Component		30,000
Cost to Company (A) + (B) + (C) [Annual]	**Rs**	**6,00,000**

Your compensation details are personal and strictly confidential only to you. This should not be shared with any person other than your reporting manager and HR.

** According to the Payment of Gratuity Act, 1972, an employee is eligible to receive gratuity if he has rendered continuous service for at least five years with an organisation.
This gratuity is payable to the employee:

a) On his/her Superannuation or resignation (Up on completing mandatory tenure)
* Medical provision shown for ESC only

Note :

@ FLEXI BASKET DETAILS	Max Sub-Limits	
Leave Travel Assistance / Allowance	Rs	1,00,000
Telephone & Mobile Reimbursement	Rs	12,000
Professional Pursuit allowance	Rs	12,000

Above mentioned flexi basket are the max limits for the tax benefit.

The Discretionary Variable Compensation is dependent upon Employees performance and Company's performance. The Discretionary Variable Compensation will be prorated based on Employee's tenure during the Compensation Year. The Company may, at any time and in its sole discretion modify or suspend any of the terms and conditions of the Discretionary Variable Compensation guidelines.
The Salary structure given is tentative and may change for 2021 - 2022 based on the new guidelines issued by the Govt of India as and when they come into effect.

DocuSign Envelope ID: FFF867AD-482A-4EEF-9118-C19C5C650A26

AGREEMENT UNDER THE SERVICE CONTRACT

Agreement of Service Contract made on this the day of 27/09/2021, BY AND BETWEEN

M/s. Accelalpha Software Private Limited a company Registered under The Companies Act 1956 having its Registered Office at 1-10-221, Street No. 5, Ashok Nagar, Hyderabad — 500020 represented by its Authorised Signatory Mr. Ramana Rao Pagadala, The Operations Lead of the Company hereinafter referred to as First part/Company/Employer for brevity which term shall unless repugnant to the context mean and include its Successors-in-interest, sister companies, subsidiaries, and assignees

AND

Mr. Rangaraaj V S/o Venkatesan, aged about 21 Years, currently residing at No. 70, Agraharam Street, Opp. Vasavi Mahal, Erode, Tamil Nadu - 638 001 hereinafter referred to as Second Part/Employee/candidate.

WHEREAS

1. The Second part approached the first Part for a suitable employment in first Part Company Accelalpha Software Private Limited
2. The First Part after scrutiny of education qualification certificates of the Second Part has interviewed the Second Part for suitable position and agreed to appoint the Second Part as employee of Accelalpha Software Private Limited.
3. The Second part except basic knowledge has no other advance knowledge/experience in the related technologies, which the First Part is involved in. The effective use of high technologies can be acquired mainly through special training and/ or on the job training during the service in the company including probation period.
4. The Second part has stated to the first part that he is of sound mind and is medically fit to work and perform development tasks assigned to him.
5. The First Part will take the Second part on board for the Associate Consultant position, where he/she will initially learn by observing our team and participating in development on key projects. Second part will have the opportunity to ask questions and company will share useful resources that will help employee to develop in his/her role. Company will nominate a trainer from within the company or external resources where necessary. At some point, if/when company believes employee to be ready, he/she will let the employee be more hands-on in more demanding tasks. Before that the company will also ensure that employee gets hands-on practice less demanding tasks that are going on within the company.
6. The training substantially improves the professional standing of the employee and it has been imparted by the First Part at considerable expenditure as an investment. The company expects a commitment (elaborated below) from the second part to recover its expenditure or seek a penalty for non-fulfilment of the same.
7. The expenditure involved in imparting the said training to the second part is several times in excess of the money demanded from him/her.
8. The First Part specifically mentioned to the Second Part that the Second Part must serve Accelalpha Software Private Limited irrevocably for a term of Twenty-four (24) months and enter into an “Agreement under the Service Contract”.
9. The Second Part has agreed and accepted the offer made by the First Part on such terms and conditions as mentioned herein.

DocuSign Envelope ID: FFF867AD-482A-4EEF-9118-C19C5C650A26

NOW IT IS HEREBY MUTUALLY AGREED TO BY AND BETWEEN THE PARTIES AS UNDER: -

I. The Second Part has agreed to irrevocably serve Accelalpha Software Private Limited for a term of Twenty-four (24) months on such terms and conditions as mentioned herein.

II. The period of Twenty-four (24) months for this agreement starts from the date the Second Part joins the Office.

III. The Second part if resigns from the services of the First Part earlier than the period as agreed and as stated at clause I for any reason attributable to the second part, then Second part hereby agree to give 60 (Sixty) days' notice to the first part and second part further agree to abide with clause No IX as stated hereunder.

IV. During the period of the contract, the Second Part shall faithfully, diligently and to the best of the ability discharge the responsibilities. The Second Part shall confirm to carry out and obey all orders, directions and instructions of the first part and/or Authorities during the term of his employment and shall use his endeavour to promote the interest of Accelalpha Software Pvt. Ltd.

V. The Second Part shall devote his time and attention in receiving the necessary instructions or other purposes for which he has been engaged and shall not absent himself from duty at any time without prior written sanction of the First Part.

VI. The Second Part shall carry out all the duties and responsibilities of his position and shall perform all such work as may be entrusted to him or as he may be called upon or required to do such capacity, with due-diligence, punctuality and to the best of his ability and skill, and shall conduct himself honestly, faithfully and diligently at all times throughout the period of the term of his employment and shall not be guilty of any negligence, misconduct or misbehaviour or commit any breach of this Agreement.

VII. During the employment period and thereafter, the Second part will not give out to anyone in writing or by word of mouth or otherwise particulars or details of work process, technical know-how, research carried out, security arrangements and/or matters of confidential or secret nature which Second Part may come across during his service period with Accelalpha Software Pvt. Ltd.

VIII. The Second Part shall subject to be governed by the service rules, standing Orders and regulations of first Part in force from time to time, so far as they are not at variance with the terms herein contained and thereafter.

IX. In case the Second Part at any time makes a breach of all or any of the Provisions of this Agreement or fails to carry out all or any of his obligations hereunder, this Agreement shall automatically stand Terminated and the second part shall forthwith return to the First Part an amount equivalent to 6 (Six) months' worth of Gross monthly salary including any Variable Pay (VP) if paid which is the cost to the company (CTC) as stated in the offer letter. In case the Second Part fails to pay back the amount, the First Part shall be entitled to recover the same from any of the monetary claims that the Second Part may have or by having recourse to legal proceedings against Second Part at Second Part's risk, cost and/or from Second part's heirs, executors' administrators, sureties etc.,

General:

I. First part hereby agrees to initially employ the second part as its Software Engineer and the second part hereby accepts such Offer of employment in accordance with the terms of this Agreement and the terms of the Offer Letter and employment agreement applicable to regular employees of the first part. In the event of any conflict or ambiguity between the terms of this Agreement and terms of Offer Letter or employment agreement applicable to regular employees, the terms of this Agreement shall control.

DocuSign Envelope ID: FFF867AD-482A-4EEF-9118-C19C5C650A26

II. Any reference to the masculine gender will also include the feminine gender and plural gender where appropriate.

III. This Agreement terminates and supersedes all prior understandings or agreements on the subject matter hereof. This Agreement may be modified only by a further writing that is duly executed by both parties.

IV. Any change in the above addresses of any of the concerned parties i.e. Company or Employee, shall be duly informed to the other parties by the party whose address has changed within a period of seven days of such change.

V. If no such change has been intimated or received, the addresses mentioned shall be deemed to be the addresses of the concerned parties.

VI. In case of any dispute arising out of the above Agreement, the jurisdiction shall be the courts in Hyderabad. No other courts either in India or outside India shall have jurisdiction in respect of the enforcement, interpretation and other aspects of and in connection with this Agreement.

Jurisdiction:

The parties agree that they will use their best efforts to amicably resolve any dispute arising out of or relating to this Agreement. Any controversy, claim or dispute that cannot be so resolved shall be subject to the jurisdiction of the Courts of Hyderabad

IN WITNESS WHEREOF the First Part and the Second Part acting in person have signed and executed this Agreement in their respective names and on their behalf and delivered to the First Part on the Day, month and year first above written.

SIGNED AND DELIVERED BY

FIRST PART DocuSigned by: Ramana Rao 35EDB524A09C74B6...

ACCELALPHA SOFTWARE PVT. LTD.,

By: _____

Name: Ramana Rao Pagadala

DocuSigned by: CD55689669394E2...

SECOND PART

By: _____

Name: Mr. Rangaraaj V

DocuSign Envelope ID: FFF867AD-482A-4EEF-9118-C19C5C650A26

Accelalpha Software Pvt. Ltd.
1-10-221, Street No. 5, Ashok Nagar,
Hyderabad, Telangana - 500020

NEW EMPLOYEE DATA (Annexure A)

The information collected in this form is treated as highly confidential. It will be used for purposes to assist Employee and for obtaining services in a medical emergency. Employee's cooperation in completing the data is appreciated.

Employee Information:

NAME: RANGARAAJ . V
(First) (Middle) (Last)

RESIDENCIAL ADDRESS: 70, AGRAHARAM STREET, OPP VASAVI MAHAL, ERODE-638001

CITY: ERODE **STATE:** TAMILNADU

ZIP CODE: 638001

PHONE: 8667631594

PAN Number: ENMPR4841H

Aadhar Number (Mandatory for linking the PF): 987657776389

PERMANENT ADDRESS: 70, AGRAHARAM STREET, OPP VASAVI MAHAL, ERODE-638001

CITY: ERODE **STATE:** TAMILNADU

ZIP CODE: 638001

PHONE: 8667631594

Position at Accelalpha: ASSOCIATE CONSULTANT

Email: rangaraaj1@gmail.com

Initial: DS

DocuSign Envelope ID: FFF867AD-482A-4EEF-9118-C19C5C650A26

Birth date:03/14/2000(mm/dd/yyyy)

Marital Status: □ Married ☒ Single _____

Gender: ☒ Male □ Female _____

Spouse Information:

NAME: NIL NIL NIL

(First) (Middle) (Last)

Birth date:NIL(mm/dd/yyyy)

Children Information:

1. **NAME**: NIL NIL NIL

   (First) (Middle) (Last)

   Birth date: NIL (mm/dd/yyyy)

2. **NAME**: NIL NIL NIL

   (First) (Middle) (Last)

   Birth date: NIL (mm/dd/yyyy)

Medical emergency contact:

Name: VENKKATESAN S

Address: 70, AGRAHARAM STREET, OPP VASAVI MAHAL, ERODE-638001

City/State/Zip:ERODE/TAMILNADU/638001

Phone Number: 9443041784 Relationship: FATHER

I hereby certify that the above information is true and correct to the best of my knowledge. I understand that a false statement may disqualify me for benefits.

EMPLOYEE:

By DocuSigned by: CD55689669394E2...

Name:

Kaar Technologies India Private Limited
Level 8 Shyamala Towers,
No 136, Arcot Road,
Chennai - 600 093, TN, INDIA
CIN: U72200TN2005PTC087065
t | +91 (44) 4065 1500
f | +91 (44) 4065 1512
e | info@kaartech.com
w | www.kaartech.com

Date: 17-Sep-2021

Name of the Student: Razeen I

Name of the College: Kongu Engineering College

Letter of Intent to Hire

This letter is evidence that you have successfully completed our selection process for the "**Trainee - SAP Sergeant**" role,

With reference to your participation in the on-campus hire process, and subsequent interview you had with us, we are happy to extend an **Intent to hire letter.**

The offer Letter will be issued after your successful completion of your academic coursework in compliance with our recruitment criteria of **80% in 10th Std, 80% in 12th Std and 80% in Engineering score without history or standing arrears**. Employment is subject to you being medically fit, and subject to satisfactory references, background verifications.

You are required to take up internship training program for **6 months** subject to the market conditions and you are eligible for a stipend amount of **Rs. 10000/-** per month.

Upon successful completion of internship program, you will be on probation period for **6 months** during this period you will undergo various classroom and On-Job-Training. Your monthly stipend for the **first 3 months** will be **Rs. 15,000/-** (Rupees Fifteen Thousand Only) and from **4th month** onwards the stipend will be **Rs. 20,000/-** (Rupees Twenty Thousand Only). The above-mentioned stipend is inclusive of Provident Fund as per the statutory act. Probation confirmation will be on the 7th Month, and it will be based on your performance in the continuous assessments during the training period. After successful review and completion of probation, your salary from **7th month** onwards will fall under **Rs. 650000** (Rupees Six Lakhs and Fifty Thousand Only) Annual CTC. All the salary components will be subject to statutory compliance. The details are enclosed in the annexure.

We will be issuing the offer letter at the time of Joining.

The DOJ is subject to business requirement and market conditions. Your Joining batch and the date will be communicated by Human Resource Department separately

You will be required to sign a Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

We welcome you to Kaar Technologies and look forward to a long and mutually rewarding association with you.

Yours Sincerely,

For Kaar Technologies India Pvt Ltd.,

Authorized Signatory.

I accept the above terms and conditions.

Candidate Signature
Date
Date of Joining

Compensation Structure Details:

The details of your Compensation Structure are given below:

Basic- Basic salary means monthly fixed salary excluding all the allowance, perks, and benefits payable to the employee. It would be fully taxable in the hands of the employee.

HRA- 50% of basic would be paid to employee towards HRA. Tax exemption can be availed on this compensation as per rules of HRA in the Income Tax Act.

Flexi Benefit Allowance (FBA)- The Flexi Benefit Allowances will be paid to you as part of your salary every month. The components are as follows: Leave Travel Allowance, Children's Education Allowance, Children Hostel Allowance, Professional Development (Academic expenses, Books & periodicals) and Telephone & Internet reimbursement.

You have the flexibility of changing the amounts under each of the above-mentioned heads, within your FBA, according to your preferences and income tax plans. Taxation will be governed by the Income Tax rules. Kaar will be deducting tax at source as per income tax guidelines.

Performance Variable Pay – Payable based on the prevailing Variable Pay Policy in the Organization. (Subject to Change).

Provident Fund – Provident fund will be governed as per the statutory act.

Gratuity – Gratuity amount shown in the annexure in approximation of your eligibility and 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.

Insurance: – You will be eligible for following benefits, which will be governed by Company policy:

1. Medical Insurance for self, spouse and 2 dependent children up to **Rs. 200000/-** per annum. Premium for this is included in CTC.
    a. You have the option of availing Kaar Negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to **Rs. 400000/-** per annum. The entire premium for this will have to borne by you. This plan allows for coverage of pre-existing ailments.
    b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
        - 10% of such claim for self, spouse, 2 dependent children. (Subject to change)
        - 20% of such claims for parents, parents in-law and additional children under the separate insurance plan. (Subject to change)
2. Life Insurance coverage equivalent to your annual fixed compensation within minimum cover of **Rs. 3000000/-**

ANNEXURE

Name: Razeen I
Designation: Trainee
Band: II-D

Compensation Structure in Rs.	**Annual**	**Monthly**
Basic	260000	21667
HRA	130000	10833
Flexi Benefit Allowance	218900	18242
Gross Salary	**543900**	**50742**
Employer's Contribution to PF	21600	1800
Gratuity	13000	NA
Medical Insurance	6500	NA
Annual Cost to Company	**650000**	

Unit 3, 5th Floor, Pinnacle Building,
International Tech Park (Ascendas)
CSIR Road, Taramani, Chennai – 600 113, India.
Phone : +91 44 4092 7600
www.softwareag.com
CIN#: U72300TN1999FTC043644

Software AG Chennai Development Center India Pvt Ltd

28 September 2021

Ms. Rima Prabakaran
33, 3rd Street, CHB Colony, Velur Road,
Tiruchengode, Namakkal DT,
Tamil Nadu - 637211

Offer of Employment

Dear Rima P,

Further to our internship dated **30th March 2021** and your interest shown in being associated with "Software AG" and subsequent discussions we had with you, we are pleased to offer you the position of **Software Engineer - I** with Software AG Chennai Development Center India Pvt Ltd ("Software AG, Chennai"), a subsidiary of Software AG, Germany.

Before onboarding you as **Software Engineer - I** you will continue to be on **Internship from 7th April 2021 to 31st March 2022** and this offer of regular employment as **Software Engineer - I** is contingent upon satisfactory completion of your Internship. We reserve the right to withdraw our offer of employment in case of non-satisfactory performance during internship and/or if personal references, background check information are not provided, or the results are deemed unsatisfactory.

Position

Once absorbed as **Software Engineer - I** in our organization, your responsibilities will include a combination of various R & D activities and might range from being involved in the development of new products to enhancing and maintaining existing components of Software AG products. As part of your role, you might be responsible for the complete lifecycle of a variety of feature enhancements and customer support issues and in this role.

Starting Date & Location

On successful completion of your current Internship on **31st March 2022** your employment with **Software AG Chennai Development Center India Private Limited** as **Software Engineer - I** will commence on **Monday, 16th May, 2022.**

Your base location would be **Chennai.** However**,** company reserves the right to send you on transfer/deputation/training/secondment/assignments to any of its offices, work sites / client location, or associated or affiliated companies in country or outside country, on the terms and conditions as applicable to you at the time of such movement.

Stipend and Remuneration Package

During your **internship** you will be paid a stipend of **INR 35000/-** per month to assist you with your living expenses. Accommodation and travel will be your own responsibility.

During regular employment as **Software Engineer - I** your expected On Target Earnings (OTE) will be **INR 1000000** per annum (**INR Ten Lakhs Only**). Please refer to Annexure – A for detailed break-up of compensation.

Unit 3, 5th Floor, Pinnacle Building,
International Tech Park (Ascendas)
CSIR Road, Taramani, Chennai – 600 113, India.
Phone : +91 44 4092 7600
www.softwareag.com
CIN#: U72300TN1999FTC043644

Code of Conduct

It is a stated objective of the company to demonstrate the highest levels of professionalism and integrity in every aspect of the business. This applies to all dealings with staff, customers, and partners. All employees are expected to uphold this objective; ethical breaches are grounds for termination.

Retirement

You shall retire once you complete 60 years of age unless specifically communicated by the company in writing to continue service beyond this age

Background Checks

The company may, at its discretion, conduct background checks prior to or after your 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 necessary documents as sought by the company. If the company is not satisfied, with the outcome of the background checks, in its sole discretion the company reserves the right to withdraw this offer without notice or to take any appropriate action against you, including, but not limited to termination of your employment.

Confidentiality/ Non-disclosure

You will be required to sign a standard nondisclosure and proprietary invention agreement at your commencement of Internship and your employment with Software AG, Chennai. These documents set out certain rights and obligations of Software AG, Germany, or its subsidiaries and its employees. It ensures that you are aware of the relevant information at the time you commence employment with us and provide your covenant not to disclose confidential, proprietary or trade secret information of Software AG, Germany and its subsidiaries or their customers, prospects and business partners and provide that your performance of services as an employee will not violate any duty, covenant, agreement or understanding to which you are subject to. We can provide a copy of these agreements for review upon your request.
Software AG, Chennai is offering you this position in reliance on the accuracy of information you have shared through your resume and other information you provided in the application process and based upon your general experience and knowledge, and not due to specialized knowledge of your current or previous employer and their confidential information or trade secrets or any desire to cause any ethical breach concerning these companies. As a condition of your employment you have told us and hereby represent and warrant, that your performance as an employee of Software AG, Chennai does not and will not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by you prior to your employment with Software AG, Chennai.

You hereby represent that if you obtained any information during your prior employment that your employer indicated was considered confidential and proprietary or that was disclosed to you in a manner that should have made you realize it was so considered, then you will not make use of, disclose or induce Software AG, Chennai, or any affiliate to use any such confidential and proprietary information during your employment with Software AG, Chennai unless such information:

(a) becomes publicly available for reasons other than action on your part;
(b) is independently developed by others at or on behalf of Software AG, Chennai, Software AG, Germany, or any affiliate who do not receive access to such information from you; or
(c) is received by Software AG, Chennai, Software AG, Germany or any affiliate from a third party.

You are not a party to any other agreement that will interfere with your full compliance with these provisions or otherwise restrict your employment with Software AG, Chennai in any way. You will not enter into any agreement, whether written or oral, in conflict with the provisions hereof.

Termination of Internship and employment

Please note that **two weeks' notice** is required by either you or Software AG, Chennai in **terminating internship**; however, this will not apply in situations where you are guilty of serious misconduct (misconduct of a kind such that it would be unreasonable to require Software AG, Chennai to continue your internship during the notice period).

Please note that under normal circumstances during **regular employment**, **One Month** notice is required by either you or Software AG, Chennai in terminating employment; however, this will not apply in situations where you are guilty of serious misconduct (misconduct of a kind such that it would be unreasonable to require Software AG, Chennai to continue your employment during the notice period). Software AG, Chennai at its sole discretion may choose to relieve you any time during the course of your notice period.
The company 'shall have the right to terminate this agreement forthwith, without any notice and without any salary in lieu of notice period in the event of any of the following but not limited to:

a. Breach on your part of any terms and conditions of this contract and any other rules made applicable to you in respect of your employment with us.
b. Violation on your part of the company's rule with regard to the authenticity and information declared at the time of joining the company
c. Any Gross misconduct on your part

Non-Compete Clause

You will devote your full time exclusively to the business of the company. You will not take up any other work for remuneration (part time or full time) or work on advisory capacity or be interested directly or indirectly in any other trade or business, during your employment with the company, without written permission from the company.

During your employment with the company and for a period of one year thereafter, you shall not directly or indirectly solicit any employee of Software AG, Chennai to terminate his/her employment with the company or to accept any other employment.

On terminating your employment with Software AG, Chennai, you shall not take up full-time/part-time employment with any of our Customers and /or Partners for a period of two years from the termination date with Software AG, Chennai.

Software AG has a policy of permitting employees to contribute to the Open Source Project ONLY on prior approval of business line head and subject to the following conditions:

a) The participation is purely without any remuneration in any form or shape and on personal basis.
b) The project is not competitive with the products of Software AG.

Unit 3, 5th Floor, Pinnacle Building,
International Tech Park (Ascendas)
CSIR Road, Taramani, Chennai – 600 113, India.
Phone : +91 44 4092 7600
www.softwareag.com
CIN#: U72300TN1999FTC043644

c) The participation does not impair productivity and full-time nature of the employees' employment at Software AG.
d) Software AG would not claim the intellectual proprietorship on the contribution made to the Open Source Project by the Employee and also will not be liable to the use of the Open Source Project.
e) Software AG may withdraw the permission granted to participate in the Open Source Project in the event the said project becomes competitive with Software AG and if the Company feels that it is causing damage in any manner to the reputation of the Company or the nature of the contribution would negatively impact the employees' performance.

Your Response

We look forward to welcoming you into Software AG, Chennai shortly. If you wish to accept this offer, please sign where indicated below and return a copy of the complete letter to us no later than 3 days from the date of offer. By signing this letter, you specifically acknowledge that you received no inducement or representation other than those set forth in the letter, which caused you to accept the offer of employment.

The terms of this letter, including the terms of employment offered to you and the expiration date of this offer letter, can only be modified or extended in a written document signed by an authorized representative of Software AG, Chennai. This offer will expire and have no further effect if you do not accept it without change and return a signed copy of this letter by the stipulated date. This letter contains all of the terms of your offer of employment and supersedes any prior communications relating to your employment.

It is important that all aspects of this offer remain strictly confidential.

We are excited to have you join us and look forward to your participation in the continuing success and growth of Software AG.

Monarch Limaye
Senior Director - HR, India

I accept the terms and conditions of this letter of offer with ..... (Fixed / Variable) pay structure mentioned in Annexure A and will join Software AG on _____

Signed: _____ Date: _____
Sarath Kumar Shanmugam

Enclosures
Annexure A – Compensation Structure
Annexure B – Joining Formalities

Unit 3, 5th Floor, Pinnacle Building,
International Tech Park (Ascendas)
CSIR Road, Taramani, Chennai – 600 113, India.
Phone : +91 44 4092 7600
www.softwareag.com
CIN#: U72300TN1999FTC043644

ANNEXURE A – Compensation Structure

You have to choose one of the below compensation structure.

Fixed Pay Structure

Components	Amount (INR)
Base Salary	450000
HRA	225000
Flexible Benefit Plan*	271000
PF : Employer Contribution	54000
Fixed CTC	**1000000**
On Target Earnings (OTE)	**1000000**
Gratuity @ 4.81% of Basic	**21645**
Total Cost to Company (TCC)	**1021645**

Variable Pay Structure

Components		Amount (INR)
Base Salary		405000
HRA		202500
Flexible Benefit Plan*		243900
PF : Employer Contribution		48600
Fixed CTC	**(A)**	**900000**
MBO (Performance related) – 5% of OTE	**(a)**	50000
Company Financial Performance – 5% of OTE	**(b)**	50000
Corporate Incentive Plan (CIP) (a) + (b) = (B)		**100000**
On Target Earnings (OTE)	**(A+B)**	**1000000**
Gratuity @ 4.81% of Basic		**19480**
Total Cost to Company (TCC)		**1019480**

Note:

1. In case you opt for a Fixed pay structure, you will have an option to change to the Variable pay structure at a later date. You can exercise such option only once during your tenure in the organisation at the time of salary revision. At the time of such change, any increase in your salary will be adjusted and shall become part of your variable pay as per the prevailing company policy.

2. In case you opt for Variable pay structure you will not have the option to change to the Fixed pay structure at a later date.

3. All employees from the position of Lead Engineer (or equivalent positions) and above will be on the Variable pay structure.

Unit 3, 5th Floor, Pinnacle Building,
International Tech Park (Ascendas)
CSIR Road, Taramani, Chennai – 600 113, India.
Phone : +91 44 4092 7600
www.softwareag.com
CIN#: U72300TN1999FTC043644

*** Flexible Benefit Plan:**

Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a Benefits list below
2. Redefine your salary structure within prescribed guidelines
3. Optimise your earnings

You can structure your Flexible Benefits Plan under the following heads:

Sl No.	**Benefits**	**Eligibility (INR)**
1.	Meal Vouchers	INR1100/-per month
2.	Leave Travel Allowance	Upto a max of 1 month basic per year
3.	Children's allowance	INR 100 per month per child
4.	Telephone and Internet expenses Reimbursement	INR1500/-per month
5.	Fuel and maintenance expenses reimbursement	INR 1800/- per month for 4 wheeler under 1600 cc INR 2400/- per month for 4 wheeler above 1600 cc INR 900/- per month for others/two wheelers
6.	Driver's Salary	INR 900/- per month.

Corporate Incentive Plan (CIP)
(In case of variable pay structure)

You will be eligible to participate in the Company's Corporate Incentive Plan (CIP). Your targeted annual bonus percentage is up to **10%** of your on target earning (OTE), depending on your individual performance, Company internal metrics and profitability. Your current bonus opportunity is **INR 100000** per annum. The structure and continuation of the bonus program and the criteria for payment of bonus are at the discretion of the Company. Details of the plan would be available to you when you join Software AG.

Gratuity

As per the Gratuity Act, you are eligible for 4.81% of your basic salary to be considered as a gratuity component, if you complete 5 years of continuous service with us. Gratuity will be paid out only upon separation or at the time of retirement and the computation of the final payment will be as prescribed in the Act at that time.

Benefits

As per the Benefits information booklet shared separately with the offer letter.

Unit 3, 5th Floor, Pinnacle Building,
International Tech Park (Ascendas)
CSIR Road, Taramani, Chennai – 600 113, India.
Phone : +91 44 4092 7600
www.softwareag.com
CIN#: U72300TN1999FTC043644

Annexure B – Joining Formalities

1. At the time of joining, you are requested to bring the following **original certificates along with photocopies (A4 size only).** These documents are also essential to obtain a Visa when you may be required in the future to go abroad on business/ work. So it would be in your interest to ensure that they are all in place at the time of joining the organization.

    - Offer letter (signed photocopy as a token of acceptance of the offer, if not already submitted)
    - Degree / Provisional / Course completion Certificate of all College / University qualifications
    - Mark sheets (all semester) & Degree Certificate of all College / University qualifications (all semesters)Certificates & Mark sheets of 10th & 12th classes
    - 3 passport size photographs-White background
    - Offer letter copies of all previous employers
    - Copy of latest salary hike or increment letter
    - Relieving letter from all previous employers (in case you have previous employment experience)
    - Salary slip for last two months of employment
    - Passport (if you don't have a passport, kindly apply immediately)
    - Birth Certificate (Issued by Govt of India)
    - PAN Card (PAN details are mandatory at the time of joining)*
    - Current address proof

2. As part of your personal health details, we require your blood group. You are requested to have this checked before joining.

    * Under Income Tax laws, disclosure of your Permanent Account Number (PAN) to Software AG is mandatory. Please disclose your PAN to Software AG on the day of joining as this is required for the income tax calculation on your salary Non Availability of PAN No. attracts an Income tax at higher rates.

MAERSK

Dear Rithik M, **Date: 21 May 2021**

We are pleased to confirm your Internship with Maersk Global Service Centers (India) Pvt. Limited (hereinafter referred as "Company") on the following terms and conditions with effect from **31 May 2021** for a period of six months. Accordingly, your internship will come to an end on **30 November 2021**.

1. **Scope**: You will perform internship in **PD4 Ocean & Logistics** on **Data warehouse & Engineering,** and such other scope of work as intimated by the Company from time to time.

2. **Location:** Your location for Internship with the Company will be **Bangalore**.

3. **Intern Mentor:** An employee from **Matthew Poh's** team will act as your 'Mentor' during the tenure of your internship with the Company and will supervise all aspects of your internship. If for any reason, the assigned Mentor is unable to continue to serve as your Mentor, the Company shall appoint another person as the Mentor under whose aegis you shall continue your internship. Your assignment and schedule would be as per the discussions with your Mentor.

4. **Business hours:** Unless otherwise agreed upon, the working hours during your internship would be from 9:30 a.m. to 6:30 p.m. from Monday to Friday.

5. **Review meetings**: The Intern Mentor along with such other individuals as deemed appropriate by the Company may conduct periodic review meetings (as needed) with you to discuss on progress of various parameters agreed upon, assessment of milestones as well as any issues arising from your internship.

6. On completion of your internship you will be required to submit the project report (if applicable) to your Mentor and the HR team, basis which the Company will issue the internship completion certificate.

7. You will perform your assignments in an independent capacity, and nothing in this offer/ Agreement shall be construed to give you the power or authority to act for, bind, or commit on behalf of the Company in any way. Nothing herein shall be construed to create the relationship of partners, employer and employee, or principal and agent.

8. **Stipend**: In consideration of your performance during the internship, the Company agrees to pay a fixed sum of **INR 40,000** per month as Stipend with effect from the Effective Date, subject to deduction of applicable taxes. The above sum represents the entire compensation for your internship with the Company for the tenure agreed upon.

M. Rithik

MAERSK GLOBAL SERVICE CENTRES (INDIA) PVT LTD
Ground Floor, Block 1, Milestone Buildcon SEZ, Bhartiya City
Thanisandra Main Road, Chokanahalli, Bangalore- 560064
Regd. Office : 4th & 5th Floor, Prudential Building, Central Avenue Road, Hiranandani Business Park, Powai, Mumbai – 400 076. India. Phone : 91-22-6679 9999 Fax : 91-22-6679 9030/40 - www.maerskline.com
Corporate Identity Number (CIN) : U72900MH2003PTC143195

Classification: Confidential

MAERSK

9. By virtue of your internship with the Company, you shall not be entitled for default extension of your internship for any further period, or for any permanent employment with the Company. You shall not be entitled for or participate in Company's benefit plans, schemes or programs.

10. **Confidentiality:** Close cooperation between you and the Company may require disclosure of certain confidential information by the Company to you. You shall not under any circumstances, unless authorized in writing by the Company, (i) make or attempt to make any copy of the Confidential Information provided to you for any purpose other than for inclusion in the scope defined for your internship, (ii) transfer any copy to a person, company or agency outside of the Company, or (iii) retain any such copy beyond the term of your internship or use the same for your benefit.

11. **Intellectual Property Ownership**: The Company shall remain for all purposes hereunder the sole and exclusive owner of all right, title, and interest in and to its intellectual property. The Intern acknowledges that it acquires no rights under this internship on the Company's intellectual property. The Intern hereby assigns to the Company, without additional compensation, all of such technology/ material and associated Intellectual Property Rights to the research and any work generated hereunder whether jointly with the Company or otherwise. All such inventions and discoveries, whether patentable or otherwise protectable, that have been requested, accepted, created for, or paid for by the Company shall, subject to any third-party materials contained therein, be considered the sole property of the Company. The Intern shall execute all documents and perform all acts deemed necessary by the Company to assign to the Company, title in the work. To the fullest extent permitted by applicable law, all such materials/ Research that are subject to copyright protection shall be deemed works made for hire. To the extent that title to any materials/ Research may not, by operation of law, vest with the Company or to the extent that such materials/ Research may not be considered works made for hire, the Intern hereby irrevocably assigns to the Company all right, title, and interest in and to any materials/ Research.

12. All information/material or other Company assets, which you have access to during the tenure of your internship, is the sole property of the Company. On completion of your internship; you will return documents, IT assets, equipment, and all other property in your possession with the Company.

13. **Termination**: a) Basis your performance evaluation in the review meetings (Article 5 above) or for any breach of terms hereunder, the Company reserves the right to terminate your internship with immediate effect.; b) Either the Company or You may terminate the internship by giving the other party 15 days' prior notice.

14. You must strictly abide by the 'IT security policy, Email and Internet policy', 'Data Privacy Policy', 'Code of conduct', 'Commit rules' and other applicable policy issued by the Company.

M. Rithik

Classification: Confidential

You are kindly requested to confirm your agreement to the above terms and conditions, by signing and returning the duplicate of this Letter.

We welcome you to our organization and trust that your association with us will be a happy and mutually rewarding one!

Yours faithfully,
For MAERSK GLOBAL SERVICE CENTRES (INDIA) PVT LTD



Gautam Shetty
India Hiring Lead

Agree 

Date : 22-05-2021

RITHIK M

MAERSK

Dear V Rubashree, **Date: 27 June 2022**

We are pleased to confirm your Internship with Maersk Global Service Centers (India) Pvt. Limited (hereinafter referred as "Company") on the following terms and conditions with effect from **27 June 2022** for a period of 3 months. Accordingly, your internship will come to an end on **30 September 2022**.

1. **Scope**: You will perform internship in **Cloud Engg – Infra Telemetry** on **Analysis, design, and development of the Hedwig system (Alerting) APIs and UI,** and such other scope of work as intimated by the Company from time to time.

2. **Location:** Your location for Internship with the Company will be **Bangalore**.

3. **Intern Mentor:** An employee from **Saravanan Kandasamy's** team will act as your 'Mentor' during the tenure of your internship with the Company and will supervise all aspects of your internship. If for any reason, the assigned Mentor is unable to continue to serve as your Mentor, the Company shall appoint another person as the Mentor under whose aegis you shall continue your internship. Your assignment and schedule would be as per the discussions with your Mentor.

4. **Business hours:** Unless otherwise agreed upon, the working hours during your internship would be from 9:30 a.m. to 6:30 p.m. from Monday to Friday.

5. **Review meetings**: The Intern Mentor along with such other individuals as deemed appropriate by the Company may conduct periodic review meetings (as needed) with you to discuss on progress of various parameters agreed upon, assessment of milestones as well as any issues arising from your internship.

6. On completion of your internship, you will be required to submit the project report (if applicable) to your Mentor and the HR team, basis which the Company will issue the internship completion certificate.

7. You will perform your assignments in an independent capacity, and nothing in this offer/ Agreement shall be construed to give you the power or authority to act for, bind, or commit on behalf of the Company in any way. Nothing herein shall be construed to create the relationship of partners, employer and employee, or principal and agent.

8. **Stipend**: In consideration of your performance during the internship, the Company agrees to pay a fixed sum of **INR 40,000** per month as Stipend with effect from the Effective Date, subject to deduction of applicable taxes. The above sum represents the entire compensation for your internship with the Company for the tenure agreed upon.

Classification: Confidential

9. By virtue of your internship with the Company, you shall not be entitled for default extension of your internship for any further period, or for any permanent employment with the Company. You shall not be entitled for or participate in Company's benefit plans, schemes, or programs.

10. **Confidentiality:** Close cooperation between you and the Company may require disclosure of certain confidential information by the Company to you. You shall not under any circumstances, unless authorized in writing by the Company, (i) make or attempt to make any copy of the Confidential Information provided to you for any purpose other than for inclusion in the scope defined for your internship, (ii) transfer any copy to a person, company, or agency outside of the Company, or (iii) retain any such copy beyond the term of your internship or use the same for your benefit.

11. **Intellectual Property Ownership**: The Company shall remain for all purposes hereunder the sole and exclusive owner of all right, title, and interest in and to its intellectual property. The Intern acknowledges that it acquires no rights under this internship on the Company's intellectual property. The Intern hereby assigns to the Company, without additional compensation, all of such technology/ material and associated Intellectual Property Rights to the research and any work generated hereunder whether jointly with the Company or otherwise. All such inventions and discoveries, whether patentable or otherwise protectable, that have been requested, accepted, created for, or paid for by the Company shall, subject to any third-party materials contained therein, be considered the sole property of the Company. The Intern shall execute all documents and perform all acts deemed necessary by the Company to assign to the Company, title in the work. To the fullest extent permitted by applicable law, all such materials/ Research that are subject to copyright protection shall be deemed works made for hire. To the extent that title to any materials/ Research may not, by operation of law, vest with the Company or to the extent that such materials/ Research may not be considered works made for hire, the Intern hereby irrevocably assigns to the Company all right, title, and interest in and to any materials/ Research.

12. All information/material or other Company assets, which you have access to during the tenure of your internship, is the sole property of the Company. On completion of your internship, you will return documents, IT assets, equipment, and all other property in your possession with the Company.

13. **Termination**: a) Basis your performance evaluation in the review meetings (Article 5 above) or for any breach of terms hereunder, the Company reserves the right to terminate your internship with immediate effect.; b) Either the Company or You may terminate the internship by giving the other party 15 days' prior notice.

14. You must strictly abide by the 'IT security policy, Email and Internet policy', 'Data Privacy Policy', 'Code of conduct', 'Commit rules' and other applicable policy issued by the Company.

You are kindly requested to confirm your agreement to the above terms and conditions, by signing and returning the duplicate of this Letter.

We welcome you to our organization and trust that your association with us will be a happy and mutually rewarding one!

Yours faithfully,
For MAERSK GLOBAL SERVICE CENTRES (INDIA) PVT LTD



Gautam Shetty
India Hiring Lead

Agree _____ Date _____

V Rubashree

Classification: Confidential

Kaar Technologies India Private Limited
Level 8 Shyamala Towers,
No 136, Arcot Road,
Chennai - 600 093, TN, INDIA
CIN: U72200TN2005PTC087065
t | +91 (44) 4065 1500
f | +91 (44) 4065 1512
e | info@kaartech.com
w | www.kaartech.com

Kaar
In Pursuit of Excellence

Date: 17-Sep-2021

Name of the Student: Sai Haritha Sampath

Name of the College: Kongu Engineering College

Letter of Intent to Hire

This letter is evidence that you have successfully completed our selection process for the **"Trainee - SAP Sergeant"** role,

With reference to your participation in the on-campus hire process, and subsequent interview you had with us, we are happy to extend an **Intent to hire letter.**

The offer Letter will be issued after your successful completion of your academic coursework in compliance with our recruitment criteria of **80% in 10th Std, 80% in 12th Std and 80% in Engineering score without history or standing arrears**. Employment is subject to you being medically fit, and subject to satisfactory references, background verifications.

You are required to take up internship training program for **6 months** subject to the market conditions and you are eligible for a stipend amount of **Rs. 10000/-** per month.

Upon successful completion of internship program, you will be on probation period for **6 months** during this period you will undergo various classroom and On-Job-Training. Your monthly stipend for the **first 3 months** will be **Rs. 15,000/-** (Rupees Fifteen Thousand Only) and from **4th month** onwards the stipend will be **Rs. 20,000/-** (Rupees Twenty Thousand Only). The above-mentioned stipend is inclusive of Provident Fund as per the statutory act. Probation confirmation will be on the 7th Month, and it will be based on your performance in the continuous assessments during the training period. After successful review and completion of probation, your salary from **7th month** onwards will fall under **Rs. 650000** (Rupees Six Lakhs and Fifty Thousand Only) Annual CTC. All the salary components will be subject to statutory compliance. The details are enclosed in the annexure.

We will be issuing the offer letter at the time of Joining.

The DOJ is subject to business requirement and market conditions. Your Joining batch and the date will be communicated by Human Resource Department separately

You will be required to sign a Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

We welcome you to Kaar Technologies and look forward to a long and mutually rewarding association with you.

Yours Sincerely,

For Kaar Technologies India Pvt Ltd.,

Authorized Signatory.

I accept the above terms and conditions.

Candidate Signature
Date
Date of Joining

Compensation Structure Details:

The details of your Compensation Structure are given below:

Basic- Basic salary means monthly fixed salary excluding all the allowance, perks, and benefits payable to the employee. It would be fully taxable in the hands of the employee.

HRA- 50% of basic would be paid to employee towards HRA. Tax exemption can be availed on this compensation as per rules of HRA in the Income Tax Act.

Flexi Benefit Allowance (FBA)- The Flexi Benefit Allowances will be paid to you as part of your salary every month. The components are as follows: Leave Travel Allowance, Children's Education Allowance, Children Hostel Allowance, Professional Development (Academic expenses, Books & periodicals) and Telephone & Internet reimbursement.

You have the flexibility of changing the amounts under each of the above-mentioned heads, within your FBA, according to your preferences and income tax plans. Taxation will be governed by the Income Tax rules. Kaar will be deducting tax at source as per income tax guidelines.

Performance Variable Pay – Payable based on the prevailing Variable Pay Policy in the Organization. (Subject to Change).

Provident Fund – Provident fund will be governed as per the statutory act.

Gratuity – Gratuity amount shown in the annexure in approximation of your eligibility and 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.

Insurance: – You will be eligible for following benefits, which will be governed by Company policy:

1. Medical Insurance for self, spouse and 2 dependent children up to **Rs. 200000/-** per annum. Premium for this is included in CTC.
    a. You have the option of availing Kaar Negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to **Rs. 400000/-** per annum. The entire premium for this will have to borne by you. This plan allows for coverage of pre-existing ailments.
    b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
        - 10% of such claim for self, spouse, 2 dependent children. (Subject to change)
        - 20% of such claims for parents, parents in-law and additional children under the separate insurance plan. (Subject to change)
2. Life Insurance coverage equivalent to your annual fixed compensation within minimum cover of **Rs. 3000000/-**

ANNEXURE

Name: Sai Haritha Sampath
Designation: Trainee
Band: II-D

Compensation Structure in Rs.	**Annual**	**Monthly**
Basic	260000	21667
HRA	130000	10833
Flexi Benefit Allowance	218900	18242
Gross Salary	**543900**	**50742**
Employer's Contribution to PF	21600	1800
Gratuity	13000	NA
Medical Insurance	6500	NA
Annual Cost to Company	**650000**	

Unit 3, 5th Floor, Pinnacle Building,
International Tech Park (Ascendas)
CSIR Road, Taramani, Chennai – 600 113, India.
Phone : +91 44 4092 7600
www.softwareag.com
CIN#: U72300TN1999FTC043644

Software AG Chennai Development Center India Pvt Ltd

28 September 2021

Ms. Sakthi Sri S V
45, Pandurangan Vittal Street-3,
Karungalpatti, Salem,
Tamil Nadu - 636006

Offer of Employment

Dear Sakthi Sri S V **,**

Further to our internship dated **30th March 2021** and your interest shown in being associated with "Software AG" and subsequent discussions we had with you, we are pleased to offer you the position of **Software Engineer - I** with Software AG Chennai Development Center India Pvt Ltd ("Software AG, Chennai"), a subsidiary of Software AG, Germany.

Before onboarding you as **Software Engineer - I** you will continue to be on **Internship from 7th April 2021 to 31st March 2022** and this offer of regular employment as **Software Engineer - I** is contingent upon satisfactory completion of your Internship. We reserve the right to withdraw our offer of employment in case of non-satisfactory performance during internship and/or if personal references, background check information are not provided, or the results are deemed unsatisfactory.

Position

Once absorbed as **Software Engineer - I** in our organization, your responsibilities will include a combination of various R & D activities and might range from being involved in the development of new products to enhancing and maintaining existing components of Software AG products. As part of your role, you might be responsible for the complete lifecycle of a variety of feature enhancements and customer support issues and in this role.

Starting Date & Location

On successful completion of your current Internship on **31st March 2022** your employment with **Software AG Chennai Development Center India Private Limited** as **Software Engineer - I** will commence on **Monday, 16th May, 2022.**

Your base location would be **Chennai.** However, company reserves the right to send you on transfer/deputation/training/secondment/assignments to any of its offices, work sites / client location, or associated or affiliated companies in country or outside country, on the terms and conditions as applicable to you at the time of such movement.

Stipend and Remuneration Package

During your **internship** you will be paid a stipend of **INR 35000/-** per month to assist you with your living expenses. Accommodation and travel will be your own responsibility.

During regular employment as **Software Engineer - I** your expected On Target Earnings (OTE) will be **INR 1000000** per annum (**INR Ten Lakhs Only**). Please refer to Annexure – A for detailed break-up of compensation.

Unit 3, 5th Floor, Pinnacle Building,
International Tech Park (Ascendas)
CSIR Road, Taramani, Chennai – 600 113, India.
Phone : +91 44 4092 7600
www.softwareag.com
CIN#: U72300TN1999FTC043644

Code of Conduct

It is a stated objective of the company to demonstrate the highest levels of professionalism and integrity in every aspect of the business. This applies to all dealings with staff, customers, and partners. All employees are expected to uphold this objective; ethical breaches are grounds for termination.

Retirement

You shall retire once you complete 60 years of age unless specifically communicated by the company in writing to continue service beyond this age

Background Checks

The company may, at its discretion, conduct background checks prior to or after your 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 necessary documents as sought by the company. If the company is not satisfied, with the outcome of the background checks, in its sole discretion the company reserves the right to withdraw this offer without notice or to take any appropriate action against you, including, but not limited to termination of your employment.

Confidentiality/ Non-disclosure

You will be required to sign a standard nondisclosure and proprietary invention agreement at your commencement of Internship and your employment with Software AG, Chennai. These documents set out certain rights and obligations of Software AG, Germany, or its subsidiaries and its employees. It ensures that you are aware of the relevant information at the time you commence employment with us and provide your covenant not to disclose confidential, proprietary or trade secret information of Software AG, Germany and its subsidiaries or their customers, prospects and business partners and provide that your performance of services as an employee will not violate any duty, covenant, agreement or understanding to which you are subject to. We can provide a copy of these agreements for review upon your request.
Software AG, Chennai is offering you this position in reliance on the accuracy of information you have shared through your resume and other information you provided in the application process and based upon your general experience and knowledge, and not due to specialized knowledge of your current or previous employer and their confidential information or trade secrets or any desire to cause any ethical breach concerning these companies. As a condition of your employment you have told us and hereby represent and warrant, that your performance as an employee of Software AG, Chennai does not and will not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by you prior to your employment with Software AG, Chennai.

You hereby represent that if you obtained any information during your prior employment that your employer indicated was considered confidential and proprietary or that was disclosed to you in a manner that should have made you realize it was so considered, then you will not make use of, disclose or induce Software AG, Chennai, or any affiliate to use any such confidential and proprietary information during your employment with Software AG, Chennai unless such information:

(a) becomes publicly available for reasons other than action on your part;
(b) is independently developed by others at or on behalf of Software AG, Chennai, Software AG, Germany, or any affiliate who do not receive access to such information from you; or
(c) is received by Software AG, Chennai, Software AG, Germany or any affiliate from a third party.

You are not a party to any other agreement that will interfere with your full compliance with these provisions or otherwise restrict your employment with Software AG, Chennai in any way. You will not enter into any agreement, whether written or oral, in conflict with the provisions hereof.

Termination of Internship and employment

Please note that **two weeks' notice** is required by either you or Software AG, Chennai in **terminating internship**; however, this will not apply in situations where you are guilty of serious misconduct (misconduct of a kind such that it would be unreasonable to require Software AG, Chennai to continue your internship during the notice period).

Please note that under normal circumstances during **regular employment**, **One Month** notice is required by either you or Software AG, Chennai in terminating employment; however, this will not apply in situations where you are guilty of serious misconduct (misconduct of a kind such that it would be unreasonable to require Software AG, Chennai to continue your employment during the notice period). Software AG, Chennai at its sole discretion may choose to relieve you any time during the course of your notice period.
The company 'shall have the right to terminate this agreement forthwith, without any notice and without any salary in lieu of notice period in the event of any of the following but not limited to:

a. Breach on your part of any terms and conditions of this contract and any other rules made applicable to you in respect of your employment with us.
b. Violation on your part of the company's rule with regard to the authenticity and information declared at the time of joining the company
c. Any Gross misconduct on your part

Non-Compete Clause

You will devote your full time exclusively to the business of the company. You will not take up any other work for remuneration (part time or full time) or work on advisory capacity or be interested directly or indirectly in any other trade or business, during your employment with the company, without written permission from the company.

During your employment with the company and for a period of one year thereafter, you shall not directly or indirectly solicit any employee of Software AG, Chennai to terminate his/her employment with the company or to accept any other employment.

On terminating your employment with Software AG, Chennai, you shall not take up full-time/part-time employment with any of our Customers and /or Partners for a period of two years from the termination date with Software AG, Chennai.

Software AG has a policy of permitting employees to contribute to the Open Source Project ONLY on prior approval of business line head and subject to the following conditions:

a) The participation is purely without any remuneration in any form or shape and on personal basis.
b) The project is not competitive with the products of Software AG.

Unit 3, 5th Floor, Pinnacle Building,
International Tech Park (Ascendas)
CSIR Road, Taramani, Chennai – 600 113, India.
Phone : +91 44 4092 7600
www.softwareag.com
CIN#: U72300TN1999FTC043644

c) The participation does not impair productivity and full-time nature of the employees' employment at Software AG.
d) Software AG would not claim the intellectual proprietorship on the contribution made to the Open Source Project by the Employee and also will not be liable to the use of the Open Source Project.
e) Software AG may withdraw the permission granted to participate in the Open Source Project in the event the said project becomes competitive with Software AG and if the Company feels that it is causing damage in any manner to the reputation of the Company or the nature of the contribution would negatively impact the employees' performance.

Your Response

We look forward to welcoming you into Software AG, Chennai shortly. If you wish to accept this offer, please sign where indicated below and return a copy of the complete letter to us no later than 3 days from the date of offer. By signing this letter, you specifically acknowledge that you received no inducement or representation other than those set forth in the letter, which caused you to accept the offer of employment.

The terms of this letter, including the terms of employment offered to you and the expiration date of this offer letter, can only be modified or extended in a written document signed by an authorized representative of Software AG, Chennai. This offer will expire and have no further effect if you do not accept it without change and return a signed copy of this letter by the stipulated date. This letter contains all of the terms of your offer of employment and supersedes any prior communications relating to your employment.

It is important that all aspects of this offer remain strictly confidential.

We are excited to have you join us and look forward to your participation in the continuing success and growth of Software AG.

Monarch Limaye
Senior Director - HR, India

I accept the terms and conditions of this letter of offer with ..... (Fixed / Variable) pay structure mentioned in Annexure A and will join Software AG on _____

Signed: _____ Date: _____
Sarath Kumar Shanmugam

Enclosures
Annexure A – Compensation Structure
Annexure B – Joining Formalities

Unit 3, 5th Floor, Pinnacle Building,
International Tech Park (Ascendas)
CSIR Road, Taramani, Chennai – 600 113, India.
Phone : +91 44 4092 7600
www.softwareag.com
CIN#: U72300TN1999FTC043644

ANNEXURE A – Compensation Structure

You have to choose one of the below compensation structure.

Fixed Pay Structure

Components	Amount (INR)
Base Salary	450000
HRA	225000
Flexible Benefit Plan*	271000
PF : Employer Contribution	54000
Fixed CTC	**1000000**
On Target Earnings (OTE)	**1000000**
Gratuity @ 4.81% of Basic	**21645**
Total Cost to Company (TCC)	**1021645**

Variable Pay Structure

Components		Amount (INR)
Base Salary		405000
HRA		202500
Flexible Benefit Plan*		243900
PF : Employer Contribution		48600
Fixed CTC	**(A)**	**900000**
MBO (Performance related) – 5% of OTE	**(a)**	50000
Company Financial Performance – 5% of OTE	**(b)**	50000
Corporate Incentive Plan (CIP) (a) + (b) = (B)		**100000**
On Target Earnings (OTE)	**(A+B)**	**1000000**
Gratuity @ 4.81% of Basic		**19480**
Total Cost to Company (TCC)		**1019480**

Note:

1. In case you opt for a Fixed pay structure, you will have an option to change to the Variable pay structure at a later date. You can exercise such option only once during your tenure in the organisation at the time of salary revision. At the time of such change, any increase in your salary will be adjusted and shall become part of your variable pay as per the prevailing company policy.

2. In case you opt for Variable pay structure you will not have the option to change to the Fixed pay structure at a later date.

3. All employees from the position of Lead Engineer (or equivalent positions) and above will be on the Variable pay structure.

*** Flexible Benefit Plan:**

Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a Benefits list below
2. Redefine your salary structure within prescribed guidelines
3. Optimise your earnings

You can structure your Flexible Benefits Plan under the following heads:

Sl No.	**Benefits**	**Eligibility (INR)**
1.	Meal Vouchers	INR1100/-per month
2.	Leave Travel Allowance	Upto a max of 1 month basic per year
3.	Children's allowance	INR 100 per month per child
4.	Telephone and Internet expenses Reimbursement	INR1500/-per month
5.	Fuel and maintenance expenses reimbursement	INR 1800/- per month for 4 wheeler under 1600 cc INR 2400/- per month for 4 wheeler above 1600 cc INR 900/- per month for others/two wheelers
6.	Driver's Salary	INR 900/- per month.

Corporate Incentive Plan (CIP)
(In case of variable pay structure)

You will be eligible to participate in the Company's Corporate Incentive Plan (CIP). Your targeted annual bonus percentage is up to **10%** of your on target earning (OTE), depending on your individual performance, Company internal metrics and profitability. Your current bonus opportunity is **INR 100000** per annum. The structure and continuation of the bonus program and the criteria for payment of bonus are at the discretion of the Company. Details of the plan would be available to you when you join Software AG.

Gratuity

As per the Gratuity Act, you are eligible for 4.81% of your basic salary to be considered as a gratuity component, if you complete 5 years of continuous service with us. Gratuity will be paid out only upon separation or at the time of retirement and the computation of the final payment will be as prescribed in the Act at that time.

Benefits

As per the Benefits information booklet shared separately with the offer letter.

Unit 3, 5th Floor, Pinnacle Building,
International Tech Park (Ascendas)
CSIR Road, Taramani, Chennai – 600 113, India.
Phone : +91 44 4092 7600
www.softwareag.com
CIN#: U72300TN1999FTC043644

Annexure B – Joining Formalities

1. At the time of joining, you are requested to bring the following **original certificates along with photocopies (A4 size only).** These documents are also essential to obtain a Visa when you may be required in the future to go abroad on business/ work. So it would be in your interest to ensure that they are all in place at the time of joining the organization.

    - Offer letter (signed photocopy as a token of acceptance of the offer, if not already submitted)
    - Degree / Provisional / Course completion Certificate of all College / University qualifications
    - Mark sheets (all semester) & Degree Certificate of all College / University qualifications (all semesters)Certificates & Mark sheets of 10th & 12th classes
    - 3 passport size photographs-White background
    - Offer letter copies of all previous employers
    - Copy of latest salary hike or increment letter
    - Relieving letter from all previous employers (in case you have previous employment experience)
    - Salary slip for last two months of employment
    - Passport (if you don't have a passport, kindly apply immediately)
    - Birth Certificate (Issued by Govt of India)
    - PAN Card (PAN details are mandatory at the time of joining)*
    - Current address proof

2. As part of your personal health details, we require your blood group. You are requested to have this checked before joining.

    * Under Income Tax laws, disclosure of your Permanent Account Number (PAN) to Software AG is mandatory. Please disclose your PAN to Software AG on the day of joining as this is required for the income tax calculation on your salary Non Availability of PAN No. attracts an Income tax at higher rates.

EMPLOYMENT OFFER AGREEMENT

AGREEMENT CUM OFFER LETTER OF Ms. Sakthi S

THIS AGREEMENT is made on the 01 Dec, 2021 between Calibraint Technologies, a company registered under the Companies Act, 1956 and having its registered office at TICEL Bio Park, II Block, 5th Floor, CSIR Road, Taramani, Chennai, Tamil Nadu 600113.

(hereinafter called the "Company") of the one part

AND

Ms. Sakthi S resides at (hereinafter called the "Employee") of the other part.

WHEREAS

The company is desirous of appointing Ms. Sakthi S as an Associate Software Developer and the Employee has agreed to the terms and conditions outlined here below.

NOW, THIS AGREEMENT WITNESSES as follows:

- The said, Ms. Sakthi S is hereby appointed as the Associate Software Developer of the company and he/she will be employed in the said office, subject to the provisions made hereinafter, for the term of TWO Years from the date of this agreement. As an assurance, you will be vowed to pay Rs.50,000/- for the cost incurred by the Employer in respect of process of selection, training, and Stipend paid during your probation if you're leaving the company in between the years mentioned.

- Your monthly salary package will be as per the Annexure I. Based on the periodic reviews your compensation package may differ as per the compensation policy applicable to other employees of your category in the respective department.

- The Employee shall perform such duties and exercises such powers as may from time to time be assigned to or vested in him/her by the Management of the company.

- The Employee shall unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office devote his whole time, attention and abilities to the business of the company.

- A notice of 3 months is required during the service of your employment with the company to terminate this contract. In subsequent years either party may terminate the contract with a notice period of 3 months. The notice period is considered to start from the point the termination letter is received by the manager. However, when situations warrant, as in the case of breach of policies, the company may have decided to terminate the contract with immediate effect.

- The Employee shall obey the orders from time to time of the company's management in all respects, conform to and comply with the

directions given and regulation made by the Management. He/She shall and faithfully serve the company to the best of his abilities and shall make his utmost endeavors to promote the interests of the company.

- The company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him/her. The company can terminate your contract any time if you Commit any material or persistent breach of any of the provisions contained. Be guilty of any default, misconduct or neglect in the discharge of your duties affecting the business of the company.

Date :

Applicant Signature,

Annexure I - Compensation Details

Salary Structure

EARNINGS	**MONTHLY (INR)**	**YEARLY (INR)**
Basic	16,666.67	2,00,000.00
Conveyance Allowance	1,600.00	19,200.00
HRA	8,333.33	1,00,000.00
Medical Allowance	1,250.00	15,000.00
Internet Allowance	1,000.00	12,000.00
Travel Reimbursement (LTA)	2,500.00	30,000.00
Special Allowance	1,983.33	23,800.00
TOTAL EARNINGS (A)	33,333.33	4,00,000.00
DEDUCTIONS	**MONTHLY**	**YEARLY**
PF Employee	1,800.00	21,600.00
PF - Employer	1,800.00	21,600.00
TOTAL DEDUCTIONS (B)	3,600.00	43,200.00
TOTAL (A-B)	29,733.33	3,56,800.00

Note: You will receive a salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

Date :

Applicant Signature,

Cognizant

13-Jan-2022

Samiksha M
B.E. Computer Science & Engineering
Kongu Engineering College, Erode

Dear Samiksha M,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

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



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

September 28, 2021

Dear Sanjana Shuruthy,

Welcome to the Vuram family!

We have the pleasure of offering you a job at Vuram as a **"Associate Technical Consultant"**. We at Vuram are keen on providing an excellent environment for work, a great learning environment, a friendly workplace, an organization driven by its values and principles. We work together to deliver the highest quality service to our customers. We hope that you will have a rewarding, successful and enjoyable time working with us.

Please find enclosed your detailed appointment letter. A copy of the same is to be signed and submitted by you on your date of joining. This offer is subject to providing all the required documents and agreeing to all the offer terms and conditions.

We look forward to you having a long and fruitful relationship with us.

Warm Regards,



Prabhavathi Macheri Shanker
Director, Vuram

Services, Redefined.

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

Offer Details

Appointment & Compensation

1. Your employment start date will be informed.
2. You will be on training and probation for the first six full calendar months of your employment.
3. During this period, you will earn a total of Rs. 21,900/month. This amount will be credited to your bank account on the last working day of the month.
4. Your salary breakdown during your probation period will be as follows:

Category	Monthly Pay(INR)
Basic	11,700.00
House Rent Allowance	5,850.00
Commutation Allowance	1,600.00
Medical Allowance	1,250.00
Internet Allowance	1,000.00
Fitness Allowance	500.00
Gross Salary [#]	***21,900.00***
Employer PF Contribution	1,800.00
Total	***23,700.00***

[#] Employee PF of Rs. 1800 and Professional Tax (based on Government estimates) will be deducted from your salary. Employer PF or Rs.1800 will be credited to your PF and related accounts

5. Your compensation will be pro-rated for any partial months worked
6. During your probation period, you will be eligible for insurance and PF benefits as per company policy.
7. If you decide to leave Vuram during probation, you will have to serve a minimum notice period of 3 - months. Vuram retains the right to request work beyond the 3-month notice period as may be the case.
8. Your employment will be confirmed upon successfully completing your probation period. Vuram retains the right to void this employment offer in the event of unsatisfactory performance during the probation period without any notice.

Services, Redefined.

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

9. Upon confirmation, your salary will be as per the table below.

Category	Monthly (INR)	Annually (INR)
Basic	17,600.00	2,11,200.00
House Rent Allowance	8,800.00	1,05,600.00
Commutation Allowance	1,600.00	19,200.00
Medical Allowance	1,250.00	15,000.00
Internet Allowance	1,000.00	12,000.00
Fitness Allowance	500.00	6,000.00
Other Allowance	250.00	3,000.00
Gross Pay	**31,000.00**	**3,72,000.00**
Employer Provident Fund	1,800.00	21,600.00
Bonus Potential		37,200.00
Gratuity		10,154.00
Insurance Cover		9,930.00
Total		**4,50,884.00**

a. **Employer Provident Fund**
Employer PF contributions will be automatically credited to your PF and other related accounts, details of which will be shared with you within 2 months of your employment commencement.

b. **Bonus**
Bonus Potential will be paid in the month of December every year. Actual Bonus Potential payout will be determined based on Individual Performance and prorated to the number of full months worked in the current calendar year. Probation period will be excluded in computing number full months worked.
Bonus is paid based on your joining date.
You are eligible for a bonus during the current calendar year only if your joining date is on or before 21st October. If you join Vuram after this date, you will be eligible for a bonus starting from the subsequent year.

c. **Gratuity**
Gratuity will be credited to a company escrow account. Gratuity payments are realized only upon employment termination post serving a minimum term of 5 continuous years.

d. **Insurance**
Insurance is calculated as the premium for self and 2 dependents (parents, spouse, kids) for a cover of Rs. 2,00,000 per insured. The Insurance cover provided by Vuram can be used for up to 5 dependents. The amount quoted in the salary breakdown is an indicative premium Vuram pays for self and 2 dependents in the age group of 40-50. The actual premium paid by Vuram could vary based on additional parameters.

Services, Redefined.

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

You will be eligible for the group health insurance policy after completion of 3 months from your date of employment.

10. **Your total annual Cost to Company (CTC) is Rs. Four Lakhs Fifty Thousand Eight Hundred and Eighty-Four Indian Rupees (Rs. 4,50,884.00)**
11. During your employment with Vuram, you will also receive the following perquisites per annum.

Perquisites	Amount (INR)
Food & Beverages	**19,800.00**
Annual Perquisites Total	**19,800.00**

You will be eligible to opt for free breakfast and subsidized lunch (charged at Rs.40/day) at the office. The perk shown above is calculated assuming 220 workdays in a calendar year. This perk cannot be exchanged or traded for cash benefits.

12. Professional Tax, Income Tax and Employee PF contribution as applicable for your earnings will be deducted from your monthly salary. Your salary will be subject to all taxes as per the tax laws of India and other statutory fees.
13. **Salary Revision**
    The salary revision happens yearly during the month of January. The first revision cycle varies based on the joining date.
    If you join Vuram on or before 31st August 2021, you will be eligible for a salary revision in the month of January 2022. In case your date of joining falls on or after 1st September 2021, your salary revision will happen only in the month of January 2023.
14. Changes in your compensation are discretionary and will be subject to and based on effective performance and results during the period and other relevant criteria.
15. Your training location and job location will be at any of the Vuram-India offices. You might be required to work from the various offices from time to time.
16. There might be an occasional need to work during business days and hours of the customer.
17. This offer is provisional to the verification of details furnished by you during the discussions and interviews held so far. If any of these details are found to be incorrect or falsified at any point of time during your employment, this offer letter, and/or subsequent employment status stands cancelled with immediate effect.
18. This offer is valid till **30th of September 2021**, If you do not confirm the acceptance within this period, Vuram has right to withdraw the offer.
19. You will be entitled to leave, holidays and working hours as applicable to your category of employees, the project you are working on and the location of your posting.
20. Irrespective of your work location you can avail a total of 15 days off in a calendar year. For partial years worked, your vacation days will be proportionately adjusted.
21. At the time of joining Vuram, please bring with you the following documents:
    a. Copy of signed Vuram offer letter
    b. Copy of 10th & 12th mark sheets

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

c. Copy of Degree certificates
d. Copy of your passport.
e. Copy of your PAN Card.
f. Copy of your Aadhar Card
g. Copy of Bank passbook first page or cancelled cheque leaf.
h. Copy of previous companies offer letter, relieving letter and last 3months payslips.
i. Medical fitness certificate
j. Passport Size Photograph

22. Your offer is contingent on you producing all the above documents. Vuram reserves the right to revoke this offer if you do not meet this academic requirement or if any of the information you have furnished leading to your selection is found to be misrepresented.

Other Benefits

23. Vuram aims to provide an excellent workplace for its workforce that is comfortable, enriching, and fun. There are several events organized by Vuram throughout the year that you can opt-in.
24. You will be entitled to the complimentary snack and beverage facilities in the premises.
25. You will be entitled to avail free transportation provided by Vuram for a pick-up and drop-off at a predetermined spot (Available only at Trichy office).
26. You will be entitled to avail a one-time reimbursement of up to Rs. 1250/- towards purchase of a data card of your choice within three months from the date of joining.
27. Under Vuram Works initiative, You will be entitled to avail a one time reimbursement of Rs. 10000/- towards work-from-home set up support which will be paid as an expense reimbursement after 2 months of expenses submission.

Responsibilities

28. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results.
29. You are not to engage in any activity that has or will have an adverse impact on the reputation/image and business of Vuram, whether directly or indirectly.
30. You will be required to undertake travel on Vuram's work for which you will be reimbursed travel expenses as per the policy applicable to you.
31. You will always be required to abide by Vuram's policies. These policies may be updated from time to time and you will be required to comply with these updates as well. Any such change in policy will be communicated to you.
32. You are expected to perform your duties in an ethical and integral way. Non-compliance with Vuram's policies and any unethical behavior could result in termination.
33. In connection with and during the course of your employment, you shall disclose all the development developed or conceived by you solely or jointly with others and assign to Vuram as its exclusive property, which becomes an intellectual property of Vuram.

Conflicts of Interest

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

34. You are required to engage yourself exclusively in the work assigned by Vuram and shall not take up any independent or individual assignments (part time, full time or in advisory capacity) directly or indirectly without the written consent of your manager.
35. You shall not be involved, directly or indirectly or have any interest in or perform any services for any person or organization that are involved in activities, which shall be in conflict with interests of Vuram
36. You shall not subcontract your work out to any individual or organization or provide access to your system or disclose any information you are presented with at Vuram to any organization, group or individual who may or may not have a conflict of interest with Vuram
37. You are not to solicit, induce or encourage
    a. Any employee of Vuram to terminate their employment with Vuram or to accept employment with any competitor, supplier or any customer with whom you have a connection
    b. Any customer or vendor of Vuram to move his existing business with Vuram to a third party or to terminate his business relationship with Vuram
    c. Any existing employee to become associated with or perform services of any type for any third party.
38. In the event of your separation from Vuram , either initiated by you or by Vuram, You shall not recruit/ refer for employment any employee working in Vuram for a period of 12 months commencing from the last day of your employment with us. Any violations of this covenant will lead to legal consequences as provided in this agreement.

Non-compete

39. You shall not directly or indirectly carry on, assist, engage in, be concerned or participate in any business/activity (whether directly or indirectly, as a partner, shareholder, principal, agent, director, affiliate, employee, consultant or in any other capacity or manner whatsoever) which is similar to the business of Vuram nor engage in any activity that conflicts with your obligations to Vuram;
40. **Solicit Business:** You shall not solicit, endeavour to solicit, influence or attempt to influence any client, customer or other Person directly or indirectly to purchase Vuram's product and/or services to himself or any Person in competition with the business of Vuram;
41. **Solicit Personnel:** You shall not solicit or attempt to influence any person employed or engaged by Vuram (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with Vuram or to become the Founder of or directly or indirectly offer services in any form or manner, during or after your Term of this contract, any Person who is a competitor of Vuram;
42. Vuram acknowledges and agrees that the above restrictions are considered reasonable for the legitimate protection of Vuram's business and its goodwill but in the event that such restriction shall be found to be void, but would be valid if some part thereof was deleted or the scope, period or area of application were reduced, the above restriction shall apply with the deletion of such words or such reduction of scope, period or area of application as may be required to make the restrictions contained in this Article valid and enforceable. Notwithstanding the limitation of this provision by any law for the time being

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

in force, the parties undertake to, at all times, observe and be bound by the spirit of this Article. Provided however, that on the revocation, removal or diminution of the law or provisions, as the case may be, by virtue of which the restrictions contained in this Article were limited as provided hereinabove, the original restrictions would stand renewed and be effective to their original extent, as if they had not been limited by the law or provisions revoked.

43. You acknowledge and agree that the covenants and obligations with respect to non-compete and non-solicitation as set forth above relate to special, unique and extraordinary matters, and that a violation of any of the terms of such covenants and obligations will cause irreparable injury to Vuram. Therefore, you agree that Vuram shall be entitled to an interim injunction, restraining order or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain you from committing any violation of the covenants and obligations contained in this Article. These injunctive remedies are cumulative and are in addition to any other rights and remedies that Vuram may have at law or in equity.
44. You shall not take up as a consultant or enter into any arrangement with any other company/ Person/ firm or association engaged in any of Vuram's competing Service for a period of eighteen months from the date of leaving Vuram for any reasons. The expression "Competing Service" is understood as "any involvement with the type of products, processes or services which you have during the term of this contract with Vuram (a) worked on; or (b) acquired or had access to (c) been trained to do.

Confidentiality

45. **Your Salary information is confidential and should not be discussed, disclosed, shared with anyone other than the authorized finance representative of Vuram or with the Chief Executive Officer. Breaching this clause of your agreement, will lead to immediate termination of your employment.**
46. You will be privy to information pertaining to Vuram and Vuram's Client's business from time to time as an employee. You will maintain as confidential, all such information that you gain while in employment. To communicate this understanding in more formal and legal terms, you will be required to sign the Vuram's Non - Disclosure Agreement on your joining date.

Intellectual Property

47. If you create any work in which any copyright, design right or similar rights may exist during your employment (including any work created during any time spent by you on Vuram's business outside your normal working hours and which relates to that business), those rights shall belong to Vuram. You shall not be permitted to share such intellectual property in physical or digital format outside Vuram.
48. If you make any invention, whether patentable or not, which relates to or is capable of being used in any business activity of Vuram in which you have been actively involved at any time during the period of two years before making such invention, you must disclose it to Vuram immediately, and the ownership of the invention shall be determined in accordance with Section 39.9 of the Patents Act 1977.

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

Social Media Postings

49. Due to the sensitive and exclusive nature of most events, as well as corporate confidentiality and securities regulations, it is the policy of Vuram to prohibit anyone from taking pictures, posting or making public comment on or about any of company's executive committee members, employees, attendees, partners, speakers, etc. - as well as its brand assets, product knowledge, proprietary content and other such protected confidential information. Posting of all visual content (images or video) displaying or depicting corporate branding (logos, etc) are prohibited. These elements and others are the copy-protected property of Vuram clients acquired spending a great deal of resources promoting and marketing. There are strict guidelines governing the proper use of their branding elements and publishing of such photos will violate the undertaking given to the customers, which will result in claim for damages. You should ensure that none of the Logos are present in any of your personal social media postings. Violation of this clause will have serious legal consequences including termination of employment, criminal action and claim for financial damages.

Termination & Notice Period

50. Vuram retains the right to terminate your employment agreement for any violation of the terms and conditions in this agreement, any misdemeanor or any act on your part that adversely affects Vuram's customers, its employees or its affiliates.
51. If you decide to leave Vuram at any point of time, you are required to serve a minimum notice period of three (3) full months. Vuram retains the right to request work beyond the 3-months' notice period as may be the case.
52. Your performance during the notice period is expected to be at the satisfactory level. If performance is found wanting and the same will be communicated to you. In that event Vuram retains the right to terminate your employment earlier due to unsatisfactory performance during your notice period. In this case you will be required to pay the full three months' salary. Upon payment you will be provided the relieving and experience documents.
53. In the event of not completing your entire notice as mentioned in your offer, you will be required to pay for the entire notice period. You would be provided the relieving and experience documents only upon completion of your entire notice period or upon paying for the notice period.
54. You will not be eligible for any revision, bonus, Corporate Group Health Insurance or any other benefits of the company once the resignation is accepted. During notice period, you will not be eligible for any leave accrual.
55. Vuram may decide to terminate your employment based on valid medical advice that you have become physically/mentally incapacitated to such an extent that you are unable to deliver the responsibilities entrusted to you.
56. Vuram retains the right to terminate your employment agreement If you do not report to work for more than 5 days, and if your leave of absence is not formally communicated. No experience or relieving letter will be provided in this case.

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

57. Participation in any company event or any training program sponsored by the company will be completely under company's discretion.
58. On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company: any material items belonging to the Company per inventory, and all non-material items in your possession including but not limited to Intellectual property (documentation, software, email correspondence) and any other information required for the continued execution of the duties of your role (login credentials, business contact information), physical company documents that you may have in your possession and any other company assets within your control
59. You are also bound to repay any and all outstanding debts or loans due to the company and the company is hereby authorized to deduct from any payments due to the employee the amount due to the company.

General

60. Vuram trusts that you have not provided us with any false declarations of willfully suppressed material information.
61. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing services required under this agreement.
62. It is a condition of your employment that you sign this agreement at the time of joining Vuram and you must comply with the undertaking thereafter.
63. You will be required to learn the processes being followed at Vuram from time to time and comply with the quality standards that are being enforced as part of these processes. Your adherence to these quality standards and your general attitude towards quality will be an important parameter used in evaluating your performance.
64. Your appointment and continuation in service is further subject to your fitness in health. In the event of your continuous illness for a period of 2 months or more, your services are liable to be terminated by giving one month's notice or one month's basic salary in lieu thereof. You are advised to maintain yourself in a state of medical/physical/mental fitness. This is in your own as well as Vuram's interests.
65. In case you are absent yourself from duty for 7 consecutive days or more or extend leaves at your own and without consent of management beyond originally granted leaves, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by Vuram and compensation, if any, will not be paid. You will also be liable to pay the notice period dues to Vuram. You will also ensure safe return of all the properties including confidential information under your possession failing which Vuram will initiate appropriate action for recovery.
66. Any breach of conditions specified in this offer document shall have serious legal consequences including but not limited to termination of your employment, criminal action and claim for damages.
67. Any dispute, difference, controversy or claim ("Dispute") arising between the Parties out of or in relation to or in connection with this terms of Employment, of the breach, termination, effect, validity, interpretation or non-maintaining the secrete policy of Agreement or as to

Services, Redefined.

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

their rights, duties or liabilities there under, or as to any act, matter or thing arising out of, consequent to or in connection with this Agreement, shall be settled by the Parties by mutual negotiations and agreement. If, for any reason, the Parties cannot resolve such Dispute amicably, the same shall then be referred to and settled by way of arbitration proceedings by appointment of a sole Arbitrator by Vuram. The decision of the Arbitrator shall be final and binding upon the Parties. The venue of arbitration proceedings will be at Chennai. The language of the arbitration and the award shall be English.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

Yours Sincerely
For Vuram Technology Solutions Pvt Ltd



Prabhavathi Macheri Shanker
Director, Vuram

I, _____ agree to accept employment on the terms and conditions mentioned in the above letter.

Date: _____ **Signature: _____**

PRESIDIO®
Cloud Solutions

22 September 2021

Dear Sanjay Nithish K S,

Congratulations! We are happy to offer you internship at Presidio from **04 October 2021 for Eight months**. We hope it will be a great learning experience and will provide the right exposure. During this period, Presidio will be happy to provide a stipend of **INR 16,000/month**.

Wishing you all the best and "Do Something Great Every day!"

For Presidio Solutions Private Limited

Sangeetha Gupta
Sangeetha Gupta (Sep 22, 2021 19:43 GMT+5.5)

Sangeetha Gupta
Senior Manager-HR and Business Operations

Soliton

1 July 2021

To

Sanjay Kumar Duraisamy
58,59 Gandhi Nagar,Rayapalayam Pudhur
Chithode
Erode – 638102
Tamil nadu

Subject: Offer Letter

Dear Sanjay,

We are pleased to offer you the position of **"Project Engineer"** in our company Soliton Technologies Private Limited. Based on the evaluation that we have done, we are confident that you will fully contribute to the growth and success of our company and to the enhancement of our company's culture and values.

Please find attached the Annexures which has detailed Terms and Conditions of our offer and the Benefits which are based on our company's existing policies.

If you agree to the terms and conditions mentioned in the Annexure, please sign and return the 'OFFER ACCEPTANCE LETTER' included with this letter.

We are looking forward to you joining our company and making significant contributions and having an extremely satisfying professional career with us. Welcome to the Soliton Team!

For Soliton Technologies Private Limited

Anu Antony
HR Manager

Soliton

ANNEXURE - 1

Terms and conditions of this offer which are based on our company's existing policies

1. **INTERNSHIP, TRAINING, AND PROBATION:**

a. By accepting this offer, you are agreeing to participate in the Soliton Internship Program for a minimum period of 2 months. The program includes workshops, self-paced training, and projects that will be designed in consultation with your college so that you can meet all the requirements towards your degree.

b. Upon satisfactory completion of our Internship Program, you will receive an appointment letter confirming your date of joining as a full-time employee of Soliton.

c. You will be in training during the first two months of your employment. After your training you will be assigned to a team with whom you will work and learn on the job. This training may be in Bangalore or Coimbatore and your subsequent posting will be in either Bangalore or Coimbatore based on our requirements.

d. You will be on probation for a period of 6 months from the start of your full-time employment, during which time the company will evaluate your performance. If your performance is found satisfactory, the company will confirm your employment upon the completion of the probation period, and extend the benefits offered to confirmed employees. In rare cases, the company may find it necessary to extend the probation period to provide additional time for evaluation. If the performance is found not satisfactory, the company is at liberty to terminate your services giving 30 days' notice or payment in lieu of the notice period.

2. **MINIMUM WORK COMMITMENT BEFORE HIGHER STUDIES:**

a. By accepting this offer you are giving a commitment to work in Soliton for a minimum period of 3 years before you leave for higher studies. We are asking for this because Soliton will be making a substantial

b. investment in your training. A less than 3-year tenure in Soliton does not result in a win-win arrangement.

c. We do not believe in bonds or deposits to ensure that you meet your commitment. We are asking for something more powerful, a moral commitment from you and others who may be an interested party to this decision (your parents, for example). You agree to give your commitment after discussing with those concerned so that you are able to work without distractions after you start.

d. We do want to highlight that the work experience in Soliton has benefited numerous others in securing good admissions and internships, and equally importantly, they have been able to derive much more from their postgraduate studies.

3. **WORK TIMINGS:**

Soliton

a. Each employee, based on their roles and responsibility, is entitled to flexible work timings with the following constraints.
b. You have the flexibility to choose a defined set of regular working hours, restricted to between 7AM and 7PM from Monday to Friday, so that you are able to complete 40 hours of effective work per week plus 5 hours of weekly company activities including training.
c. You have to ensure that you are available for all relevant customer meetings and team meetings and interactions.

4. COMPENSATION & OTHER BENEFITS:

a. The salary during your training period will be Rs. 25,000 (Twenty-Five Thousand) per month. If for any reason you are not able to complete your training within the prescribed period of 2 months, your training period will be extended as required.
b. The monthly salary after the training period will be Rs. 35,000 (Thirty-Five Thousand) per month.
c. In March 2022, you will receive a performance-based bonus that will be based on the rating that you receive in your performance appraisal done at that time. The ratings will typically range from 3.5 to 4.5 (out of a maximum of 5) in steps of 0.25, and the corresponding performance-based bonus will be given so that your total pay will range from Rs. 5 Lakhs to Rs. 6 Lakhs per annum. Depending on the number of months you have worked by March 2022, the performance pay will be prorated.
d. There will be no deductions from the salary except for the TDS towards your Income Tax. Further clarifications on the salary structure may be obtained in person from the HR department.
e. In addition to the salary mentioned above, you will be covered under the company sponsored Mediclaim and Personal Accident Policy.
f. Your salary will be reviewed annually as per our present policy. Changes in your salary are discretionary and are based on your performance during the period and other relevant criteria.
g. Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of our present assessment of your skills and experience. Accordingly, your salary and any changes made to it are strictly confidential and may not be discussed with any of your colleagues in the company except those who have been designated as having the authority to know your salary details.
h. You will be eligible for holidays on Saturdays and Sundays and on all declared public holidays. In addition, you are eligible for 20 working days of privilege leave and 12 days of sick leave per annum, of which a maximum of 2 days may be availed during the first 3 months of your probation period and another 4 days during the remaining period of probation. Details about your paid leave privileges will be communicated along with the details of the salary structure.

5. INTELLECTUAL PROPERTY & CONFIDENTIAL INFORMATION:

a. You shall not use inappropriately or disclose any technical confidential information of the company such as company proprietary information, technical data, trade secrets or know-how, research works, inventions,

formulae, designs, drawings, source code, training material or knowledge base articles, to any person, firm or corporation without a written consent from the management.

b. You shall not use inappropriately or disclose any business related confidential information of the company such as product plans, pricing details, products and services, customer list, source of supply, financial data, production plans or any other business related information to any person, firm or corporation without a written consent from the management.

c. Any Intellectual Property or Patent worthy know-how developed by you during your period of internship or employment will be the property of Soliton Technologies.

d. You agree to sign a nondisclosure agreement to the effect that you will not disclose to any unauthorized person or party, any of the confidential material that you will have access to in your capacity as an employee of Soliton Technologies.

6. TERMINATION:

a. At any time during the employment, if you decide to leave the company, you agree to give a 60-day written notice in order to enable the company to find and train a replacement for your position.

b. If your performance drops below expectations and you are not able to show the necessary improvement under our performance improvement plan, or if any irreconcilable differences arise, the company will terminate your employment with a 30-day notice period. If the termination of employment is due to integrity issues, no notice period will be provided.

c. In the event of termination of employment when you are committed to project/customer, you shall be required to enable a smooth transition with the required transfer of knowledge to the person assuming your responsibilities.

d. On communication of the termination/resignation of your employment with the company, you will return all the confidential information and business related information in your possession to your Manager. You may retain only the information that is required for the work assigned by your Manager and return it before your departure.

e. On communication of the termination/resignation of your employment with the company, you should ensure that all the library books, journals, memory devices, ID card and any other company property are returned to the Administration Department to get the 'No Dues Certificate'.

7. CONFLICT OF INTEREST:

a. As a full-time employee of Soliton, you are not entitled to take up any activity for remuneration (part-time or otherwise) as an officer / director / consultant / equivalent in any other organization without the knowledge and consent of the management.

b. You cannot release any decision plan / competitive bids / any other relevant information about the company that prejudices the interest of the same.

c. Employees of Soliton cannot accept commission / share in profits / other payments / loans of any value or entertainment expenses / gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

Soliton

8. **GENERAL RESPONSIBILITIES:**

a. You may be required to undertake travel on company work for which you will be reimbursed as per the company policy.
b. You shall maintain in your safe custody any physical and electronic documents and other company assets and return the same when the work for which these are required is completed.
c. You shall inform the company of any changes in your personal data within 3 days of the occurrence of such change.
d. At Soliton, we are committed to ensuring Integrity and Excellence in all dealings with our customers, suppliers, business partners, and with each other. We require each and every employee of Soliton to uphold these Core Values of our company.

9. **CODE OF CONDUCT:**

a. Everybody in Soliton is expected to treat all others with respect and dignity.
b. Our dress code requires our employees to wear presentable outfits (formals or smart casuals). Fridays are casual dress days but it still excludes what may be considered "extreme fashion" like torn jeans, etc. Men are required to wear shoes on all working days.
c. Taking into consideration that our employees may come from all parts of India with different regional languages, our policy requires all employees to communicate in English within the office and on all official engagements.
d. Access to Internet/E-Mail is only for official purpose during work hours. Personal use is allowed during non-working hours.

Soliton

ANNEXURE - 2

Soliton Benefits

The following benefits are available for all confirmed employees. Restrictions that apply during the probationary period as mentioned below.

HEALTH INSURANCE

- Each employee and his/her family (spouse and children) would be covered by a floating health insurance policy of up to Rs. 200,000 per annum for hospitalization due to illness.
- Employee may include his/her parents in the family policy by paying 50% of the additional premium incurred due to their addition. The company will pay 50%.

PERSONAL ACCIDENT INSURANCE

- Personal Accident insurance of up to Rs. 500,000 for each employee.

WORK/LEAVE

- We have a 5-day work week.
- Employees are eligible for 20 days of paid leave per annum. In addition to this, you will be eligible for sick leave of 12 days per year.
- Up to 30 days of unused leave can be carried forward to the following year.
- During probation, a total of 6 days of paid leave can be availed, 2 days in the first 3 months and 4 days in the last 3 months of the probation period.
- 26 weeks of paid maternity leave, for up to 2 live births, during a woman employee's tenure in Soliton. Only unpaid leaves are applicable during probation period.

CAREER ADVANCEMENT

- Sponsorship of work-related professional certifications
- Company paid participation at skill enhancement trainings, seminars and workshops
- Company paid attendance for work-related technical conferences and seminars
- Company paid books / journals for work related skill enhancements

LOANS

- Structured loan policy with loan quantum eligibility increasing with number of years of work in Soliton. Details may be obtained from HR.

OTHER BENEFITS

- 50% Helmet reimbursement for two wheeler riders.
- 50% Gym membership reimbursement (upto a maximum of Rs 6,000/- per annum)
- Relocation assistance through loans
- Guidance on tax planning and investments
- Subsidized lunch on working days and free and unlimited coffee/tea and selected snacks in the office

Soliton

From:
SANJAY KUMAR.D
58, GANDHI NAGAR,
CHITHODE, ERODE-638102

To:
Soliton Technologies Private Limited
683, 15th Cross Road, J. P. Nagar 2nd Phase
Bangalore 560078, INDIA

OFFER ACCEPTANCE LETTER

1. I have read and understood the terms of the offer and find them acceptable.
2. I have carefully thought about and discussed my future plans with my family, and I can with a clear conscience state that I do not have any plans (higher studies or otherwise) that will cause me to leave my employment in Soliton within 3 years from the start of full-time employment.
3. I will openly discuss my career and education plans with the company, if and when such plans come up, so as to ensure that I provide a minimum of 60 days advance notice before I leave my employment in Soliton.
4. I understand that this agreement does not bind me to continue working at Soliton in the event that I am unhappy doing so. However, I will always openly discuss my cause of concern with the company without delays. If after the discussions with the appropriate managers, it is agreed that my concern cannot be adequately addressed by the company, I will cooperate fully with my managers to ensure that proper responsibility and knowledge transfer happens before I get relieved from the company.

DECLARATION

I, SANJAY KUMAR.D *, have read the terms and conditions of the offer letter, find them to be fair and wholeheartedly agree to conform to them.*

I hereby accept the offer to join the company as " PROJECT ENGINEER-INTERN *" at the salary mentioned in the offer letter. I confirm that I will start participating in the Soliton Internship Program during the* 7-8 *semesters as per the plan agreed upon between Soliton, my College and myself. After the Internship, I will join the company for the full-time training and employment as per the joining date given by Soliton.*

Signature: D. Sanjay *Date:* 18.07.2021 *Place:* ERODE

Kaar Technologies India Private Limited
Level 8 Shyamala Towers,
No 136, Arcot Road,
Chennai - 600 093, TN, INDIA
CIN: U72200TN2005PTC087065
t | +91 (44) 4065 1500
f | +91 (44) 4065 1512
e | info@kaartech.com
w | www.kaartech.com

Date: 17-Sep-2021

Name of the Student: Sanjay S

Name of the College: Kongu Engineering College

Letter of Intent to Hire

This letter is evidence that you have successfully completed our selection process for the **"Trainee - SAP Sergeant"** role,

With reference to your participation in the on-campus hire process, and subsequent interview you had with us, we are happy to extend an **Intent to hire letter.**

The offer Letter will be issued after your successful completion of your academic coursework in compliance with our recruitment criteria of **80% in 10th Std, 80% in 12th Std and 80% in Engineering score without history or standing arrears**. Employment is subject to you being medically fit, and subject to satisfactory references, background verifications.

You are required to take up internship training program for **6 months** subject to the market conditions and you are eligible for a stipend amount of **Rs. 10000/-** per month.

Upon successful completion of internship program, you will be on probation period for **6 months** during this period you will undergo various classroom and On-Job-Training. Your monthly stipend for the **first 3 months** will be **Rs. 15,000/-** (Rupees Fifteen Thousand Only) and from **4th month** onwards the stipend will be **Rs. 20,000/-** (Rupees Twenty Thousand Only). The above-mentioned stipend is inclusive of Provident Fund as per the statutory act. Probation confirmation will be on the 7th Month, and it will be based on your performance in the continuous assessments during the training period. After successful review and completion of probation, your salary from **7th month** onwards will fall under **Rs. 650000** (Rupees Six Lakhs and Fifty Thousand Only) Annual CTC. All the salary components will be subject to statutory compliance. The details are enclosed in the annexure.

We will be issuing the offer letter at the time of Joining.

The DOJ is subject to business requirement and market conditions. Your Joining batch and the date will be communicated by Human Resource Department separately

You will be required to sign a Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

We welcome you to Kaar Technologies and look forward to a long and mutually rewarding association with you.

Yours Sincerely,

For Kaar Technologies India Pvt Ltd.,

Authorized Signatory.

I accept the above terms and conditions.

Candidate Signature
Date
Date of Joining

Compensation Structure Details:

The details of your Compensation Structure are given below:

Basic- Basic salary means monthly fixed salary excluding all the allowance, perks, and benefits payable to the employee. It would be fully taxable in the hands of the employee.

HRA- 50% of basic would be paid to employee towards HRA. Tax exemption can be availed on this compensation as per rules of HRA in the Income Tax Act.

Flexi Benefit Allowance (FBA)- The Flexi Benefit Allowances will be paid to you as part of your salary every month. The components are as follows: Leave Travel Allowance, Children's Education Allowance, Children Hostel Allowance, Professional Development (Academic expenses, Books & periodicals) and Telephone & Internet reimbursement.

You have the flexibility of changing the amounts under each of the above-mentioned heads, within your FBA, according to your preferences and income tax plans. Taxation will be governed by the Income Tax rules. Kaar will be deducting tax at source as per income tax guidelines.

Performance Variable Pay – Payable based on the prevailing Variable Pay Policy in the Organization. (Subject to Change).

Provident Fund – Provident fund will be governed as per the statutory act.

Gratuity – Gratuity amount shown in the annexure in approximation of your eligibility and 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.

Insurance: – You will be eligible for following benefits, which will be governed by Company policy:

1. Medical Insurance for self, spouse and 2 dependent children up to **Rs. 200000/-** per annum. Premium for this is included in CTC.
    a. You have the option of availing Kaar Negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to **Rs. 400000/-** per annum. The entire premium for this will have to borne by you. This plan allows for coverage of pre-existing ailments.
    b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
        - 10% of such claim for self, spouse, 2 dependent children. (Subject to change)
        - 20% of such claims for parents, parents in-law and additional children under the separate insurance plan. (Subject to change)
2. Life Insurance coverage equivalent to your annual fixed compensation within minimum cover of **Rs. 3000000/-**

ANNEXURE

Name: Sanjay S
Designation: Trainee
Band: II-D

Compensation Structure in Rs.	**Annual**	**Monthly**
Basic	260000	21667
HRA	130000	10833
Flexi Benefit Allowance	218900	18242
Gross Salary	**543900**	**50742**
Employer's Contribution to PF	21600	1800
Gratuity	13000	NA
Medical Insurance	6500	NA
Annual Cost to Company	**650000**	

Cognizant

13-Jan-2022

Sanjayan. M
B.E. Computer Science & Engineering
Kongu Engineering College, Erode

Dear Sanjayan.S,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

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



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

MAERSK

Dear Sanmuhapriya S,

Date: 05 November 2021

We are pleased to confirm your Internship with Maersk Global Service Centers (India) Pvt. Limited (hereinafter referred as "Company") on the following terms and conditions with effect from **01 December 2021** for a period of six months. Accordingly, your internship will come to an end on **24 June, 2022**.

1. **Scope**: You will perform internship in **Maersk platform** on **Access Management & KYC** and such other scope of work as intimated by the Company from time to time.

2. **Location:** Your location for Internship with the Company will be **Bangalore**.

3. **Intern Mentor:** An employee from **Harsha Alakeshwar** team will act as your 'Mentor' during the tenure of your internship with the Company and will supervise all aspects of your internship. If for any reason, the assigned Mentor is unable to continue to serve as your Mentor, the Company shall appoint another person as the Mentor under whose aegis you shall continue your internship. Your assignment and schedule would be as per the discussions with your Mentor.

4. **Business hours:** Unless otherwise agreed upon, the working hours during your internship would be from 9:30 a.m. to 6:30 p.m. from Monday to Friday.

5. **Review meetings**: The Intern Mentor along with such other individuals as deemed appropriate by the Company may conduct periodic review meetings (as needed) with you to discuss on progress of various parameters agreed upon, assessment of milestones as well as any issues arising from your internship.

6. On completion of your internship you will be required to submit the project report (if applicable) to your Mentor and the HR team, basis which the Company will issue the internship completion certificate.

7. You will perform your assignments in an independent capacity, and nothing in this offer/ Agreement shall be construed to give you the power or authority to act for, bind, or commit on behalf of the Company in any way. Nothing herein shall be construed to create the relationship of partners, employer and employee, or principal and agent.

8. **Stipend**: In consideration of your performance during the internship, the Company agrees to pay a fixed sum of **INR 40,000** per month as Stipend with effect from the Effective Date, subject to deduction of applicable taxes. The above sum represents the entire compensation for your internship with the Company for the tenure agreed upon.

9. By virtue of your internship with the Company, you shall not be entitled for default extension of your internship for any further period, or for any permanent employment with the Company. You shall not be entitled for or participate in Company's benefit plans, schemes or programs.

Classification: Confidential

S. Sanmuhapriya
6.11.2021

MAERSK

10. **Confidentiality:** Close cooperation between you and the Company may require disclosure of certain confidential information by the Company to you. You shall not under any circumstances, unless authorized in writing by the Company, (i) make or attempt to make any copy of the Confidential Information provided to you for any purpose other than for inclusion in the scope defined for your internship, (ii) transfer any copy to a person, company or agency outside of the Company, or (iii) retain any such copy beyond the term of your internship or use the same for your benefit.

11. **Intellectual Property Ownership**: The Company shall remain for all purposes hereunder the sole and exclusive owner of all right, title, and interest in and to its intellectual property. The Intern acknowledges that it acquires no rights under this internship on the Company's intellectual property. The Intern hereby assigns to the Company, without additional compensation, all of such technology/ material and associated Intellectual Property Rights to the research and any work generated hereunder whether jointly with the Company or otherwise. All such inventions and discoveries, whether patentable or otherwise protectable, that have been requested, accepted, created for, or paid for by the Company shall, subject to any third-party materials contained therein, be considered the sole property of the Company. The Intern shall execute all documents and perform all acts deemed necessary by the Company to assign to the Company, title in the work. To the fullest extent permitted by applicable law, all such materials/ Research that are subject to copyright protection shall be deemed works made for hire. To the extent that title to any materials/ Research may not, by operation of law, vest with the Company or to the extent that such materials/ Research may not be considered works made for hire, the Intern hereby irrevocably assigns to the Company all right, title, and interest in and to any materials/ Research.

12. All information/material or other Company assets, which you have access to during the tenure of your internship, is the sole property of the Company. On completion of your internship; you will return documents, IT assets, equipment, and all other property in your possession with the Company.

13. **Termination**: a) Basis your performance evaluation in the review meetings (Article 5 above) or for any breach of terms hereunder, the Company reserves the right to terminate your internship with immediate effect.; b) Either the Company or You may terminate the internship by giving the other party 15 days' prior notice.

14. You must strictly abide by the 'IT security policy, Email and Internet policy', 'Data Privacy Policy', 'Code of conduct', 'Commit rules' and other applicable policy issued by the Company.

Classification: Confidential

S. Sanmuhapriya

6.11.2021

MAERSK

You are kindly requested to confirm your agreement to the above terms and conditions, by signing and returning the duplicate of this Letter.

We welcome you to our organization and trust that your association with us will be a happy and mutually rewarding one!

Yours faithfully,
For MAERSK GLOBAL SERVICE CENTRES (INDIA) PVT LTD



Gautam Shetty
India Hiring Lead

Agree S. Sanmuhapriya Date 6.11.2021

Sanmuhapriya S

Classification: Confidential

Unit 3, 5th Floor, Pinnacle Building,
International Tech Park (Ascendas)
CSIR Road, Taramani, Chennai – 600 113, India.
Phone : +91 44 4092 7600
www.softwareag.com
CIN#: U72300TN1999FTC043644

Software AG Chennai Development Center India Pvt Ltd

28 September 2021

Mr. Sarath Kumar Shanmugam
2/49, Perumakkoundan Valsau,
Polavakkalipalayam(PO), Gobi(TK), Erode(DT),
Tamil Nadu - 638476

Offer of Employment

Dear Sarath,

Further to our internship dated **30th March 2021** and your interest shown in being associated with "Software AG" and subsequent discussions we had with you, we are pleased to offer you the position of **Software Engineer - I** with Software AG Chennai Development Center India Pvt Ltd ("Software AG, Chennai"), a subsidiary of Software AG, Germany.

Before onboarding you as **Software Engineer - I** you will continue to be on **Internship from 7th April 2021 to 31st March 2022** and this offer of regular employment as **Software Engineer - I** is contingent upon satisfactory completion of your Internship. We reserve the right to withdraw our offer of employment in case of non-satisfactory performance during internship and/or if personal references, background check information are not provided, or the results are deemed unsatisfactory.

Position

Once absorbed as **Software Engineer - I** in our organization, your responsibilities will include a combination of various R & D activities and might range from being involved in the development of new products to enhancing and maintaining existing components of Software AG products. As part of your role, you might be responsible for the complete lifecycle of a variety of feature enhancements and customer support issues and in this role.

Starting Date & Location

On successful completion of your current Internship on **31st March 2022** your employment with **Software AG Chennai Development Center India Private Limited** as **Software Engineer - I** will commence on **Monday, 16th May, 2022.**

Your base location would be **Chennai.** However, company reserves the right to send you on transfer/deputation/training/secondment/assignments to any of its offices, work sites / client location, or associated or affiliated companies in country or outside country, on the terms and conditions as applicable to you at the time of such movement.

Stipend and Remuneration Package

During your **internship** you will be paid a stipend of **INR 35000/-** per month to assist you with your living expenses. Accommodation and travel will be your own responsibility.

During regular employment as **Software Engineer - I** your expected On Target Earnings (OTE) will be **INR 1000000** per annum (**INR Ten Lakhs Only**). Please refer to Annexure – A for detailed break-up of compensation.

Unit 3, 5th Floor, Pinnacle Building,
International Tech Park (Ascendas)
CSIR Road, Taramani, Chennai – 600 113, India.
Phone : +91 44 4092 7600
www.softwareag.com
CIN#: U72300TN1999FTC043644

Code of Conduct

It is a stated objective of the company to demonstrate the highest levels of professionalism and integrity in every aspect of the business. This applies to all dealings with staff, customers, and partners. All employees are expected to uphold this objective; ethical breaches are grounds for termination.

Retirement

You shall retire once you complete 60 years of age unless specifically communicated by the company in writing to continue service beyond this age

Background Checks

The company may, at its discretion, conduct background checks prior to or after your 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 necessary documents as sought by the company. If the company is not satisfied, with the outcome of the background checks, in its sole discretion the company reserves the right to withdraw this offer without notice or to take any appropriate action against you, including, but not limited to termination of your employment.

Confidentiality/ Non-disclosure

You will be required to sign a standard nondisclosure and proprietary invention agreement at your commencement of Internship and your employment with Software AG, Chennai. These documents set out certain rights and obligations of Software AG, Germany, or its subsidiaries and its employees. It ensures that you are aware of the relevant information at the time you commence employment with us and provide your covenant not to disclose confidential, proprietary or trade secret information of Software AG, Germany and its subsidiaries or their customers, prospects and business partners and provide that your performance of services as an employee will not violate any duty, covenant, agreement or understanding to which you are subject to. We can provide a copy of these agreements for review upon your request.
Software AG, Chennai is offering you this position in reliance on the accuracy of information you have shared through your resume and other information you provided in the application process and based upon your general experience and knowledge, and not due to specialized knowledge of your current or previous employer and their confidential information or trade secrets or any desire to cause any ethical breach concerning these companies. As a condition of your employment you have told us and hereby represent and warrant, that your performance as an employee of Software AG, Chennai does not and will not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by you prior to your employment with Software AG, Chennai.

You hereby represent that if you obtained any information during your prior employment that your employer indicated was considered confidential and proprietary or that was disclosed to you in a manner that should have made you realize it was so considered, then you will not make use of, disclose or induce Software AG, Chennai, or any affiliate to use any such confidential and proprietary information during your employment with Software AG, Chennai unless such information:

(a) becomes publicly available for reasons other than action on your part;
(b) is independently developed by others at or on behalf of Software AG, Chennai, Software AG, Germany, or any affiliate who do not receive access to such information from you; or
(c) is received by Software AG, Chennai, Software AG, Germany or any affiliate from a third party.

You are not a party to any other agreement that will interfere with your full compliance with these provisions or otherwise restrict your employment with Software AG, Chennai in any way. You will not enter into any agreement, whether written or oral, in conflict with the provisions hereof.

Termination of Internship and employment

Please note that **two weeks' notice** is required by either you or Software AG, Chennai in **terminating internship**; however, this will not apply in situations where you are guilty of serious misconduct (misconduct of a kind such that it would be unreasonable to require Software AG, Chennai to continue your internship during the notice period).

Please note that under normal circumstances during **regular employment**, **One Month** notice is required by either you or Software AG, Chennai in terminating employment; however, this will not apply in situations where you are guilty of serious misconduct (misconduct of a kind such that it would be unreasonable to require Software AG, Chennai to continue your employment during the notice period). Software AG, Chennai at its sole discretion may choose to relieve you any time during the course of your notice period.
The company 'shall have the right to terminate this agreement forthwith, without any notice and without any salary in lieu of notice period in the event of any of the following but not limited to:

a. Breach on your part of any terms and conditions of this contract and any other rules made applicable to you in respect of your employment with us.
b. Violation on your part of the company's rule with regard to the authenticity and information declared at the time of joining the company
c. Any Gross misconduct on your part

Non-Compete Clause

You will devote your full time exclusively to the business of the company. You will not take up any other work for remuneration (part time or full time) or work on advisory capacity or be interested directly or indirectly in any other trade or business, during your employment with the company, without written permission from the company.

During your employment with the company and for a period of one year thereafter, you shall not directly or indirectly solicit any employee of Software AG, Chennai to terminate his/her employment with the company or to accept any other employment.

On terminating your employment with Software AG, Chennai, you shall not take up full-time/part-time employment with any of our Customers and /or Partners for a period of two years from the termination date with Software AG, Chennai.

Software AG has a policy of permitting employees to contribute to the Open Source Project ONLY on prior approval of business line head and subject to the following conditions:

a) The participation is purely without any remuneration in any form or shape and on personal basis.
b) The project is not competitive with the products of Software AG.

Unit 3, 5th Floor, Pinnacle Building,
International Tech Park (Ascendas)
CSIR Road, Taramani, Chennai – 600 113, India.
Phone : +91 44 4092 7600
www.softwareag.com
CIN#: U72300TN1999FTC043644

c) The participation does not impair productivity and full-time nature of the employees' employment at Software AG.
d) Software AG would not claim the intellectual proprietorship on the contribution made to the Open Source Project by the Employee and also will not be liable to the use of the Open Source Project.
e) Software AG may withdraw the permission granted to participate in the Open Source Project in the event the said project becomes competitive with Software AG and if the Company feels that it is causing damage in any manner to the reputation of the Company or the nature of the contribution would negatively impact the employees' performance.

Your Response

We look forward to welcoming you into Software AG, Chennai shortly. If you wish to accept this offer, please sign where indicated below and return a copy of the complete letter to us no later than 3 days from the date of offer. By signing this letter, you specifically acknowledge that you received no inducement or representation other than those set forth in the letter, which caused you to accept the offer of employment.

The terms of this letter, including the terms of employment offered to you and the expiration date of this offer letter, can only be modified or extended in a written document signed by an authorized representative of Software AG, Chennai. This offer will expire and have no further effect if you do not accept it without change and return a signed copy of this letter by the stipulated date. This letter contains all of the terms of your offer of employment and supersedes any prior communications relating to your employment.

It is important that all aspects of this offer remain strictly confidential.

We are excited to have you join us and look forward to your participation in the continuing success and growth of Software AG.

Monarch Limaye
Senior Director - HR, India

I accept the terms and conditions of this letter of offer with ..... (Fixed / Variable) pay structure mentioned in Annexure A and will join Software AG on _____

Signed: _____ Date: _____
Sarath Kumar Shanmugam

Enclosures
Annexure A – Compensation Structure
Annexure B – Joining Formalities

Unit 3, 5th Floor, Pinnacle Building,
International Tech Park (Ascendas)
CSIR Road, Taramani, Chennai – 600 113, India.
Phone : +91 44 4092 7600
www.softwareag.com
CIN#: U72300TN1999FTC043644

ANNEXURE A – Compensation Structure

You have to choose one of the below compensation structure.

Fixed Pay Structure

Components	Amount (INR)
Base Salary	450000
HRA	225000
Flexible Benefit Plan*	271000
PF : Employer Contribution	54000
Fixed CTC	**1000000**
On Target Earnings (OTE)	**1000000**
Gratuity @ 4.81% of Basic	**21645**
Total Cost to Company (TCC)	**1021645**

Variable Pay Structure

Components		Amount (INR)
Base Salary		405000
HRA		202500
Flexible Benefit Plan*		243900
PF : Employer Contribution		48600
Fixed CTC	**(A)**	**900000**
MBO (Performance related) – 5% of OTE	**(a)**	50000
Company Financial Performance – 5% of OTE	**(b)**	50000
Corporate Incentive Plan (CIP) (a) + (b) = (B)		**100000**
On Target Earnings (OTE)	**(A+B)**	**1000000**
Gratuity @ 4.81% of Basic		**19480**
Total Cost to Company (TCC)		**1019480**

Note:

1. In case you opt for a Fixed pay structure, you will have an option to change to the Variable pay structure at a later date. You can exercise such option only once during your tenure in the organisation at the time of salary revision. At the time of such change, any increase in your salary will be adjusted and shall become part of your variable pay as per the prevailing company policy.

2. In case you opt for Variable pay structure you will not have the option to change to the Fixed pay structure at a later date.

3. All employees from the position of Lead Engineer (or equivalent positions) and above will be on the Variable pay structure.

Unit 3, 5th Floor, Pinnacle Building,
International Tech Park (Ascendas)
CSIR Road, Taramani, Chennai – 600 113, India.
Phone : +91 44 4092 7600
www.softwareag.com
CIN#: U72300TN1999FTC043644

*** Flexible Benefit Plan:**

Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a Benefits list below
2. Redefine your salary structure within prescribed guidelines
3. Optimise your earnings

You can structure your Flexible Benefits Plan under the following heads:

Sl No.	**Benefits**	**Eligibility (INR)**
1.	Meal Vouchers	INR1100/-per month
2.	Leave Travel Allowance	Upto a max of 1 month basic per year
3.	Children's allowance	INR 100 per month per child
4.	Telephone and Internet expenses Reimbursement	INR1500/-per month
5.	Fuel and maintenance expenses reimbursement	INR 1800/- per month for 4 wheeler under 1600 cc INR 2400/- per month for 4 wheeler above 1600 cc INR 900/- per month for others/two wheelers
6.	Driver's Salary	INR 900/- per month.

Corporate Incentive Plan (CIP)
(In case of variable pay structure)

You will be eligible to participate in the Company's Corporate Incentive Plan (CIP). Your targeted annual bonus percentage is up to **10%** of your on target earning (OTE), depending on your individual performance, Company internal metrics and profitability. Your current bonus opportunity is **INR 100000** per annum. The structure and continuation of the bonus program and the criteria for payment of bonus are at the discretion of the Company. Details of the plan would be available to you when you join Software AG.

Gratuity

As per the Gratuity Act, you are eligible for 4.81% of your basic salary to be considered as a gratuity component, if you complete 5 years of continuous service with us. Gratuity will be paid out only upon separation or at the time of retirement and the computation of the final payment will be as prescribed in the Act at that time.

Benefits

As per the Benefits information booklet shared separately with the offer letter.

Unit 3, 5th Floor, Pinnacle Building,
International Tech Park (Ascendas)
CSIR Road, Taramani, Chennai – 600 113, India.
Phone : +91 44 4092 7600
www.softwareag.com
CIN#: U72300TN1999FTC043644

Annexure B – Joining Formalities

1. At the time of joining, you are requested to bring the following **original certificates along with photocopies (A4 size only).** These documents are also essential to obtain a Visa when you may be required in the future to go abroad on business/ work. So it would be in your interest to ensure that they are all in place at the time of joining the organization.

    - Offer letter (signed photocopy as a token of acceptance of the offer, if not already submitted)
    - Degree / Provisional / Course completion Certificate of all College / University qualifications
    - Mark sheets (all semester) & Degree Certificate of all College / University qualifications (all semesters)Certificates & Mark sheets of 10th & 12th classes
    - 3 passport size photographs-White background
    - Offer letter copies of all previous employers
    - Copy of latest salary hike or increment letter
    - Relieving letter from all previous employers (in case you have previous employment experience)
    - Salary slip for last two months of employment
    - Passport (if you don't have a passport, kindly apply immediately)
    - Birth Certificate (Issued by Govt of India)
    - PAN Card (PAN details are mandatory at the time of joining)*
    - Current address proof

2. As part of your personal health details, we require your blood group. You are requested to have this checked before joining.

    * Under Income Tax laws, disclosure of your Permanent Account Number (PAN) to Software AG is mandatory. Please disclose your PAN to Software AG on the day of joining as this is required for the income tax calculation on your salary Non Availability of PAN No. attracts an Income tax at higher rates.

Letter of Intent (LOI)

November 02, 2021

Dear Sathyapriya S,

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

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance.You are also eligible for an One-time Skill Bonus* of **INR 25,000/-**. The detailed information on compensation and benefits will be provided in your Offer Letter.

One-time Skill Bonus will be based on the technical competency demonstrated thru skill based assessment, Interview and GenC Training post joining/Internship.

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

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

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

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

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

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

Yours sincerely,

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

Maya Sreekumar

Vice President - Human Resources

Zoho Corporation Private Limited
Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.
Ph: +91 - 44 - 6744 7070
www.zohocorp.com
SEZ Unit

Date: 08-Sep-2021

To

Mr.SELVENDHIRAN S,
6/87, KOTTAPALAYAM, PERIYAMANALI,
TIRUCHENGODE,
NAMAKKAL-637410, TAMIL NADU.

Dear SELVENDHIRAN S,

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **MEMBER TECHNICAL STAFF** with **ZOHO CORPORATION PRIVATE LIMITED.**

INTERNSHIP AND STIPEND

You are expected to do the final semester project of your curriculum in our organization. We expect you to work on the project on a full time basis for a period of 5-6 months. During this period you will be paid a monthly stipend of **Rs.15000/- (RUPEES FIFTEEN THOUSAND ONLY)**. The following offer is valid, subject to successful completion of your project.

(Note: The above may not apply to you if your college does not permit internships)

REMUNERATION

Your annual Cost to Company will be **Rs.480000/- (RUPEES FOUR LAKH EIGHTY THOUSAND ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.

ADHERENCE TO POLICIES

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

CONFIDENTIALITY

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Corporation Private Limited and any entity in which the management of Zoho or the company has substantial interest. You agree not to disclose such information other than on aneed-to-knowbasis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

TRANSFERABILITY

You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.

NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment .

GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.

VALIDITY

This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **08-Oct-2021**. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form.However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,
For ZOHO CORPORATION PRIVATE LIMITED



Mohammed Sohail
Manager - HR

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:	{{Signature:Recipient1* }}	Date of Offer acceptance:	{{Signdate:Recipient1}} 08Sep 2021
Name :	Balaji S	Place :	{{Textfield:Recipient1:Place *}} PERUNDURAI

ANNEXURE A

NAME : BALAJI S
DESIGNATION : MEMBER TECHNICAL STAFF

Details	Monthly	Annual
Basic	16000	192000
HRA	8000	96000
Other Allowance & Flexible component	14080	168960
Gross Salary	**38080**	**456960**
Employer Provident Fund (12% of Basic+TA)*	1920	23040
Cost To Company (CTC)	**40000**	**480000**
Prosperity Sharing Plan		80000
Compensation for the first year		**560000**

* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund.

OTHER BENEFITS:

PROSPERITY SHARING PLAN
PSP (Prosperity Sharing Plan) is a one time bonus scheme derived based on company's productivity. Every year during April or May, we will decide on extending this scheme to our confirmed employees after reviewing the company's growth and productivity. Upon confirmation, you may qualify for the above mentioned PSP amount subject to scheme existence for that year. Please note, the quantum mentioned above is only an indicative figure and is subject to change based on your performance as determined by your manager.

GRATUITY
Gratuity will be payable as per the Gratuity Act, upon separation from the company, subject to completion of minimum five years of employment with Zoho.

ANNEXURE B

The Company currently provides the following benefits to an employee:

GIFT CARD AMOUNT

You will be paid an amount of **Rs.6000/- (RUPEES SIX THOUSAND ONLY)** once in a year towards your broadband connection. For the new comers, it is applicable from their date of joining. For the first year the amount will be pro-rated based on the joining date.

TRANSPORTATION FACILITY

For safety and security reasons, the Company provides transportation facilities, including but not limited to shuttle services and cab services. However, Company does not recommend daily long commute to work. This offer is based on the assumption that you will move to a distance within 5-10 km of the office premises.

DEVICES AND GADGETS

Company provides essential devices and gadgets for all its employees strictly for official purpose. However, what is essential (in most cases) is not the latest model device or gadget. We do not view the device or gadget as a status symbol or a fashion accessory but as an essential tool to get work done. Expecting the latest model device or gadget as a status symbol is most likely going to leave you disappointed. So please be prepared.

FOOD AND SNACKS

Company provides food, snack and other refreshment for all its employees.

RECREATIONAL FACILITY

Company provides certain recreational facilities to its employees of which some are offered at a nominal charge.

TEAM TREAT AND TRIP

To improve the team collaboration, the company provides **Rs.1000/- (RUPEES ONE THOUSAND ONLY)** for team treat and **Rs.4000/- (RUPEES FOUR THOUSAND ONLY)** for team trip to all its eligible employees, every year.

GROUP MEDICLAIM INSURANCE

Company will bear the full premium of covering you under the Group Mediclaim policy for a sum insured of **Rs.400000/- (RUPEES FOUR LAKH ONLY)**. This is a floater policy where five of your dependents will also be covered along with you.

GROUP PERSONAL ACCIDENT INSURANCE

You will be covered under the Personal Accident Insurance Scheme, for a sum insured of **Rs.2000000/- (RUPEES TWENTY LAKH ONLY)**.

GROUP TERM LIFE INSURANCE

As a welfare measure for its employees, the company has subscribed to the Group Term Life Insurance. The insurance coverage is worth of **Rs.2500000/- (RUPEES TWENTY FIVE LAKH ONLY)**.

Please note that the above mentioned Insurance schemes are subject to change based on yearly renewal

Letter of Intent (LOI)

November 02, 2021

Dear Shakil Ahamed R

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

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance.You are also eligible for an One-time Skill Bonus* of **INR 25,000/-**. The detailed information on compensation and benefits will be provided in your Offer Letter.

One-time Skill Bonus will be based on the technical competency demonstrated thru skill based assessment, Interview and GenC Training post joining/Internship.

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

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

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

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

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

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

Yours sincerely,

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

Maya Sreekumar

Vice President - Human Resources

Name: Sherlip Evelin A

Roll No : 18CSR185

Dicipline : BE

Specialisation: Computer Science Engineering

College : KONGU ENGINEERING COLLEGE

Date: August 28, 2021

Sub: Offer for Internship

Dear Sherlip Evelin A,

We are pleased to offer you the position of Intern in the Technology Department of AscentHR in Coimbatore, Tamil Nadu. We would like you to join us during Sept 2021 for an internship program and upon successful completion of the internship, you will be
absorbed for full time employment.

- During your internship from **1st Sept 2021** till **June 2022** or your date of graduation, whichever is later , you will be paid a stipend of Rs. 12,000/- (Rupees Twelve Thousand only). Other terms and conditions will be spelt out in the Service Agreement to be issued upon your joining the Internship.
- From July 2022 onwards, you will be offered full time employment with an annual remuneration package of Rs. 4,50,000/- Lakhs (Four Lakhs Fifty Thousand only) depending on the performance and continuous evaluation during the internship period.

This offer remains valid for one week from the offer date. Please reply to this email as a token as your acceptance.

We welcome you to the AscentHR family and look forward to offering a long and successful career with us.

For Ascent Consulting Services Pvt. Ltd.

L Geeta
Co - Founder & Coo
Place: Bangalore

Data Classification: Confidential

Private and Confidential

Thoughtscrest Software Limited
Level 8 Tower 1
Umiya Business Bay
Cessna Business Park,
Kadubeesanahalli
Marathahalli
Sarjapur outer Ring Road,
Bangalore - 560103

Dear Shree Raagav

Offer of Employment

On behalf of **Thoughtscrest Software Private Limited** ("the Company") we are pleased to offer you employment in the position of **Associate Software Engineer** on the terms and conditions outlined herein.

By accepting this offer you warrant that there are no contractual or other legal impediments which may prevent you commencing employment with the Company. Upon acceptance by you, this offer shall form the employment agreement between you and the Company.

1. Position & Duties

Your initial position will be an **Intern** from 16th Aug 2021 until 15th May 2022. Your next position will be **Associate Software Engineer** from 16th May 2022.

2. Working Hours

You are bound by the rules relating to working hours, shift timing, rest interval, leave and related matters which are currently in force or may be introduced from time to time. You may from time to time also be required to work at different times, including at night.

3. Remuneration

Your stipend during your internship period until 15th May 2022 will be **Rs. 18000.**

Your Total Gross Remuneration package from 16th May 2022 will be
Rs. **350000 per annum.**

You are eligible to participate in the variable compensation plan relevant to your role and line of business.
You are also eligible for a joining bonus of **Rs 50000** which would be paid to you on May 31st 2022.

Details of your remuneration are set out in Appendix 1 included in the offer pack attached to this document. Salary will be paid into your salary account by the last day of each month.

4. Other Benefits

You will receive other benefits as outlined in Appendix I. You are only eligible for such benefits, perquisites and entitlements after you have joined the Company and subject to the Company's policies, rules, procedures and/or guidelines that may be issued and/or amended from time to time. All benefits, perquisites and entitlements (including reimbursements) are subject to any relevant and applicable Income Tax provisions, including taxation on perquisite value.

These benefits, perquisites and entitlements shall cease upon the termination of your employment with the Company. They may also cease if you take unpaid leave.

5. Job Assignments

You may during the course of your employment be given assignments based on the Company's reasonable business needs which the Company considers are suited to your background, qualifications and/or experience. You shall not refuse to carry out any assignment solely on the ground that it has not been or does not form part of your usual duties. You will not be entitled to any additional compensation for carrying out such assignment if, in the opinion of the Company, the job or the duties are equivalent to your initial position or duties.

6. Location

Your place of posting will be in **Bangalore**. The Company may also require you to work at another location based on its reasonable business needs. In such case, the Company may in its discretion transfer you to another job, department, branch, office or customer site (which is in existence either at the time of your appointment or is established, acquired or otherwise comes into existence in the future), whether situated in the same location or other locations in India or abroad. You may also be required to transfer to another company which is affiliated with or related to the Company or in which the Company has an interest.

You may be required to travel to any of our offices or customer locations to any other locations for business reasons, should a need arise.

Although the Company will endeavor to ensure that any transfer or relocation does not cause unnecessary disruption to your status, the Company does not guarantee the continuation of any facility or perquisite upon transfer. In all such cases of transfer or relocation, the Company's transfer and relocation policies and rules shall apply. Further details are set out in Appendix I included in the offer pack attached to this document.

Your salary is also country based. As such, if you relocate to another country, your salary will be adjusted to the market rate for the role in the new country of employment, which may be higher or lower than your current salary.

7. Salary Revision

Your remuneration will be subject to review by the Company at such times as may be considered appropriate. The Company operates a Pay-for-Performance policy and the result of any remuneration review will take your performance into account.

The Company will review your performance throughout your employment. A performance review will not necessarily result in a salary increase.

You will appreciate that information relating to your remuneration package is strictly confidential and hence request you maintain this confidentiality.

8. Deductions

During your employment or upon termination of your employment for any reason, the Company may deduct from your pay, or from outstanding expenses claims, any over payments, outstanding debts or monies owed by you to the Company. The Company may also deduct the value of any Company property which has not been returned by you.

9. Obligations to the Company

You are required to:

(a) follow all reasonable and lawful directions of your manager or of any authorized person in the course of employment;

(b) Devote your working time and attention to the business of the Company and perform the duties assigned to you to the best of your abilities, in good faith and in compliance with the law;

(c) thoroughly familiarize yourself with and comply with all the Company's policies, rules, procedures and guidelines in place from time to time

10. Confidentiality and Proprietary Information

All information, documentation and resources, however provided, remain at all times the confidential property of the Company. You will not disclose the same to any third party or use them for personal benefit or gain without prior authorization from the Company. It is a condition of your employment that you sign and abide by the terms of the Proprietary Information

Any breach of security or confidentiality is regarded very seriously and could lead to termination of employment.

11. Termination of Employment

(a) This offer is made on the understanding that all information given by you in the application/employee data form/during the interview, or data provided by you prior to or at the time of joining the Company is true and accurate. If it is found at any time that any information provided by you is not true and correct, or that you have knowingly suppressed any information or if any other adverse or relevant information comes to light, the Company may terminate your employment at any time without compensation.

(b) By accepting this offer, you agree that upon termination of your employment you will return all property belonging to the Company.

12. Notice of Termination

Notice of termination of employment by either party shall be two month's notice in writing or payment in lieu of notice. Such notice may not be offset by unused leave.

13. Retirement

You will retire from service on completion of 60 years of age. Thereafter the company may offer you a new employment contract at its discretion.

14. Jurisdiction

In the event of any dispute regarding the terms and conditions of your employment, you agree that you will be subject to the jurisdiction of the relevant courts and the laws of Bangalore.

15. Validity

This offer is made in accordance with Indian laws and is subject to no adverse information being obtained during reference checking with previous employers, validation of educational qualifications and/or background checks, and approval of your employment/immigration pass application (whichever is applicable).

Please read this Offer of Employment and Appendices carefully before you agree to the terms and conditions herein by signing. The offer sets forth certain important benefits and terms and conditions of your employment with the Company

On your day of commencement you will be required to sign in all pages including Appendixes for our records a copy of the offer and the Proprietary Information Agreement.

Yours sincerely

Prabhu
Palanisamy
Director
Thoughtscrest Software
Limited

DECLARATION

I, _____ agree with all the terms and conditions set out in this Offer of Employment, including the Appendices. I also confirm that I have read, understood and agree to comply with the obligations set out herein, including the Proprietary Information Agreement at Appendix II. I will commence employment with effect from _____.

Signature: Date:

_____ _____

APPENDIX I

1. Compensation Break up

The break up of your total gross compensation is given below:

Components		**Amount**
Basic salary	- Rs	175000
Flexible comp	- Rs	129000
12% Basic - PF	- Rs	21000
Bonus	- Rs	At end of year
Allowances	- Rs	25000
Total	**- Rs**	**350000**

The Company may, at any time, review and/or restructure the Compensation Package.

You are required to submit the following on the joining date

a) 2 passport size photographs in color

b) proof of identity (e.g.: Passport, Driver's license, PAN card, Ration card, Voter ID card)

c) proof of address in respect of residence where you have stayed for the longest duration in the last 7 years (e.g.: any utility bill – electricity, telephone, credit card).

Cognizant

13-Jan-2022

Shrinidhi V
B.E. Computer Science & Engineering
Kongu Engineering College, Erode

Dear Shrinidhi V,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

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



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Employment Offer Letter

November 25, 2021

Dear **Sivakumar Palanikumar,**

It is my pleasure to extend you the offer of employment as **"Software Trainee"** on behalf of "**tringapps research labs Pvt. Ltd".** Your anticipated start date will be **15th Dec 2021**. In case you do not join on or before the mentioned date, this offer of employment will stand cancelled and withdrawn. Your appointment stands effective from the date you join duty.

THIS is an Employment agreement along with Terms and Conditions, made to **Mr. Sivakumar Palanikumar** ('Employee'), currently residing at **No:327, Vaiyapuri Nagar, 2nd Cross, Karur - 639002** by **tringapps research labs Private Limited,** ('Company') **Tamil Nadu, India**; **WHEREAS**, the Company is in the business of providing Software Development/Product Engineering to its Clients around the world including India; **WHEREAS,** the Employee wishes to be employed full time with the Company as **'Software Trainee' ; WHEREAS,** the Employee is aware that the Company is expanding and investing substantial resources related to the hiring/training of the employee **WHEREAS,** during the course of the Employee's employment at the Company, the Employee will obtain confidential and proprietary information; **WHEREAS,** the Employee and the Company agree as a condition of the Employee's employment with the Company that the Employee will agree to all the terms and conditions.

Probation Period: For the first 3 months of your employment, you will be deemed to be on probation. Within 60 days of completion of the three months, if you have not received a notification stating otherwise including, without limitation, extension of probation period from HR, your employment is deemed to be confirmed. During the probation period, the company reserves all rights to terminate the employee without assigning any reasons and without notice or cause.

Notice Period & Termination: At any time during the employment, the employee is entitled to terminate the employment by giving **3 months'** notice. Whereas the company reserves the right to terminate the employment by requesting service of notice or paying salary in lieu for the period that is at full discretion of the Company. However, the Company may terminate the employee's employment with immediate effect without any notice for causes including employee's gross misconduct resulting in material damage to the Company, any form of harassments, willful insubordination, theft of Company's properties, habitual lateness or absence, or any other breach of this agreement.

Confidentiality Agreement:

Confidential information refers to any information disclosed by Company to the Employee, either directly or indirectly in writing, verbally or by inspection of tangible or intangible objects, or electronic stored data including without limitation documents, business plans, software, documentation, financial analysis, marketing plans, customer names, customer list, prospective Customer list, sales leads, customer data, customer information. Confidential Information may also include information disclosed to an Employee by third parties at the direction of the Company.

a) **Non-Compete:** During the subsistence of employment with the Company, the Employee shall not directly or indirectly engage himself/herself in any other business, occupation or employment and shall not render any other commercial or professional services. The Employee, may, however, continue to hold directorship and advisory positions in companies not competing with the business of the Company, and shall continue memberships and accept memberships of associations, with the prior written consent of the Company. Until termination of his/her employment and for a period of 12 months commencing on the date of termination, the Employee, directly or indirectly, in association with or as a stockholder, director, officer, consultant, employee, partner, joint-venture, member or otherwise of or through any person, firm, corporation, partnership, association or other entity, shall not

b) **Non-Solicit:** endeavor to solicit, poach, influence or attempt to influence any client, customer or other person directly or indirectly to direct his or its purchase of the Employer's product and/or services to himself or any person, firm, or other entity in competition with the business of the Employer; The Employee covenants that he shall not during the term of his employment and thereafter for a period of 1 year solicit or attempt to influence any person employed or engaged by the Employer to terminate his employment or otherwise cease his engagement with the Employer or become the employee of or directly or indirectly offer services in any form to himself or any person or entity which is a competitor of the Employer; Therefore, the Employee is aware and acknowledges that, in case of violating this Confidentiality Agreement, the Company holds all the rights to claim for the damages up to the cost of business.

Other Terms & Conditions: Our offer of employment to you as **"Software Trainee"** is conditional upon your having fully completed your graduation/post-graduation. You will also have completed all studies, course requirements and examinations required for the educational qualifications recorded by you in your application for employment with the Company. You will produce copies of all education documents and other relevant experience documents on the date of joining. 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.

BGV: Your employment will be subject to a background check in line with tringapps background check policy. A specially appointed agency will conduct external background checks which in general would be completed within one month of joining. If the background check reveals unfavorable results, you will be liable to disciplinary action including termination of service without notice.

Compensation and Benefits:

CTC: INR. 408,260 *(Four Lakhs Eight Thousand Two Hundred and Sixty Per Annum)*

Basic	163,500
HRA	81,750
Conveyance	19,200
Medical	15,000
LTA	8,175
Uniform	8,175
Special Allowance	31,200
Gross Pay	327,000
Variable Pay	50,000
Gratuity	7,860
Employer PF	23,400

- *Employee is eligible for Gratuity as per law*
- *Income tax deduction if applicable will depend on the declaration and receipts produced by the employee.*
- *P.F & P.T deductions may vary based on guidelines by the local government.*
- *Employees and their immediate family are covered under the company's health insurance policy at No Additional Cost.*

For, tringapps research labs Pvt. Ltd.

Name: Eswari Velayutham

Designation: Director - HR

E-mail ID: eswari.v@tringapps.com



Employee:

Employee Name: Sivakumar Palanikumar

Designation: Software Trainee

Contact Number: 9944860449

Name: Sneha K

Roll No : 18CSR191

Dicipline : BE

Specialisation: Computer Science Engineering

College : KONGU ENGINEERING COLLEGE

Date: August 28, 2021

Sub: Offer for Internship

Dear Sneha K,

We are pleased to offer you the position of Intern in the Technology Department of AscentHR in Coimbatore, Tamil Nadu. We would like you to join us during Sept 2021 for an internship program and upon successful completion of the internship, you will be
absorbed for full time employment.

- During your internship from **1st Sept 2021** till **June 2022** or your date of graduation, whichever is later , you will be paid a stipend of Rs. 12,000/- (Rupees Twelve Thousand only). Other terms and conditions will be spelt out in the Service Agreement to be issued upon your joining the Internship.
- From July 2022 onwards, you will be offered full time employment with an annual remuneration package of Rs. 4,50,000/- Lakhs (Four Lakhs Fifty Thousand only) depending on the performance and continuous evaluation during the internship period.

This offer remains valid for one week from the offer date. Please reply to this email as a token as your acceptance.

We welcome you to the AscentHR family and look forward to offering a long and successful career with us.

For Ascent Consulting Services Pvt. Ltd.

L Geeta
Co - Founder & Coo
Place: Bangalore

Data Classification: Confidential

K. Sneha

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

September 28, 2021

Dear Snekha S,

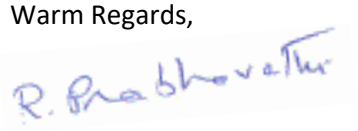
We are thrilled to welcome you as an Intern into our Vuram family!

We at Vuram are keen on providing an excellent environment for work, a great learning atmosphere, a friendly work culture and highest quality service to our customers. We hope that you will have a rewarding, successful and enjoyable time working with us.

Details of your internship offer are attached. A copy of the same is to be signed and brought by you at the start of your internship. This offer is subject to you providing all the required documents and agreeing to all the offer terms and conditions.

We look forward to you having a long and fruitful relationship with us.

Warm Regards,



Prabhavathi Macheri Shanker
Director, Vuram

© Vuram Technology Solutions Private Limited, 2016

Services, Redefined.

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

Offer Details

Appointment & Compensation

1. Your internship start date is the 4th of October 2021.
2. Your tentative end date is the 31st of May 2022(Subject to your final semester exams).
3. By accepting this internship offer, you are implicitly accepting our job offer as well. You will be liable to pay Vuram a sum of Rs. 50,000 in the event that you do not join us as a full-time employee (on the agreed date as per your job offer letter).
4. Your probation period in your job offer (usually 6 months), will be waived partially upon successful completion of your internship.
5. Vuram retains the right to revoke your job offer, in the event that your performance or other criteria aren't found to be satisfactory during the internship period.
6. During your internship, you will be receiving a stipend of Rs. 12,500/month, credited to your bank account on the last working day of the month
7. Your stipend will be pro-rated for any days that you are on leave.
8. You will be provided with complimentary breakfast, beverages, lunch and snacks, which you can choose to avail.
9. Any tax liability that you might have would entirely be your responsibility.
10. At the time of joining Vuram, please bring with you the following documents:
    a. Copy of internship and Vuram offer Letter.
    b. Copy of 10th mark sheet
    c. Copy of 12th mark sheet
    d. Copy of Diploma/Degree certificate or mark sheet of the most recently concluded semester
    e. Copy of your passport
    f. Copy of your PAN Card & Aadhar Card
    g. Copy of Bank passbook copy (front page)
    h. Medical Fitness certificate
11. Vuram retains the right to terminate your internship for any violation of the terms and conditions in this agreement, any misdemeanor or any act on your part that adversely affects Vuram's customers, its employees or its affiliates.
12. Your stipend information is confidential and should not be discussed, disclosed, shared with anyone other than the authorized finance representative of Vuram or the Managing Director. Breaching this clause of your agreement, will lead to immediate termination of internship.

Responsibilities

13. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results.

© Vuram Technology Solutions Private Limited, 2016

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

14. You are not to engage in any activity that have or will have an adverse impact on the reputation/image and business of Vuram, whether directly or indirectly.
15. You will be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Company policy application to you.
16. You will always be required to abide by the company policies . These policies may be updated from time to time and you will be required to comply with these updates as well. Any such change in policy will be communicated to you.
17. You are expected to perform your duties in an ethical and integral way. Noncompliance with company policies and any unethical behavior could result in termination.
18. In connection with your internship and during the term of your internship you shall disclose and assign to Vuram as its exclusive property, all developments developed or conceived by you solely or jointly with others and shall with the Policies of the Company in relation to Intellectual Property.

Conflicts of Interest

19. You are required to engage yourself exclusively in the work assigned by Vuram and shall not take up any independent or individual assignments (part time, full time or in advisory capacity) directly or indirectly without the written consent of your manager.
20. You shall not be involved, directly or indirectly or have any interest in or perform any services for any person or organization that are involved in activities, which shall be in conflict with interests of Vuram
21. You shall not sub-contract your work out to any individual or organization or provide access to your system or disclose any information you are presented with at Vuram to any organization, group or individual who may or may not have a conflict of interest with Vuram
22. You are not to solicit, induce or encourage
    a. Any employee of Vuram to terminate their internship with Vuram or to accept internship with any competitor, supplier or any customer with whom you have a connection
    b. Any customer or vendor of Vuram to move his existing business with Vuram to a third party or to terminate his business relationship with Vuram
    c. Any existing employee to become associated with, or perform services of any type for any third party.

Non-compete

23. You agree that upon my termination of your internship and notwithstanding the cause of termination, you shall not compete with the business of the Company, or its successors or assigns. The term "not compete" as used in this agreement means that you shall not directly or indirectly own, be employed by or work on behalf of any firm in any geography, engaged in a business substantially similar and competitive with Vuram. You also agree that you will not directly or indirectly contract or be employed by any of Vuram's partner organizations or

© Vuram Technology Solutions Private Limited, 2016

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

customers. This non-compete agreement shall remain in full force and effect for 1 year commencing with the date of internship termination.

Confidentiality

24. 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 ensure that you maintain as secret and confidential all Confidential Information and shall not use or divulge or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Vuram and in the course of your internship. This covenant shall endure during your internship and for a period of one year from the cessation of your internship with Vuram (irrespective of the circumstances of, or the reasons for, the cessation)
25. You agree to respect all the non-disclosure agreements of Vuram with its sub-contractors, partners and customers.
26. By signing this document, you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Vuram.
27. You are not to disclose any information about any of Vuram's customers, its partners, prospects and projects to **anyone** outside of the organization
28. You are not to share documents, know-hows, presentations, or any materials hosted on any of Vuram's servers, on premise or on the cloud, that is prepared for Vuram or its partners or customers with anyone outside the organization
29. You are not to forward any email that you receive in your Vuram mailbox outside of Vuram, excluding to customers, partners and prospects
30. Vuram has most of its services hosted on the cloud making it globally accessible. At no point should you use any of these servers for personal reasons, including usage that directly or indirectly interferes with the law
31. You are not to hold demonstrations of any work or share any work by any means hosted on Vuram's or its partners or customer's servers to anyone outside the organization. This also includes any work that you have downloaded to your local machine.

General

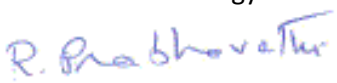
32. Trust that you have not provided us with any false declarations of willfully suppressed any material information.
33. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing services required under this agreement.
34. It is a condition of your internship that you sign this agreement at the time of joining the company and you must comply with the undertaking thereafter.

© Vuram Technology Solutions Private Limited, 2016

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

Yours Sincerely
For Vuram Technology Solutions



Prabhavathi Macheri Shanker
DIRECTOR, VURAM

I, _____ agree to accept internship on the terms and conditions mentioned in the above letter.

Date: _____ **Signature: _____**

© Vuram Technology Solutions Private Limited, 2016

MAERSK

Dear Sobika S,

Date: 17 May 2021

We are pleased to confirm your Internship with Maersk Global Service Centers (India) Pvt. Limited (hereinafter referred as "Company") on the following terms and conditions with effect from **31 May 2021** for a period of six months. Accordingly, your internship will come to an end on **30 November 2021**.

1. **Scope**: You will perform internship in **PD4 Ocean & Logistics** on **Data warehouse & Engineering,** and such other scope of work as intimated by the Company from time to time.

2. **Location:** Your location for Internship with the Company will be **Bangalore**.

3. **Intern Mentor:** An employee from **Matthew Poh's** team will act as your 'Mentor' during the tenure of your internship with the Company and will supervise all aspects of your internship. If for any reason, the assigned Mentor is unable to continue to serve as your Mentor, the Company shall appoint another person as the Mentor under whose aegis you shall continue your internship. Your assignment and schedule would be as per the discussions with your Mentor.

4. **Business hours:** Unless otherwise agreed upon, the working hours during your internship would be from 9:30 a.m. to 6:30 p.m. from Monday to Friday.

5. **Review meetings**: The Intern Mentor along with such other individuals as deemed appropriate by the Company may conduct periodic review meetings (as needed) with you to discuss on progress of various parameters agreed upon, assessment of milestones as well as any issues arising from your internship.

6. On completion of your internship you will be required to submit the project report (if applicable) to your Mentor and the HR team, basis which the Company will issue the internship completion certificate.

7. You will perform your assignments in an independent capacity, and nothing in this offer/ Agreement shall be construed to give you the power or authority to act for, bind, or commit on behalf of the Company in any way. Nothing herein shall be construed to create the relationship of partners, employer and employee, or principal and agent.

8. **Stipend**: In consideration of your performance during the internship, the Company agrees to pay a fixed sum of **INR 40,000** per month as Stipend with effect from the Effective Date, subject to deduction of applicable taxes. The above sum represents the entire compensation for your internship with the Company for the tenure agreed upon.

Classification: Confidential

Sobika S

MAERSK

9. By virtue of your internship with the Company, you shall not be entitled for default extension of your internship for any further period, or for any permanent employment with the Company. You shall not be entitled for or participate in Company's benefit plans, schemes or programs.

10. **Confidentiality:** Close cooperation between you and the Company may require disclosure of certain confidential information by the Company to you. You shall not under any circumstances, unless authorized in writing by the Company, (i) make or attempt to make any copy of the Confidential Information provided to you for any purpose other than for inclusion in the scope defined for your internship, (ii) transfer any copy to a person, company or agency outside of the Company, or (iii) retain any such copy beyond the term of your internship or use the same for your benefit.

11. **Intellectual Property Ownership**: The Company shall remain for all purposes hereunder the sole and exclusive owner of all right, title, and interest in and to its intellectual property. The Intern acknowledges that it acquires no rights under this internship on the Company's intellectual property. The Intern hereby assigns to the Company, without additional compensation, all of such technology/ material and associated Intellectual Property Rights to the research and any work generated hereunder whether jointly with the Company or otherwise. All such inventions and discoveries, whether patentable or otherwise protectable, that have been requested, accepted, created for, or paid for by the Company shall, subject to any third-party materials contained therein, be considered the sole property of the Company. The Intern shall execute all documents and perform all acts deemed necessary by the Company to assign to the Company, title in the work. To the fullest extent permitted by applicable law, all such materials/ Research that are subject to copyright protection shall be deemed works made for hire. To the extent that title to any materials/ Research may not, by operation of law, vest with the Company or to the extent that such materials/ Research may not be considered works made for hire, the Intern hereby irrevocably assigns to the Company all right, title, and interest in and to any materials/ Research.

12. All information/material or other Company assets, which you have access to during the tenure of your internship, is the sole property of the Company. On completion of your internship; you will return documents, IT assets, equipment, and all other property in your possession with the Company.

13. **Termination**: a) Basis your performance evaluation in the review meetings (Article 5 above) or for any breach of terms hereunder, the Company reserves the right to terminate your internship with immediate effect.; b) Either the Company or You may terminate the internship by giving the other party 15 days' prior notice.

14. You must strictly abide by the 'IT security policy, Email and Internet policy', 'Data Privacy Policy', 'Code of conduct', 'Commit rules' and other applicable policy issued by the Company.

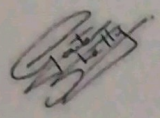
Sobika.S

MAERSK

You are kindly requested to confirm your agreement to the above terms and conditions, by signing and returning the duplicate of this Letter.

We welcome you to our organization and trust that your association with us will be a happy and mutually rewarding one!

Yours faithfully,
For MAERSK GLOBAL SERVICE CENTRES (INDIA) PVT LTD



Gautam Shetty
India Hiring Lead

Agree Sobika.S Date 18-05-2021

SOBIKA S

MAERSK GLOBAL SERVICE CENTRES (INDIA) PVT LTD
Ground Floor, Block 1, Milestone Buildcon SEZ, Bhartiya City
Thanisandra Main Road, Chokanahalli, Bangalore- 560064
Regd. Office : 4th & 5th Floor, Prudential Building, Central Avenue Road, Hiranandani Business Park, Powai, Mumbai – 400 076. India. Phone : 91-22-6679 9999 Fax : 91-22-6679 9030/40 - www.maerskline.com
Corporate Identity Number (CIN) : U72900MH2003PTC143195

Classification: Confidential

Cognizant

13-Jan-2022

Soundhar K K
B.E. Computer Science & Engineering
Kongu Engineering College, Erode

Dear Soundhar K K,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

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



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

PRESIDIO®
Cloud Solutions

22 September 2021

Dear Sri Yazhini Devi M,

Congratulations! We are happy to offer you internship at Presidio from **04 October 2021 for Eight months**. We hope it will be a great learning experience and will provide the right exposure. During this period, Presidio will be happy to provide a stipend of **INR 16,000/month**.

Wishing you all the best and "Do Something Great Every day!"

For Presidio Solutions Private Limited

Sangeetha Gupta
Sangeetha Gupta (Sep 22, 2021 19:43 GMT+5.5)

Sangeetha Gupta
Senior Manager-HR and Business Operations

PRESIDIO®
Cloud Solutions

22 September 2021

Dear Sridhar S,

Congratulations! We are happy to offer you internship at Presidio from **04 October 2021 for Eight months**. We hope it will be a great learning experience and will provide the right exposure. During this period, Presidio will be happy to provide a stipend of **INR 16,000/month**.

Wishing you all the best and “Do Something Great Every day!”

For Presidio Solutions Private Limited

Sangeetha Gupta
Sangeetha Gupta (Sep 22, 2021 19:43 GMT+5.5)

Sangeetha Gupta
Senior Manager-HR and Business Operations

TEKsystems Own change | Global Services

BLR/2022/PT/OFE/007

8th February 2022

OFFER FOR TRAINEESHIP

Mr. Sridharan Saravanan
Kongu University, Erode, T.N

Dear **Sridharan**,

We are extremely pleased to offer you the position of a "**Project Trainee**" with the TEKsystems Global Services Pvt. Ltd., (TGS).

During your traineeship tenure the incidental expenses of **INR 15,000/ month (Rupees Fifteen Thousand Only)** will be reimbursed.

You would be on Traineeship for **"Four months"** and your start date would be "**11th February 2022".**

Your work location will be in **BENGALURU.**

During your traineeship period you would be governed by the policies and procedures of TGS.

By signing this traineeship offer you are agreeing to complete the traineeship without absence & join as full-time employee with TGS. Full time employment joining will be informed at a later date and a separate offer document will be shared. In the event you wanting to discontinue the traineeship program OR post completing traineeship program you not joining TGS as a full-time employee, you will be required to compensate for training costs incurred by TGS which amounts to INR Fifty Thousand and also all the incidental expenses paid to you during your traineeship.

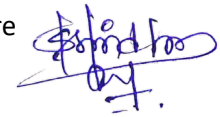
We extend a very warm welcome to TGS and look forward to a long and mutually rewarding association.

Yours sincerely,
For TEKsystems Global Services Pvt. Ltd.



Dayananda Kamath
Managing Director

I hereby accept and agree to this employment contract. I agree to abide by the policies, rules and regulations of the TGS.

Full Name Sridharan S
Date 11 - Feb - 2022
Signature 

Declaration

I confirm that I have read and understood the above offer of traineeship and accepting the same. I will be reporting for traineeship on or before the ……11th…… day of ……February…… 2022.

Kaar Technologies India Private Limited
Level 8 Shyamala Towers,
No 136, Arcot Road,
Chennai - 600 093, TN, INDIA
CIN: U72200TN2005PTC087065
t | +91 (44) 4065 1500
f | +91 (44) 4065 1512
e | info@kaartech.com
w | www.kaartech.com

Date: 17-Sep-2021

Name of the Student: Srinath P

Name of the College: Kongu Engineering College

Letter of Intent to Hire

This letter is evidence that you have successfully completed our selection process for the **"Trainee - SAP Sergeant"** role,

With reference to your participation in the on-campus hire process, and subsequent interview you had with us, we are happy to extend an **Intent to hire letter.**

The offer Letter will be issued after your successful completion of your academic coursework in compliance with our recruitment criteria of **80% in 10th Std, 80% in 12th Std and 80% in Engineering score without history or standing arrears**. Employment is subject to you being medically fit, and subject to satisfactory references, background verifications.

You are required to take up internship training program for **6 months** subject to the market conditions and you are eligible for a stipend amount of **Rs. 10000/-** per month.

Upon successful completion of internship program, you will be on probation period for **6 months** during this period you will undergo various classroom and On-Job-Training. Your monthly stipend for the **first 3 months** will be **Rs. 15,000/-** (Rupees Fifteen Thousand Only) and from **4th month** onwards the stipend will be **Rs. 20,000/-** (Rupees Twenty Thousand Only). The above-mentioned stipend is inclusive of Provident Fund as per the statutory act. Probation confirmation will be on the 7th Month, and it will be based on your performance in the continuous assessments during the training period. After successful review and completion of probation, your salary from **7th month** onwards will fall under **Rs. 650000** (Rupees Six Lakhs and Fifty Thousand Only) Annual CTC. All the salary components will be subject to statutory compliance. The details are enclosed in the annexure.

We will be issuing the offer letter at the time of Joining.

The DOJ is subject to business requirement and market conditions. Your Joining batch and the date will be communicated by Human Resource Department separately

You will be required to sign a Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

We welcome you to Kaar Technologies and look forward to a long and mutually rewarding association with you.

Yours Sincerely,

For Kaar Technologies India Pvt Ltd.,

Authorized Signatory.

I accept the above terms and conditions.

Candidate Signature
Date
Date of Joining

Compensation Structure Details:

The details of your Compensation Structure are given below:

Basic- Basic salary means monthly fixed salary excluding all the allowance, perks, and benefits payable to the employee. It would be fully taxable in the hands of the employee.

HRA- 50% of basic would be paid to employee towards HRA. Tax exemption can be availed on this compensation as per rules of HRA in the Income Tax Act.

Flexi Benefit Allowance (FBA)- The Flexi Benefit Allowances will be paid to you as part of your salary every month. The components are as follows: Leave Travel Allowance, Children's Education Allowance, Children Hostel Allowance, Professional Development (Academic expenses, Books & periodicals) and Telephone & Internet reimbursement.

You have the flexibility of changing the amounts under each of the above-mentioned heads, within your FBA, according to your preferences and income tax plans. Taxation will be governed by the Income Tax rules. Kaar will be deducting tax at source as per income tax guidelines.

Performance Variable Pay – Payable based on the prevailing Variable Pay Policy in the Organization. (Subject to Change).

Provident Fund – Provident fund will be governed as per the statutory act.

Gratuity – Gratuity amount shown in the annexure in approximation of your eligibility and 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.

Insurance: – You will be eligible for following benefits, which will be governed by Company policy:

1. Medical Insurance for self, spouse and 2 dependent children up to **Rs. 200000/-** per annum. Premium for this is included in CTC.
    a. You have the option of availing Kaar Negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to **Rs. 400000/-** per annum. The entire premium for this will have to borne by you. This plan allows for coverage of pre-existing ailments.
    b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
        - 10% of such claim for self, spouse, 2 dependent children. (Subject to change)
        - 20% of such claims for parents, parents in-law and additional children under the separate insurance plan. (Subject to change)
2. Life Insurance coverage equivalent to your annual fixed compensation within minimum cover of **Rs. 3000000/-**

ANNEXURE

Name: Srinath P
Designation: Trainee
Band: II-D

Compensation Structure in Rs.	**Annual**	**Monthly**
Basic	260000	21667
HRA	130000	10833
Flexi Benefit Allowance	218900	18242
Gross Salary	**543900**	**50742**
Employer's Contribution to PF	21600	1800
Gratuity	13000	NA
Medical Insurance	6500	NA
Annual Cost to Company	**650000**	

SUBAHARINI C **21st June 2022**

JL 2

Dear SUBAHARINI C,

With reference to your application and the subsequent interviews you had with us, we are pleased to confirm your appointment as **Associate Data Engineer** at **Job Level 2** with effect from **27th June 2022** subject to the following terms, conditions and the general rules of our Company:

1. Please refer to the attached annexure for details of your remuneration.

2. You will be placed on probation for a period of three months. This period will be extended if it is felt necessary to do so by another three months. During the probationary period, the Company shall be at liberty to terminate your employment without assigning any reason on giving fifteen days' notice or without any notice on payment of fifteen day's salary in lieu of notice. On the expiry of the probationary period, and subject to your services being found up to Company's expectations, you shall be confirmed as a permanent employee. In the absence of any communication confirming you, you shall be deemed to be confirmed on the expiry of the probationary period as aforesaid.

3. You will be eligible for coverage under the Company's Provident Fund, Gratuity Scheme as per Company's rules in force from time to time.

4. You shall be required to work initially at our **Global Service Centre at Bangalore.** The Company shall be entitled to direct or depute you to work in any other Department or Branch of the Company wherever situated in India or abroad, whether existing on the date hereof or which may exist in future and you shall comply with such direction. The Company will also be entitled to transfer your services to any subsidiary or affiliate of the Company whether existing or which may exist in future and which Company is generally regarded as part of the Maersk Group of Companies.

5. You shall accept such management decisions pertaining to Clause 4. Failure to adhere or refusal to comply with any order or instruction by the management as per Clause 4 shall be treated as a breach of employment contract.

6. After your confirmation in permanent service, the Company shall be entitled to terminate your employment at any time without assigning any reason either on giving two months' notice or without any notice on payment of two month's salary in lieu of notice.

Classification: Confidential

7. You shall, in the event of your resignation give the Company two months' notice of your intention to resign. The Company however, reserves their right to accept your resignation with immediate effect or at any time during the notice period. In the event of any breach of this term, you shall have to compensate the company for the damages incurred.

8. You hereby agree that, while you are employed by Company and for one (1) year following the termination of your employment with Company, will not directly or indirectly solicit, attempt to solicit or interfere with any customer or supplier of Company in a manner that conflicts with or interferes in the business of Company as conducted with such customer or supplier.

9. You hereby represent and warrant to Company that you are not party to any written or oral agreement with any third party that would be conflicting to this Appointment or Confidentiality and Proprietary Information to perform your obligations hereunder and that you will not, by joining the Company, breach any non-disclosure, proprietary rights, non-competition, non-solicitation or other covenant in favor of any third party.

10. You are not permitted to divulge the contents of this Contract to any other third party.

11. You are to devote your entire working ability to **Maersk Global Services Centres (India) Pvt. Ltd**. and to exercise full discretion towards any third party in all matters concerning the Company, its business and policies, its Management and employees. It is understood that the rights to any EDP system/ Programs and all data and Information belong fully to the Company.

12. You should not divulge or utilize, except in the furtherance of the organization's business, any confidential information that comes to your knowledge in the course of your employment with the organization or its associates. The responsibility for keeping such information confidential applies not only to the period of employment but also thereafter.

    As a condition of employment, you are requested to consider work done and information received during the course of employment as confidential. Violation of the IT security policy, Email and Internet policy will call for strict disciplinary action.

13. The retirement age is 60 years.

14. The Company Rules and Regulations will form part of your Contract of Employment, and your employment is conditional upon and subject to your acceptance of these as currently in force and as may be amended from time to time.

15. Strict action will also be taken which may include immediate termination without any compensation or notice pay following:

    - Employees implicated in Criminal cases, found to have committed an offence involving questionable integrity, moral turpitude
    - any act subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation, incurring excessive debts, commission of any act prejudicial to, or in conflict with the interests of the company
    - Employees indulging in Substance abuse
    - Employees indulging in Sexual harassment
    - If any information furnished or declaration given by you regarding your employment to the Company is found to be false or any material information willfully suppressed, your appointment would be liable for termination without any notice or compensation.

16. The Company will require you to undergo a background check, which will be conducted by the Company or by any third party retained by the Company to perform the investigation. Your employment with the Company depends on successful clearance of the background check process. Upon your failure to successfully clear the background check process, the Company shall have the right to terminate your services without prior notice or any compensation in lieu of such notice and without being liable to pay any compensation for such termination. The decision of the Company in this regard shall be final and binding on you.

You are kindly requested to confirm your Agreement to the above terms and conditions, including the Company's rules and regulations, by signing and returning the duplicate of this Letter.

We welcome you to our organization and trust that your association with us will be a happy and mutually rewarding one!

Yours faithfully,

for MAERSK GLOBAL SERVICE CENTRES (INDIA) PVT. LTD.



Gautam Shetty

India Hiring Lead – India Recruitment

I confirm that I have read and understood the terms and conditions of the appointment letter. I agree and accept the above terms and conditions and the Company's rules and regulations.

Agree _____ ___ Date _22/06/2022_____

SUBAHARINI C

MAERSK

Annexure

Name : **SUBAHARINI C M**

Designation : **Associate Data Engineer**

Level : **JL 2**

Location : **Bangalore**

Date of Joining : **27th June 2022**

Salary Components	INR p.m.	INR p.a.
Basic Salary	30,000	3,60,000
House Rent Allowance	15,000	1,80,000
Bonus Allowance	1,000	12,000
Conveyance Allowance	1,600	19,200
Other Allowance	22,357	2,68,284
Annual Fixed Salary	**69,957**	**8,39,484**
Provident Fund (12% of salary)	3,600	43,200
Annual Fixed Salary incl. PF	**73,557**	**8,82,684**
Gratuity (as per the Gratuity Act)	1,443	17,316
Annual Fixed Salary incl. retirals	**75,000**	**9,00,000**

You will also be eligible for bonus pay as per the company's Bonus Plan, your target incentive payout for the current year being **INR. 83,948**. The actual amount for disbursement may be higher or lower than target basis company's performance. The variable payout for employees who join in the middle of Performance Cycle would be pro-rated as per duration of service. The variable payout would only be made to employees on rolls of the organization on the date of actual disbursement. Please refer to the **Bonus Plan** document for further details.

M. Rathinam

Cognizant

13-Jan-2022

Subash B S
B.E. Computer Science & Engineering
Kongu Engineering College, Erode

Dear Subash B S,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

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



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

SUGANTH C **21st June 2022**

JL 2

Dear SUGANTH C,

With reference to your application and the subsequent interviews you had with us, we are pleased to confirm your appointment as **Associate Data Engineer** at **Job Level 2** with effect from **27th June 2022** subject to the following terms, conditions and the general rules of our Company:

1. Please refer to the attached annexure for details of your remuneration.

2. You will be placed on probation for a period of three months. This period will be extended if it is felt necessary to do so by another three months. During the probationary period, the Company shall be at liberty to terminate your employment without assigning any reason on giving fifteen days' notice or without any notice on payment of fifteen day's salary in lieu of notice. On the expiry of the probationary period, and subject to your services being found up to Company's expectations, you shall be confirmed as a permanent employee. In the absence of any communication confirming you, you shall be deemed to be confirmed on the expiry of the probationary period as aforesaid.

3. You will be eligible for coverage under the Company's Provident Fund, Gratuity Scheme as per Company's rules in force from time to time.

4. You shall be required to work initially at our **Global Service Centre at Bangalore.** The Company shall be entitled to direct or depute you to work in any other Department or Branch of the Company wherever situated in India or abroad, whether existing on the date hereof or which may exist in future and you shall comply with such direction. The Company will also be entitled to transfer your services to any subsidiary or affiliate of the Company whether existing or which may exist in future and which Company is generally regarded as part of the Maersk Group of Companies.

5. You shall accept such management decisions pertaining to Clause 4. Failure to adhere or refusal to comply with any order or instruction by the management as per Clause 4 shall be treated as a breach of employment contract.

6. After your confirmation in permanent service, the Company shall be entitled to terminate your employment at any time without assigning any reason either on giving two months' notice or without any notice on payment of two month's salary in lieu of notice.

Classification: Confidential

7. You shall, in the event of your resignation give the Company two months' notice of your intention to resign. The Company however, reserves their right to accept your resignation with immediate effect or at any time during the notice period. In the event of any breach of this term, you shall have to compensate the company for the damages incurred.

8. You hereby agree that, while you are employed by Company and for one (1) year following the termination of your employment with Company, will not directly or indirectly solicit, attempt to solicit or interfere with any customer or supplier of Company in a manner that conflicts with or interferes in the business of Company as conducted with such customer or supplier.

9. You hereby represent and warrant to Company that you are not party to any written or oral agreement with any third party that would be conflicting to this Appointment or Confidentiality and Proprietary Information to perform your obligations hereunder and that you will not, by joining the Company, breach any non-disclosure, proprietary rights, non-competition, non-solicitation or other covenant in favor of any third party.

10. You are not permitted to divulge the contents of this Contract to any other third party.

11. You are to devote your entire working ability to **Maersk Global Services Centres (India) Pvt. Ltd**. and to exercise full discretion towards any third party in all matters concerning the Company, its business and policies, its Management and employees. It is understood that the rights to any EDP system/ Programs and all data and Information belong fully to the Company.

12. You should not divulge or utilize, except in the furtherance of the organization's business, any confidential information that comes to your knowledge in the course of your employment with the organization or its associates. The responsibility for keeping such information confidential applies not only to the period of employment but also thereafter.

    As a condition of employment, you are requested to consider work done and information received during the course of employment as confidential. Violation of the IT security policy, Email and Internet policy will call for strict disciplinary action.

13. The retirement age is 60 years.

14. The Company Rules and Regulations will form part of your Contract of Employment, and your employment is conditional upon and subject to your acceptance of these as currently in force and as may be amended from time to time.

15. Strict action will also be taken which may include immediate termination without any compensation or notice pay following:

    - Employees implicated in Criminal cases, found to have committed an offence involving questionable integrity, moral turpitude
    - any act subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation, incurring excessive debts, commission of any act prejudicial to, or in conflict with the interests of the company
    - Employees indulging in Substance abuse
    - Employees indulging in Sexual harassment
    - If any information furnished or declaration given by you regarding your employment to the Company is found to be false or any material information willfully suppressed, your appointment would be liable for termination without any notice or compensation.

16. The Company will require you to undergo a background check, which will be conducted by the Company or by any third party retained by the Company to perform the investigation. Your employment with the Company depends on successful clearance of the background check process. Upon your failure to successfully clear the background check process, the Company shall have the right to terminate your services without prior notice or any compensation in lieu of such notice and without being liable to pay any compensation for such termination. The decision of the Company in this regard shall be final and binding on you.

You are kindly requested to confirm your Agreement to the above terms and conditions, including the Company's rules and regulations, by signing and returning the duplicate of this Letter.

We welcome you to our organization and trust that your association with us will be a happy and mutually rewarding one!

Yours faithfully,

for MAERSK GLOBAL SERVICE CENTRES (INDIA) PVT. LTD.



Gautam Shetty

India Hiring Lead – India Recruitment

I confirm that I have read and understood the terms and conditions of the appointment letter. I agree and accept the above terms and conditions and the Company's rules and regulations.

Agree _____ ___ Date _22/06/2022_____

SUGANTH C

MAERSK

Annexure

Name : **SUGANTH C M**

Designation : **Associate Data Engineer**

Level : **JL 2**

Location : **Bangalore**

Date of Joining : **27th June 2022**

Salary Components	INR p.m.	INR p.a.
Basic Salary	30,000	3,60,000
House Rent Allowance	15,000	1,80,000
Bonus Allowance	1,000	12,000
Conveyance Allowance	1,600	19,200
Other Allowance	22,357	2,68,284
Annual Fixed Salary	**69,957**	**8,39,484**
Provident Fund (12% of salary)	3,600	43,200
Annual Fixed Salary incl. PF	**73,557**	**8,82,684**
Gratuity (as per the Gratuity Act)	1,443	17,316
Annual Fixed Salary incl. retirals	**75,000**	**9,00,000**

You will also be eligible for bonus pay as per the company's Bonus Plan, your target incentive payout for the current year being **INR. 83,948**. The actual amount for disbursement may be higher or lower than target basis company's performance. The variable payout for employees who join in the middle of Performance Cycle would be pro-rated as per duration of service. The variable payout would only be made to employees on rolls of the organization on the date of actual disbursement. Please refer to the **Bonus Plan** document for further details.

Cognizant

13-Jan-2022

Sugantha Kumar G
B.E. Computer Science & Engineering
Kongu Engineering College, Erode

Dear Sugantha Kumar G,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

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



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Cognizant

13-Jan-2022

Sulochana M
B.E. Computer Science & Engineering
Kongu Engineering College, Erode

Dear Sulochana M,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

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



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Private and Confidential

Thoughtscrest Software Limited
Level 8 Tower 1
Umiya Business Bay
Cessna Business Park,
Kadubeesanahalli
Marathahalli
Sarjapur outer Ring Road,
Bangalore - 560103

Dear Suriya N U

Offer of Employment

On behalf of **Thoughtscrest Software Private Limited** ("the Company") we are pleased to offer you employment in the position of **Associate Software Engineer** on the terms and conditions outlined herein.

By accepting this offer you warrant that there are no contractual or other legal impediments which may prevent you commencing employment with the Company. Upon acceptance by you, this offer shall form the employment agreement between you and the Company.

1. Position & Duties

Your initial position will be an **Intern** from 16th Aug 2021 until 15th May 2022. Your next position will be **Associate Software Engineer** from 16th May 2022.

2. Working Hours

You are bound by the rules relating to working hours, shift timing, rest interval, leave and related matters which are currently in force or may be introduced from time to time. You may from time to time also be required to work at different times, including at night.

3. Remuneration

Your stipend during your internship period until 15th May 2022 will be **Rs. 18000.**

Your Total Gross Remuneration package from 16th May 2022 will be
Rs. **350000 per annum.**

You are eligible to participate in the variable compensation plan relevant to your role and line of business.
You are also eligible for a joining bonus of **Rs 50000** which would be paid to you on May 31st 2022.

Details of your remuneration are set out in Appendix 1 included in the offer pack attached to this document. Salary will be paid into your salary account by the last day of each month.

4. Other Benefits

You will receive other benefits as outlined in Appendix I. You are only eligible for such benefits, perquisites and entitlements after you have joined the Company and subject to the Company's policies, rules, procedures and/or guidelines that may be issued and/or amended from time to time. All benefits, perquisites and entitlements (including reimbursements) are subject to any relevant and applicable Income Tax provisions, including taxation on perquisite value.

These benefits, perquisites and entitlements shall cease upon the termination of your employment with the Company. They may also cease if you take unpaid leave.

5. Job Assignments

You may during the course of your employment be given assignments based on the Company's reasonable business needs which the Company considers are suited to your background, qualifications and/or experience. You shall not refuse to carry out any assignment solely on the ground that it has not been or does not form part of your usual duties. You will not be entitled to any additional compensation for carrying out such assignment if, in the opinion of the Company, the job or the duties are equivalent to your initial position or duties.

6. Location

Your place of posting will be in **Bangalore**. The Company may also require you to work at another location based on its reasonable business needs. In such case, the Company may in its discretion transfer you to another job, department, branch, office or customer site (which is in existence either at the time of your appointment or is established, acquired or otherwise comes into existence in the future), whether situated in the same location or other locations in India or abroad. You may also be required to transfer to another company which is affiliated with or related to the Company or in which the Company has an interest.

You may be required to travel to any of our offices or customer locations to any other locations for business reasons, should a need arise.

Although the Company will endeavor to ensure that any transfer or relocation does not cause unnecessary disruption to your status, the Company does not guarantee the continuation of any facility or perquisite upon transfer. In all such cases of transfer or relocation, the Company's transfer and relocation policies and rules shall apply. Further details are set out in Appendix I included in the offer pack attached to this document.

Your salary is also country based. As such, if you relocate to another country, your salary will be adjusted to the market rate for the role in the new country of employment, which may be higher or lower than your current salary.

7. Salary Revision

Your remuneration will be subject to review by the Company at such times as may be considered appropriate. The Company operates a Pay-for-Performance policy and the result of any remuneration review will take your performance into account.

The Company will review your performance throughout your employment. A performance review will not necessarily result in a salary increase.

You will appreciate that information relating to your remuneration package is strictly confidential and hence request you maintain this confidentiality.

8. Deductions

During your employment or upon termination of your employment for any reason, the Company may deduct from your pay, or from outstanding expenses claims, any over payments, outstanding debts or monies owed by you to the Company. The Company may also deduct the value of any Company property which has not been returned by you.

9. Obligations to the Company

You are required to:

(a) follow all reasonable and lawful directions of your manager or of any authorized person in the course of employment;

(b) Devote your working time and attention to the business of the Company and perform the duties assigned to you to the best of your abilities, in good faith and in compliance with the law;

(c) thoroughly familiarize yourself with and comply with all the Company's policies, rules, procedures and guidelines in place from time to time

10. Confidentiality and Proprietary Information

All information, documentation and resources, however provided, remain at all times the confidential property of the Company. You will not disclose the same to any third party or use them for personal benefit or gain without prior authorization from the Company. It is a condition of your employment that you sign and abide by the terms of the Proprietary Information

Any breach of security or confidentiality is regarded very seriously and could lead to termination of employment.

11. Termination of Employment

(a) This offer is made on the understanding that all information given by you in the application/employee data form/during the interview, or data provided by you prior to or at the time of joining the Company is true and accurate. If it is found at any time that any information provided by you is not true and correct, or that you have knowingly suppressed any information or if any other adverse or relevant information comes to light, the Company may terminate your employment at any time without compensation.

(b) By accepting this offer, you agree that upon termination of your employment you will return all property belonging to the Company.

12. Notice of Termination

Notice of termination of employment by either party shall be two month's notice in writing or payment in lieu of notice. Such notice may not be offset by unused leave.

13. Retirement

You will retire from service on completion of 60 years of age. Thereafter the company may offer you a new employment contract at its discretion.

14. Jurisdiction

In the event of any dispute regarding the terms and conditions of your employment, you agree that you will be subject to the jurisdiction of the relevant courts and the laws of Bangalore.

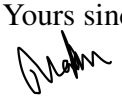
15. Validity

This offer is made in accordance with Indian laws and is subject to no adverse information being obtained during reference checking with previous employers, validation of educational qualifications and/or background checks, and approval of your employment/immigration pass application (whichever is applicable).

Please read this Offer of Employment and Appendices carefully before you agree to the terms and conditions herein by signing. The offer sets forth certain important benefits and terms and conditions of your employment with the Company

On your day of commencement you will be required to sign in all pages including Appendixes for our records a copy of the offer and the Proprietary Information Agreement.

Yours sincerely



Prabhu Palanisamy
Director
Thoughtscrest Software Limited

DECLARATION

I, _____ agree with all the terms and conditions set out in this Offer of Employment, including the Appendices. I also confirm that I have read, understood and agree to comply with the obligations set out herein, including the Proprietary Information Agreement at Appendix II. I will commence employment with effect from _____.

Signature: Date:

_____ _____

APPENDIX I

1. Compensation Break up

The break up of your total gross compensation is given below:

Components		**Amount**
Basic salary	- Rs	175000
Flexible comp	- Rs	129000
12% Basic - PF	- Rs	21000
Bonus	- Rs	At end of year
Allowances	- Rs	25000
Total	**- Rs**	**350000**

The Company may, at any time, review and/or restructure the Compensation Package.

You are required to submit the following on the joining date

a) 2 passport size photographs in color

b) proof of identity (e.g.: Passport, Driver's license, PAN card, Ration card, Voter ID card)

c) proof of address in respect of residence where you have stayed for the longest duration in the last 7 years (e.g.: any utility bill – electricity, telephone, credit card).

Rently
Registered Office:
Block B2, Third Floor,
Rathinam Techzone Campus,
Eachanari, Pollachi Main Road,
Coimbatore - 641021
www.rently.com

Private & Confidential
RSD/HR/IOL/2021-22/032
Date: 2nd Aug, 2021

To,
Mr. Suriya Prakash Veerabadran
5/397, Tamilmani Nagar (North), Pollachi,
Mahalinga Puram, Coimbatore, Tamil Nadu - 642002.

Dear Suriya Prakash,

Sub: Offer Letter of Internship

On behalf of **Rently Software Development Pvt. Ltd** (the "Company"), we are pleased to extend to you this offer as an Intern, reporting to **Mr. Bijoy Sivan.** The terms and conditions of your internship are as follows:

1. Once you accept this offer, you will begin your internship with the Company on **2nd Aug, 2021** and be in force for a period of 12 months.
2. You will be paid with the training stipend as follows:
   a. Phase 1 - Technical and Functional Training (1-3 months): INR 12,500 per month (Twelve Thousand Five Hundred Only)
   b. Upon successful completion of Phase 1 Training: INR 15,000 per month (Fifteen Thousand Only)
3. Your internship is expected to end on **1th Aug, 2022** however the full-time employment will be offered to you only upon successful completion of the course and after the submission of the Provisional certificate. The Company may terminate your internship at any time, with or without cause and with or without notice.
4. The CTC offered to you was in accordance with your CGPA and it is subjected to maintaining it at the same level along with successful course completion. Failing to maintain the CGPA at the same level or failing to complete the course will have corresponding effect on the CTC or on employment as deemed fit.
5. During your internship, you will have access to trade secrets and confidential business information belonging to the Company. By accepting this offer of employment, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own personal use or from disclosing it to anyone outside the Company.

6. In addition, you agree that, upon conclusion of your internship or premature termination, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.
7. As an intern you will not receive any of the employee benefits that regular Company employees receive.
8. On completion of internship, at the discretion of the management, you will be offered permanent employment, subject to terms and conditions with a minimum commitment period of 30 months in lieu of the training being imparted to you.
9. By accepting this offer, you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees.
10. This letter sets forth the complete offer we are extending to you, and supersedes and replaces any prior statements or discussions. It may be changed only by a subsequent written agreement.

We are excited to have you on board and we hope that your association with the Company will be mutually beneficial, successful, long term and rewarding.

Please indicate your acceptance of this offer of Internship by signing below and returning it to us. If you have any questions, please do not hesitate to contact us.

Very truly yours,

For **Rently Software Development Pvt. Ltd**



Bijoy Sivan K
Managing Director

Acceptance

I accept Internship with the Company on the terms and conditions set out in this letter.

Name: Suriya Prakash Veerabadran

Signature: _____

Date: 2nd Aug, 2021

vuram
Services, Redefined.

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

September 28, 2021

Dear Surya Narayanan N R,

Welcome to the Vuram family!

We have the pleasure of offering you a job at Vuram as a **"Associate Technical Consultant"**. We at Vuram are keen on providing an excellent environment for work, a great learning environment, a friendly workplace, an organization driven by its values and principles. We work together to deliver the highest quality service to our customers. We hope that you will have a rewarding, successful and enjoyable time working with us.

Please find enclosed your detailed appointment letter. A copy of the same is to be signed and submitted by you on your date of joining. This offer is subject to providing all the required documents and agreeing to all the offer terms and conditions.

We look forward to you having a long and fruitful relationship with us.

Warm Regards,

R. Prabhavathi

Prabhavathi Macheri Shanker
Director, Vuram

Scanned with CamScanner

Services, Redefined.

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

Offer Details

Appointment & Compensation

1. Your employment start date will be informed.
2. You will be on training and probation for the first six full calendar months of your employment.
3. During this period, you will earn a total of Rs. 21,900/month. This amount will be credited to your bank account on the last working day of the month.
4. Your salary breakdown during your probation period will be as follows:

Category	Monthly Pay(INR)
Basic	11,700.00
House Rent Allowance	5,850.00
Commutation Allowance	1,600.00
Medical Allowance	1,250.00
Internet Allowance	1,000.00
Fitness Allowance	500.00
Gross Salary #	***21,900.00***
Employer PF Contribution	1,800.00
Total	***23,700.00***

Employee PF of Rs. 1800 and Professional Tax (based on Government estimates) will be deducted from your salary. Employer PF or Rs.1800 will be credited to your PF and related accounts

5. Your compensation will be pro-rated for any partial months worked
6. During your probation period, you will be eligible for insurance and PF benefits as per company policy.
7. If you decide to leave Vuram during probation, you will have to serve a minimum notice period of 3 - months. Vuram retains the right to request work beyond the 3-month notice period as may be the case.
8. Your employment will be confirmed upon successfully completing your probation period. Vuram retains the right to void this employment offer in the event of unsatisfactory performance during the probation period without any notice.

Scanned with CamScanner

Services, Redefined.

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

9. Upon confirmation, your salary will be as per the table below.

Category	Monthly (INR)	Annually (INR)
Basic	17,600.00	2,11,200.00
House Rent Allowance	8,800.00	1,05,600.00
Commutation Allowance	1,600.00	19,200.00
Medical Allowance	1,250.00	15,000.00
Internet Allowance	1,000.00	12,000.00
Fitness Allowance	500.00	6,000.00
Other Allowance	250.00	3,000.00
Gross Pay	**31,000.00**	**3,72,000.00**
Employer Provident Fund	1,800.00	21,600.00
Bonus Potential		37,200.00
Gratuity		10,154.00
Insurance Cover		9,930.00
Total		**4,50,884.00**

a. **Employer Provident Fund**
Employer PF contributions will be automatically credited to your PF and other related accounts, details of which will be shared with you within 2 months of your employment commencement.

b. **Bonus**
Bonus Potential will be paid in the month of December every year. Actual Bonus Potential payout will be determined based on Individual Performance and prorated to the number of full months worked in the current calendar year. Probation period will be excluded in computing number full months worked.
Bonus is paid based on your joining date.
You are eligible for a bonus during the current calendar year only if your joining date is on or before 21st October. If you join Vuram after this date, you will be eligible for a bonus starting from the subsequent year.

c. **Gratuity**
Gratuity will be credited to a company escrow account. Gratuity payments are realized only upon employment termination post serving a minimum term of 5 continuous years.

d. **Insurance**
Insurance is calculated as the premium for self and 2 dependents (parents, spouse, kids) for a cover of Rs. 2,00,000 per insured. The Insurance cover provided by Vuram can be used for up to 5 dependents. The amount quoted in the salary breakdown is an indicative premium Vuram pays for self and 2 dependents in the age group of 40-50. The actual premium paid by Vuram could vary based on additional parameters.

Scanned with CamScanner

Services, Redefined.

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

You will be eligible for the group health insurance policy after completion of 3 months from your date of employment.

10. **Your total annual Cost to Company (CTC) is Rs. Four Lakhs Fifty Thousand Eight Hundred and Eighty-Four Indian Rupees (Rs. 4,50,884.00)**
11. During your employment with Vuram, you will also receive the following perquisites per annum.

Perquisites	Amount (INR)
Food & Beverages	19,800.00
Annual Perquisites Total	19,800.00

You will be eligible to opt for free breakfast and subsidized lunch (charged at Rs.40/day) at the office. The perk shown above is calculated assuming 220 workdays in a calendar year. This perk cannot be exchanged or traded for cash benefits.

12. Professional Tax, Income Tax and Employee PF contribution as applicable for your earnings will be deducted from your monthly salary. Your salary will be subject to all taxes as per the tax laws of India and other statutory fees.
13. **Salary Revision**
    The salary revision happens yearly during the month of January. The first revision cycle varies based on the joining date.
    If you join Vuram on or before 31st August 2021, you will be eligible for a salary revision in the month of January 2022. In case your date of joining falls on or after 1st September 2021, your salary revision will happen only in the month of January 2023.
14. Changes in your compensation are discretionary and will be subject to and based on effective performance and results during the period and other relevant criteria.
15. Your training location and job location will be at any of the Vuram-India offices. You might be required to work from the various offices from time to time.
16. There might be an occasional need to work during business days and hours of the customer.
17. This offer is provisional to the verification of details furnished by you during the discussions and interviews held so far. If any of these details are found to be incorrect or falsified at any point of time during your employment, this offer letter, and/or subsequent employment status stands cancelled with immediate effect.
18. This offer is valid till **30th of September 2021**, If you do not confirm the acceptance within this period, Vuram has right to withdraw the offer.
19. You will be entitled to leave, holidays and working hours as applicable to your category of employees, the project you are working on and the location of your posting.
20. Irrespective of your work location you can avail a total of 15 days off in a calendar year. For partial years worked, your vacation days will be proportionately adjusted.
21. At the time of joining Vuram, please bring with you the following documents:
    a. Copy of signed Vuram offer letter
    b. Copy of 10th & 12th mark sheets

Scanned with CamScanner

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

c. Copy of Degree certificates
d. Copy of your passport.
e. Copy of your PAN Card.
f. Copy of your Aadhar Card
g. Copy of Bank passbook first page or cancelled cheque leaf.
h. Copy of previous companies offer letter, relieving letter and last 3months payslips.
i. Medical fitness certificate
j. Passport Size Photograph

22. Your offer is contingent on you producing all the above documents. Vuram reserves the right to revoke this offer if you do not meet this academic requirement or if any of the information you have furnished leading to your selection is found to be misrepresented.

Other Benefits

23. Vuram aims to provide an excellent workplace for its workforce that is comfortable, enriching, and fun. There are several events organized by Vuram throughout the year that you can opt-in.
24. You will be entitled to the complimentary snack and beverage facilities in the premises.
25. You will be entitled to avail free transportation provided by Vuram for a pick-up and drop-off at a predetermined spot (Available only at Trichy office).
26. You will be entitled to avail a one-time reimbursement of up to Rs. 1250/- towards purchase of a data card of your choice within three months from the date of joining.
27. Under Vuram Works initiative, You will be entitled to avail a one time reimbursement of Rs. 10000/- towards work-from-home set up support which will be paid as an expense reimbursement after 2 months of expenses submission.

Responsibilities

28. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results.
29. You are not to engage in any activity that has or will have an adverse impact on the reputation/image and business of Vuram, whether directly or indirectly.
30. You will be required to undertake travel on Vuram's work for which you will be reimbursed travel expenses as per the policy applicable to you.
31. You will always be required to abide by Vuram's policies. These policies may be updated from time to time and you will be required to comply with these updates as well. Any such change in policy will be communicated to you.
32. You are expected to perform your duties in an ethical and integral way. Non-compliance with Vuram's policies and any unethical behavior could result in termination.
33. In connection with and during the course of your employment, you shall disclose all the development developed or conceived by you solely or jointly with others and assign to Vuram as its exclusive property, which becomes an intellectual property of Vuram.

Conflicts of Interest

Scanned with CamScanner

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

34. You are required to engage yourself exclusively in the work assigned by Vuram and shall not take up any independent or individual assignments (part time, full time or in advisory capacity) directly or indirectly without the written consent of your manager.
35. You shall not be involved, directly or indirectly or have any interest in or perform any services for any person or organization that are involved in activities, which shall be in conflict with interests of Vuram
36. You shall not subcontract your work out to any individual or organization or provide access to your system or disclose any information you are presented with at Vuram to any organization, group or individual who may or may not have a conflict of interest with Vuram
37. You are not to solicit, induce or encourage
    a. Any employee of Vuram to terminate their employment with Vuram or to accept employment with any competitor, supplier or any customer with whom you have a connection
    b. Any customer or vendor of Vuram to move his existing business with Vuram to a third party or to terminate his business relationship with Vuram
    c. Any existing employee to become associated with or perform services of any type for any third party.
38. In the event of your separation from Vuram , either initiated by you or by Vuram, You shall not recruit/ refer for employment any employee working in Vuram for a period of 12 months commencing from the last day of your employment with us. Any violations of this covenant will lead to legal consequences as provided in this agreement.

Non-compete

39. You shall not directly or indirectly carry on, assist, engage in, be concerned or participate in any business/activity (whether directly or indirectly, as a partner, shareholder, principal, agent, director, affiliate, employee, consultant or in any other capacity or manner whatsoever) which is similar to the business of Vuram nor engage in any activity that conflicts with your obligations to Vuram;
40. **Solicit Business:** You shall not solicit, endeavour to solicit, influence or attempt to influence any client, customer or other Person directly or indirectly to purchase Vuram's product and/or services to himself or any Person in competition with the business of Vuram;
41. **Solicit Personnel:** You shall not solicit or attempt to influence any person employed or engaged by Vuram (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with Vuram or to become the Founder of or directly or indirectly offer services in any form or manner, during or after your Term of this contract, any Person who is a competitor of Vuram;
42. Vuram acknowledges and agrees that the above restrictions are considered reasonable for the legitimate protection of Vuram's business and its goodwill but in the event that such restriction shall be found to be void, but would be valid if some part thereof was deleted or the scope, period or area of application were reduced, the above restriction shall apply with the deletion of such words or such reduction of scope, period or area of application as may be required to make the restrictions contained in this Article valid and enforceable. Notwithstanding the limitation of this provision by any law for the time being

Scanned with CamScanner

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

in force, the parties undertake to, at all times, observe and be bound by the spirit of this Article. Provided however, that on the revocation, removal or diminution of the law or provisions, as the case may be, by virtue of which the restrictions contained in this Article were limited as provided hereinabove, the original restrictions would stand renewed and be effective to their original extent, as if they had not been limited by the law or provisions revoked.

43. You acknowledge and agree that the covenants and obligations with respect to non-compete and non-solicitation as set forth above relate to special, unique and extraordinary matters, and that a violation of any of the terms of such covenants and obligations will cause irreparable injury to Vuram. Therefore, you agree that Vuram shall be entitled to an interim injunction, restraining order or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain you from committing any violation of the covenants and obligations contained in this Article. These injunctive remedies are cumulative and are in addition to any other rights and remedies that Vuram may have at law or in equity.
44. You shall not take up as a consultant or enter into any arrangement with any other company/ Person/ firm or association engaged in any of Vuram's competing Service for a period of eighteen months from the date of leaving Vuram for any reasons. The expression "Competing Service" is understood as "any involvement with the type of products, processes or services which you have during the term of this contract with Vuram (a) worked on; or (b) acquired or had access to (c) been trained to do.

Confidentiality

45. **Your Salary information is confidential and should not be discussed, disclosed, shared with anyone other than the authorized finance representative of Vuram or with the Chief Executive Officer. Breaching this clause of your agreement, will lead to immediate termination of your employment.**
46. You will be privy to information pertaining to Vuram and Vuram's Client's business from time to time as an employee. You will maintain as confidential, all such information that you gain while in employment. To communicate this understanding in more formal and legal terms, you will be required to sign the Vuram's Non - Disclosure Agreement on your joining date.

Intellectual Property

47. If you create any work in which any copyright, design right or similar rights may exist during your employment (including any work created during any time spent by you on Vuram's business outside your normal working hours and which relates to that business), those rights shall belong to Vuram. You shall not be permitted to share such intellectual property in physical or digital format outside Vuram.
48. If you make any invention, whether patentable or not, which relates to or is capable of being used in any business activity of Vuram in which you have been actively involved at any time during the period of two years before making such invention, you must disclose it to Vuram immediately, and the ownership of the invention shall be determined in accordance with Section 39.9 of the Patents Act 1977.

Scanned with CamScanner

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

Social Media Postings

49. Due to the sensitive and exclusive nature of most events, as well as corporate confidentiality and securities regulations, it is the policy of Vuram to prohibit anyone from taking pictures, posting or making public comment on or about any of company's executive committee members, employees, attendees, partners, speakers, etc. - as well as its brand assets, product knowledge, proprietary content and other such protected confidential information. Posting of all visual content (images or video) displaying or depicting corporate branding (logos, etc) are prohibited. These elements and others are the copy-protected property of Vuram clients acquired spending a great deal of resources promoting and marketing. There are strict guidelines governing the proper use of their branding elements and publishing of such photos will violate the undertaking given to the customers, which will result in claim for damages. You should ensure that none of the Logos are present in any of your personal social media postings. Violation of this clause will have serious legal consequences including termination of employment, criminal action and claim for financial damages.

Termination & Notice Period

50. Vuram retains the right to terminate your employment agreement for any violation of the terms and conditions in this agreement, any misdemeanor or any act on your part that adversely affects Vuram's customers, its employees or its affiliates.
51. If you decide to leave Vuram at any point of time, you are required to serve a minimum notice period of three (3) full months. Vuram retains the right to request work beyond the 3-months' notice period as may be the case.
52. Your performance during the notice period is expected to be at the satisfactory level. If performance is found wanting and the same will be communicated to you. In that event Vuram retains the right to terminate your employment earlier due to unsatisfactory performance during your notice period. In this case you will be required to pay the full three months' salary. Upon payment you will be provided the relieving and experience documents.
53. In the event of not completing your entire notice as mentioned in your offer, you will be required to pay for the entire notice period. You would be provided the relieving and experience documents only upon completion of your entire notice period or upon paying for the notice period.
54. You will not be eligible for any revision, bonus, Corporate Group Health Insurance or any other benefits of the company once the resignation is accepted. During notice period, you will not be eligible for any leave accrual.
55. Vuram may decide to terminate your employment based on valid medical advice that you have become physically/mentally incapacitated to such an extent that you are unable to deliver the responsibilities entrusted to you.
56. Vuram retains the right to terminate your employment agreement If you do not report to work for more than 5 days, and if your leave of absence is not formally communicated. No experience or relieving letter will be provided in this case.

Scanned with CamScanner

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

57. Participation in any company event or any training program sponsored by the company will be completely under company's discretion.
58. On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company: any material items belonging to the Company per inventory, and all non-material items in your possession including but not limited to Intellectual property (documentation, software, email correspondence) and any other information required for the continued execution of the duties of your role (login credentials, business contact information), physical company documents that you may have in your possession and any other company assets within your control
59. You are also bound to repay any and all outstanding debts or loans due to the company and the company is hereby authorized to deduct from any payments due to the employee the amount due to the company.

General

60. Vuram trusts that you have not provided us with any false declarations of willfully suppressed material information.
61. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing services required under this agreement.
62. It is a condition of your employment that you sign this agreement at the time of joining Vuram and you must comply with the undertaking thereafter.
63. You will be required to learn the processes being followed at Vuram from time to time and comply with the quality standards that are being enforced as part of these processes. Your adherence to these quality standards and your general attitude towards quality will be an important parameter used in evaluating your performance.
64. Your appointment and continuation in service is further subject to your fitness in health. In the event of your continuous illness for a period of 2 months or more, your services are liable to be terminated by giving one month's notice or one month's basic salary in lieu thereof. You are advised to maintain yourself in a state of medical/physical/mental fitness. This is in your own as well as Vuram's interests.
65. In case you are absent yourself from duty for 7 consecutive days or more or extend leaves at your own and without consent of management beyond originally granted leaves, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by Vuram and compensation, if any, will not be paid. You will also be liable to pay the notice period dues to Vuram. You will also ensure safe return of all the properties including confidential information under your possession failing which Vuram will initiate appropriate action for recovery.
66. Any breach of conditions specified in this offer document shall have serious legal consequences including but not limited to termination of your employment, criminal action and claim for damages.
67. Any dispute, difference, controversy or claim ("Dispute") arising between the Parties out of or in relation to or in connection with this terms of Employment, of the breach, termination, effect, validity, interpretation or non-maintaining the secrete policy of Agreement or as to

Scanned with CamScanner

Services, Redefined.

Registered Office
185, Third Main Road, Natesa Nagar
Virugambakkam Chennai 600 092 TN India
+91 44 4910 2200
CIN U72900TN2010PTC077255

their rights, duties or liabilities there under, or as to any act, matter or thing arising out of, consequent to or in connection with this Agreement, shall be settled by the Parties by mutual negotiations and agreement. If, for any reason, the Parties cannot resolve such Dispute amicably, the same shall then be referred to and settled by way of arbitration proceedings by appointment of a sole Arbitrator by Vuram. The decision of the Arbitrator shall be final and binding upon the Parties. The venue of arbitration proceedings will be at Chennai. The language of the arbitration and the award shall be English.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

Yours Sincerely
For Vuram Technology Solutions Pvt Ltd

R. Prabhavathi

Prabhavathi Macheri Shanker
Director, Vuram

I, SURYA NARAYANAN.N.R **agree to accept employment on the terms and conditions mentioned in the above letter.**

Date: 29.09.2021 **Signature:** Surya.N.R

Scanned with CamScanner

Zoho Corporation Private Limited
Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.
Ph: +91 - 44 - 6744 7070
www.zohocorp.com
SEZ Unit

Date: 08-Dec-2021

To

Mr.SURYA RAHUL K,
7, ARIKKARAN KATTUR ROAD,
VELLOTTAMPARAPPU (PO),
ERODE-638154, TAMIL NADU.

Dear SURYA RAHUL K,

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **MEMBER TECHNICAL STAFF** with **ZOHO CORPORATION PRIVATE LIMITED.**

INTERNSHIP AND STIPEND

You are expected to do the final semester project of your curriculum in our organization. We expect you to work on the project on a full time basis for a period of 5-6 months. During this period you will be paid a monthly stipend of **Rs.15000/- (RUPEES FIFTEEN THOUSAND ONLY)**. The following offer is valid, subject to successful completion of your project.

(Note: The above may not apply to you if your college does not permit internships)

REMUNERATION

Your annual Cost to Company will be **Rs.480000/- (RUPEES FOUR LAKH EIGHTY THOUSAND ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.

Corporate Identification No: **U40100TN2010PTC075961**
e-mail ID: **hr-team@zohocorp.com**

ADHERENCE TO POLICIES

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

CONFIDENTIALITY

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Corporation Private Limited and any entity in which the management of Zoho or the company has substantial interest. You agree not to disclose such information other than on aneed-to-knowbasis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

TRANSFERABILITY

You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.

NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment .

GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.

VALIDITY

This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **08-Jan-2022**. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form.However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,
For ZOHO CORPORATION PRIVATE LIMITED



Mohammed Sohail
Manager - HR

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:	{{Signature:Recipient1* }}	Date of Offer acceptance:	{{Signdate:Recipient1}} 08Sep 2021
Name :	Balaji S	Place :	{{Textfield:Recipient1:Place *}} PERUNDURAI

ANNEXURE A

NAME : BALAJI S
DESIGNATION : MEMBER TECHNICAL STAFF

Details	Monthly	Annual
Basic	16000	192000
HRA	8000	96000
Other Allowance & Flexible component	14080	168960
Gross Salary	**38080**	**456960**
Employer Provident Fund (12% of Basic+TA)*	1920	23040
Cost To Company (CTC)	**40000**	**480000**
Prosperity Sharing Plan		80000
Compensation for the first year		**560000**

* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund.

OTHER BENEFITS:

PROSPERITY SHARING PLAN
PSP (Prosperity Sharing Plan) is a one time bonus scheme derived based on company's productivity. Every year during April or May, we will decide on extending this scheme to our confirmed employees after reviewing the company's growth and productivity. Upon confirmation, you may qualify for the above mentioned PSP amount subject to scheme existence for that year. Please note, the quantum mentioned above is only an indicative figure and is subject to change based on your performance as determined by your manager.

GRATUITY
Gratuity will be payable as per the Gratuity Act, upon separation from the company, subject to completion of minimum five years of employment with Zoho.

ANNEXURE B

The Company currently provides the following benefits to an employee:

GIFT CARD AMOUNT

You will be paid an amount of **Rs.6000/- (RUPEES SIX THOUSAND ONLY)** once in a year towards your broadband connection. For the new comers, it is applicable from their date of joining. For the first year the amount will be pro-rated based on the joining date.

TRANSPORTATION FACILITY

For safety and security reasons, the Company provides transportation facilities, including but not limited to shuttle services and cab services. However, Company does not recommend daily long commute to work. This offer is based on the assumption that you will move to a distance within 5-10 km of the office premises.

DEVICES AND GADGETS

Company provides essential devices and gadgets for all its employees strictly for official purpose. However, what is essential (in most cases) is not the latest model device or gadget. We do not view the device or gadget as a status symbol or a fashion accessory but as an essential tool to get work done. Expecting the latest model device or gadget as a status symbol is most likely going to leave you disappointed. So please be prepared.

FOOD AND SNACKS

Company provides food, snack and other refreshment for all its employees.

RECREATIONAL FACILITY

Company provides certain recreational facilities to its employees of which some are offered at a nominal charge.

TEAM TREAT AND TRIP

To improve the team collaboration, the company provides **Rs.1000/- (RUPEES ONE THOUSAND ONLY)** for team treat and **Rs.4000/- (RUPEES FOUR THOUSAND ONLY)** for team trip to all its eligible employees, every year.

GROUP MEDICLAIM INSURANCE

Company will bear the full premium of covering you under the Group Mediclaim policy for a sum insured of **Rs.400000/- (RUPEES FOUR LAKH ONLY)**. This is a floater policy where five of your dependents will also be covered along with you.

GROUP PERSONAL ACCIDENT INSURANCE

You will be covered under the Personal Accident Insurance Scheme, for a sum insured of **Rs.2000000/- (RUPEES TWENTY LAKH ONLY)**.

GROUP TERM LIFE INSURANCE

As a welfare measure for its employees, the company has subscribed to the Group Term Life Insurance. The insurance coverage is worth of **Rs.2500000/- (RUPEES TWENTY FIVE LAKH ONLY)**.

Please note that the above mentioned Insurance schemes are subject to change based on yearly renewal

SWARNA SURUTHI B S **21st June 2022**

JL 2

Dear SWARNA SURUTHI B S,

With reference to your application and the subsequent interviews you had with us, we are pleased to confirm your appointment as **Associate Data Engineer** at **Job Level 2** with effect from **27th June 2022** subject to the following terms, conditions and the general rules of our Company:

1. Please refer to the attached annexure for details of your remuneration.

2. You will be placed on probation for a period of three months. This period will be extended if it is felt necessary to do so by another three months. During the probationary period, the Company shall be at liberty to terminate your employment without assigning any reason on giving fifteen days' notice or without any notice on payment of fifteen day's salary in lieu of notice. On the expiry of the probationary period, and subject to your services being found up to Company's expectations, you shall be confirmed as a permanent employee. In the absence of any communication confirming you, you shall be deemed to be confirmed on the expiry of the probationary period as aforesaid.

3. You will be eligible for coverage under the Company's Provident Fund, Gratuity Scheme as per Company's rules in force from time to time.

4. You shall be required to work initially at our **Global Service Centre at Bangalore.** The Company shall be entitled to direct or depute you to work in any other Department or Branch of the Company wherever situated in India or abroad, whether existing on the date hereof or which may exist in future and you shall comply with such direction. The Company will also be entitled to transfer your services to any subsidiary or affiliate of the Company whether existing or which may exist in future and which Company is generally regarded as part of the Maersk Group of Companies.

5. You shall accept such management decisions pertaining to Clause 4. Failure to adhere or refusal to comply with any order or instruction by the management as per Clause 4 shall be treated as a breach of employment contract.

6. After your confirmation in permanent service, the Company shall be entitled to terminate your employment at any time without assigning any reason either on giving two months' notice or without any notice on payment of two month's salary in lieu of notice.

Classification: Confidential

7. You shall, in the event of your resignation give the Company two months' notice of your intention to resign. The Company however, reserves their right to accept your resignation with immediate effect or at any time during the notice period. In the event of any breach of this term, you shall have to compensate the company for the damages incurred.

8. You hereby agree that, while you are employed by Company and for one (1) year following the termination of your employment with Company, will not directly or indirectly solicit, attempt to solicit or interfere with any customer or supplier of Company in a manner that conflicts with or interferes in the business of Company as conducted with such customer or supplier.

9. You hereby represent and warrant to Company that you are not party to any written or oral agreement with any third party that would be conflicting to this Appointment or Confidentiality and Proprietary Information to perform your obligations hereunder and that you will not, by joining the Company, breach any non-disclosure, proprietary rights, non-competition, non-solicitation or other covenant in favor of any third party.

10. You are not permitted to divulge the contents of this Contract to any other third party.

11. You are to devote your entire working ability to **Maersk Global Services Centres (India) Pvt. Ltd**. and to exercise full discretion towards any third party in all matters concerning the Company, its business and policies, its Management and employees. It is understood that the rights to any EDP system/ Programs and all data and Information belong fully to the Company.

12. You should not divulge or utilize, except in the furtherance of the organization's business, any confidential information that comes to your knowledge in the course of your employment with the organization or its associates. The responsibility for keeping such information confidential applies not only to the period of employment but also thereafter.

    As a condition of employment, you are requested to consider work done and information received during the course of employment as confidential. Violation of the IT security policy, Email and Internet policy will call for strict disciplinary action.

13. The retirement age is 60 years.

14. The Company Rules and Regulations will form part of your Contract of Employment, and your employment is conditional upon and subject to your acceptance of these as currently in force and as may be amended from time to time.

15. Strict action will also be taken which may include immediate termination without any compensation or notice pay following:

    - Employees implicated in Criminal cases, found to have committed an offence involving questionable integrity, moral turpitude
    - any act subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation, incurring excessive debts, commission of any act prejudicial to, or in conflict with the interests of the company
    - Employees indulging in Substance abuse
    - Employees indulging in Sexual harassment
    - If any information furnished or declaration given by you regarding your employment to the Company is found to be false or any material information willfully suppressed, your appointment would be liable for termination without any notice or compensation.

16. The Company will require you to undergo a background check, which will be conducted by the Company or by any third party retained by the Company to perform the investigation. Your employment with the Company depends on successful clearance of the background check process. Upon your failure to successfully clear the background check process, the Company shall have the right to terminate your services without prior notice or any compensation in lieu of such notice and without being liable to pay any compensation for such termination. The decision of the Company in this regard shall be final and binding on you.

You are kindly requested to confirm your Agreement to the above terms and conditions, including the Company's rules and regulations, by signing and returning the duplicate of this Letter.

We welcome you to our organization and trust that your association with us will be a happy and mutually rewarding one!

Yours faithfully,

for MAERSK GLOBAL SERVICE CENTRES (INDIA) PVT. LTD.



Gautam Shetty

India Hiring Lead – India Recruitment

I confirm that I have read and understood the terms and conditions of the appointment letter. I agree and accept the above terms and conditions and the Company's rules and regulations.

Agree _____ ___ Date _22/06/2022_____

SWARNA SURUTHI B S

MAERSK

Annexure

Name :
SWARNA SURUTHI B S

Designation : Associate Data Engineer

Level : JL 2

Location : Bangalore

Date of Joining : 27th June 2022

Salary Components	INR p.m.	INR p.a.
Basic Salary	30,000	3,60,000
House Rent Allowance	15,000	1,80,000
Bonus Allowance	1,000	12,000
Conveyance Allowance	1,600	19,200
Other Allowance	22,357	2,68,284
Annual Fixed Salary	**69,957**	**8,39,484**
Provident Fund (12% of salary)	3,600	43,200
Annual Fixed Salary incl. PF	**73,557**	**8,82,684**
Gratuity (as per the Gratuity Act)	1,443	17,316
Annual Fixed Salary incl. retirals	**75,000**	**9,00,000**

You will also be eligible for bonus pay as per the company's Bonus Plan, your target incentive payout for the current year being **INR. 83,948**. The actual amount for disbursement may be higher or lower than target basis company's performance. The variable payout for employees who join in the middle of Performance Cycle would be pro-rated as per duration of service. The variable payout would only be made to employees on rolls of the organization on the date of actual disbursement. Please refer to the **Bonus Plan** document for further details.

MAERSK GLOBAL SERVICE CENTRES (INDIA) PVT LTD
Ground Floor, Block 1, Milestone Buildcon SEZ, Bhartiya City
Thanisandra Main Road, Chokanahalli, Bangalore- 560064
Regd. Office : 4th & 5th Floor, Prudential Building, Central Avenue Road, Hiranandani Business Park, Powai, Mumbai – 400 076. India. Phone : 91-22-6679 9999 Fax : 91-22-6679 9030/40 - www.maerskline.com
Corporate Identity Number (CIN) : U72900MH2003PTC143195

Classification: Confidential

Zoho Corporation Private Limited
Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.
Ph: +91 - 44 - 6744 7070
www.zohocorp.com
SEZ Unit

Date: 08-Dec-2021

To

Mr.SYED JAMAL HARRIS R,
9/10B, VALLIYUR,
ILANJI,
TENKASI-627805,TAMIL NADU.

Dear Mr.SYED JAMAL HARRIS R,

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **MEMBER TECHNICAL STAFF** with **ZOHO CORPORATION PRIVATE LIMITED.**

INTERNSHIP AND STIPEND

You are expected to do the final semester project of your curriculum in our organization. We expect you to work on the project on a full time basis for a period of 5-6 months. During this period you will be paid a monthly stipend of **Rs.15000/- (RUPEES FIFTEEN THOUSAND ONLY)**. The following offer is valid, subject to successful completion of your project.

(Note: The above may not apply to you if your college does not permit internships)

REMUNERATION

Your annual Cost to Company will be **Rs.480000/- (RUPEES FOUR LAKH EIGHTY THOUSAND ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.

Corporate Identification No: **U40100TN2010PTC075961**
e-mail ID: **hr-team@zohocorp.com**

ADHERENCE TO POLICIES

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

CONFIDENTIALITY

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Corporation Private Limited and any entity in which the management of Zoho or the company has substantial interest. You agree not to disclose such information other than on aneed-to-knowbasis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

TRANSFERABILITY

You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.

NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment .

GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.

VALIDITY

This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **08-Jan-2022**. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form.However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,
For ZOHO CORPORATION PRIVATE LIMITED



Mohammed Sohail
Manager - HR

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:	{{Signature:Recipient1* }}	Date of Offer acceptance:	{{Signdate:Recipient1}} 08Sep 2021
Name :	Balaji S	Place :	{{Textfield:Recipient1:Place *}} PERUNDURAI

ANNEXURE A

NAME : BALAJI S
DESIGNATION : MEMBER TECHNICAL STAFF

Details	Monthly	Annual
Basic	16000	192000
HRA	8000	96000
Other Allowance & Flexible component	14080	168960
Gross Salary	**38080**	**456960**
Employer Provident Fund (12% of Basic+TA)*	1920	23040
Cost To Company (CTC)	**40000**	**480000**
Prosperity Sharing Plan		80000
Compensation for the first year		**560000**

* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund.

OTHER BENEFITS:

PROSPERITY SHARING PLAN
PSP (Prosperity Sharing Plan) is a one time bonus scheme derived based on company's productivity. Every year during April or May, we will decide on extending this scheme to our confirmed employees after reviewing the company's growth and productivity. Upon confirmation, you may qualify for the above mentioned PSP amount subject to scheme existence for that year. Please note, the quantum mentioned above is only an indicative figure and is subject to change based on your performance as determined by your manager.

GRATUITY
Gratuity will be payable as per the Gratuity Act, upon separation from the company, subject to completion of minimum five years of employment with Zoho.

ANNEXURE B

The Company currently provides the following benefits to an employee:

GIFT CARD AMOUNT

You will be paid an amount of **Rs.6000/- (RUPEES SIX THOUSAND ONLY)** once in a year towards your broadband connection. For the new comers, it is applicable from their date of joining. For the first year the amount will be pro-rated based on the joining date.

TRANSPORTATION FACILITY

For safety and security reasons, the Company provides transportation facilities, including but not limited to shuttle services and cab services. However, Company does not recommend daily long commute to work. This offer is based on the assumption that you will move to a distance within 5-10 km of the office premises.

DEVICES AND GADGETS

Company provides essential devices and gadgets for all its employees strictly for official purpose. However, what is essential (in most cases) is not the latest model device or gadget. We do not view the device or gadget as a status symbol or a fashion accessory but as an essential tool to get work done. Expecting the latest model device or gadget as a status symbol is most likely going to leave you disappointed. So please be prepared.

FOOD AND SNACKS

Company provides food, snack and other refreshment for all its employees.

RECREATIONAL FACILITY

Company provides certain recreational facilities to its employees of which some are offered at a nominal charge.

TEAM TREAT AND TRIP

To improve the team collaboration, the company provides **Rs.1000/- (RUPEES ONE THOUSAND ONLY)** for team treat and **Rs.4000/- (RUPEES FOUR THOUSAND ONLY)** for team trip to all its eligible employees, every year.

GROUP MEDICLAIM INSURANCE

Company will bear the full premium of covering you under the Group Mediclaim policy for a sum insured of **Rs.400000/- (RUPEES FOUR LAKH ONLY)**. This is a floater policy where five of your dependents will also be covered along with you.

GROUP PERSONAL ACCIDENT INSURANCE

You will be covered under the Personal Accident Insurance Scheme, for a sum insured of **Rs.2000000/- (RUPEES TWENTY LAKH ONLY)**.

GROUP TERM LIFE INSURANCE

As a welfare measure for its employees, the company has subscribed to the Group Term Life Insurance. The insurance coverage is worth of **Rs.2500000/- (RUPEES TWENTY FIVE LAKH ONLY)**.

Please note that the above mentioned Insurance schemes are subject to change based on yearly renewal



APPOINTMENT LETTER

January 20, 2022

Dear Tamil Kandhan,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. 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 Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. 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.

e. 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.

f. 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.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. 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.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. 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:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. 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.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. 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.

b. 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.

c. 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.

d. 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:

a. 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.

b. 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.

c. 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:

i. 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.
ii. 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.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. 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:

a. 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).

b. 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), 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 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.

a. 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.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. 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.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be*** **liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. 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.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

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 dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. 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 of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. 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 a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a 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.

d. 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.

e. 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 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.

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: policyclearinghouse@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:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.

b. 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.

c. Unauthorized disclosure or communication of UPSI.

d. 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 policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Tamil Kandhan, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. 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 including documents 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 including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Tamil Kandhan

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*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.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

   a. you being "active" in the services of the company through to retention date as applicable

   b. your employment has not been terminated for poor performance or for cause prior to retention date

   c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

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. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

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. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This 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 card 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, you will be subjected to tax for the portion of the allowances that is not exempt. 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 exception up to Rs. 19,800 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 card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card 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. **New 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:

a. **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

b. 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.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

    i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

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.15000 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 exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average 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.

2. 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 deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,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.

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.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

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.

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 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

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.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. 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. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: 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. This 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.

   Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

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

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

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 & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& 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 period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Tamil Kandhan 20/1/2022 4:54 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

22851652

Cognizant

13-Jan-2022

Tamilkumar R
B.E. Computer Science & Engineering
Kongu Engineering College, Erode

Dear Tamilkumar R,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

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



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Unit 3, 5th Floor, Pinnacle Building,
International Tech Park (Ascendas)
CSIR Road, Taramani, Chennai – 600 113, India.
Phone : +91 44 4092 7600
www.softwareag.com
CIN#: U72300TN1999FTC043644

Software AG Chennai Development Center India Pvt Ltd

28 September 2021

Mr. Taqmeel Zubeir
5, 4th Cross Street, Periyar Nagar,
Irumbuliyur, Tambaram West,
Chennai - 600045

Offer of Employment

Dear Taqmeel Zubeir**,**

Further to our internship dated **30th March 2021** and your interest shown in being associated with "Software AG" and subsequent discussions we had with you, we are pleased to offer you the position of **Software Engineer - I** with Software AG Chennai Development Center India Pvt Ltd ("Software AG, Chennai"), a subsidiary of Software AG, Germany.

Before onboarding you as **Software Engineer - I** you will continue to be on **Internship from 7th April 2021 to 31st March 2022** and this offer of regular employment as **Software Engineer - I** is contingent upon satisfactory completion of your Internship. We reserve the right to withdraw our offer of employment in case of non-satisfactory performance during internship and/or if personal references, background check information are not provided, or the results are deemed unsatisfactory.

Position

Once absorbed as **Software Engineer - I** in our organization, your responsibilities will include a combination of various R & D activities and might range from being involved in the development of new products to enhancing and maintaining existing components of Software AG products. As part of your role, you might be responsible for the complete lifecycle of a variety of feature enhancements and customer support issues and in this role.

Starting Date & Location

On successful completion of your current Internship on **31st March 2022** your employment with **Software AG Chennai Development Center India Private Limited** as **Software Engineer - I** will commence on **Monday, 16th May, 2022.**

Your base location would be **Chennai.** However**,** company reserves the right to send you on transfer/deputation/training/secondment/assignments to any of its offices, work sites / client location, or associated or affiliated companies in country or outside country, on the terms and conditions as applicable to you at the time of such movement.

Stipend and Remuneration Package

During your **internship** you will be paid a stipend of **INR 35000/-** per month to assist you with your living expenses. Accommodation and travel will be your own responsibility.

During regular employment as **Software Engineer - I** your expected On Target Earnings (OTE) will be **INR 1000000** per annum (**INR Ten Lakhs Only**). Please refer to Annexure – A for detailed break-up of compensation.

Unit 3, 5th Floor, Pinnacle Building,
International Tech Park (Ascendas)
CSIR Road, Taramani, Chennai – 600 113, India.
Phone : +91 44 4092 7600
www.softwareag.com
CIN#: U72300TN1999FTC043644

Code of Conduct

It is a stated objective of the company to demonstrate the highest levels of professionalism and integrity in every aspect of the business. This applies to all dealings with staff, customers, and partners. All employees are expected to uphold this objective; ethical breaches are grounds for termination.

Retirement

You shall retire once you complete 60 years of age unless specifically communicated by the company in writing to continue service beyond this age

Background Checks

The company may, at its discretion, conduct background checks prior to or after your 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 necessary documents as sought by the company. If the company is not satisfied, with the outcome of the background checks, in its sole discretion the company reserves the right to withdraw this offer without notice or to take any appropriate action against you, including, but not limited to termination of your employment.

Confidentiality/ Non-disclosure

You will be required to sign a standard nondisclosure and proprietary invention agreement at your commencement of Internship and your employment with Software AG, Chennai. These documents set out certain rights and obligations of Software AG, Germany, or its subsidiaries and its employees. It ensures that you are aware of the relevant information at the time you commence employment with us and provide your covenant not to disclose confidential, proprietary or trade secret information of Software AG, Germany and its subsidiaries or their customers, prospects and business partners and provide that your performance of services as an employee will not violate any duty, covenant, agreement or understanding to which you are subject to. We can provide a copy of these agreements for review upon your request.
Software AG, Chennai is offering you this position in reliance on the accuracy of information you have shared through your resume and other information you provided in the application process and based upon your general experience and knowledge, and not due to specialized knowledge of your current or previous employer and their confidential information or trade secrets or any desire to cause any ethical breach concerning these companies. As a condition of your employment you have told us and hereby represent and warrant, that your performance as an employee of Software AG, Chennai does not and will not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by you prior to your employment with Software AG, Chennai.

You hereby represent that if you obtained any information during your prior employment that your employer indicated was considered confidential and proprietary or that was disclosed to you in a manner that should have made you realize it was so considered, then you will not make use of, disclose or induce Software AG, Chennai, or any affiliate to use any such confidential and proprietary information during your employment with Software AG, Chennai unless such information:

(a) becomes publicly available for reasons other than action on your part;
(b) is independently developed by others at or on behalf of Software AG, Chennai, Software AG, Germany, or any affiliate who do not receive access to such information from you; or
(c) is received by Software AG, Chennai, Software AG, Germany or any affiliate from a third party.

You are not a party to any other agreement that will interfere with your full compliance with these provisions or otherwise restrict your employment with Software AG, Chennai in any way. You will not enter into any agreement, whether written or oral, in conflict with the provisions hereof.

Termination of Internship and employment

Please note that **two weeks' notice** is required by either you or Software AG, Chennai in **terminating internship**; however, this will not apply in situations where you are guilty of serious misconduct (misconduct of a kind such that it would be unreasonable to require Software AG, Chennai to continue your internship during the notice period).

Please note that under normal circumstances during **regular employment**, **One Month** notice is required by either you or Software AG, Chennai in terminating employment; however, this will not apply in situations where you are guilty of serious misconduct (misconduct of a kind such that it would be unreasonable to require Software AG, Chennai to continue your employment during the notice period). Software AG, Chennai at its sole discretion may choose to relieve you any time during the course of your notice period.
The company 'shall have the right to terminate this agreement forthwith, without any notice and without any salary in lieu of notice period in the event of any of the following but not limited to:

a. Breach on your part of any terms and conditions of this contract and any other rules made applicable to you in respect of your employment with us.
b. Violation on your part of the company's rule with regard to the authenticity and information declared at the time of joining the company
c. Any Gross misconduct on your part

Non-Compete Clause

You will devote your full time exclusively to the business of the company. You will not take up any other work for remuneration (part time or full time) or work on advisory capacity or be interested directly or indirectly in any other trade or business, during your employment with the company, without written permission from the company.

During your employment with the company and for a period of one year thereafter, you shall not directly or indirectly solicit any employee of Software AG, Chennai to terminate his/her employment with the company or to accept any other employment.

On terminating your employment with Software AG, Chennai, you shall not take up full-time/part-time employment with any of our Customers and /or Partners for a period of two years from the termination date with Software AG, Chennai.

Software AG has a policy of permitting employees to contribute to the Open Source Project ONLY on prior approval of business line head and subject to the following conditions:

a) The participation is purely without any remuneration in any form or shape and on personal basis.
b) The project is not competitive with the products of Software AG.

Unit 3, 5th Floor, Pinnacle Building,
International Tech Park (Ascendas)
CSIR Road, Taramani, Chennai – 600 113, India.
Phone : +91 44 4092 7600
www.softwareag.com
CIN#: U72300TN1999FTC043644

c) The participation does not impair productivity and full-time nature of the employees' employment at Software AG.
d) Software AG would not claim the intellectual proprietorship on the contribution made to the Open Source Project by the Employee and also will not be liable to the use of the Open Source Project.
e) Software AG may withdraw the permission granted to participate in the Open Source Project in the event the said project becomes competitive with Software AG and if the Company feels that it is causing damage in any manner to the reputation of the Company or the nature of the contribution would negatively impact the employees' performance.

Your Response

We look forward to welcoming you into Software AG, Chennai shortly. If you wish to accept this offer, please sign where indicated below and return a copy of the complete letter to us no later than 3 days from the date of offer. By signing this letter, you specifically acknowledge that you received no inducement or representation other than those set forth in the letter, which caused you to accept the offer of employment.

The terms of this letter, including the terms of employment offered to you and the expiration date of this offer letter, can only be modified or extended in a written document signed by an authorized representative of Software AG, Chennai. This offer will expire and have no further effect if you do not accept it without change and return a signed copy of this letter by the stipulated date. This letter contains all of the terms of your offer of employment and supersedes any prior communications relating to your employment.

It is important that all aspects of this offer remain strictly confidential.

We are excited to have you join us and look forward to your participation in the continuing success and growth of Software AG.

Monarch Limaye
Senior Director - HR, India

I accept the terms and conditions of this letter of offer with ..... (Fixed / Variable) pay structure mentioned in Annexure A and will join Software AG on _____

Signed: _____ Date: _____
Sarath Kumar Shanmugam

Enclosures
Annexure A – Compensation Structure
Annexure B – Joining Formalities

Unit 3, 5th Floor, Pinnacle Building,
International Tech Park (Ascendas)
CSIR Road, Taramani, Chennai – 600 113, India.
Phone : +91 44 4092 7600
www.softwareag.com
CIN#: U72300TN1999FTC043644

ANNEXURE A – Compensation Structure

You have to choose one of the below compensation structure.

Fixed Pay Structure

Components	Amount (INR)
Base Salary	450000
HRA	225000
Flexible Benefit Plan*	271000
PF : Employer Contribution	54000
Fixed CTC	**1000000**
On Target Earnings (OTE)	**1000000**
Gratuity @ 4.81% of Basic	**21645**
Total Cost to Company (TCC)	**1021645**

Variable Pay Structure

Components		Amount (INR)
Base Salary		405000
HRA		202500
Flexible Benefit Plan*		243900
PF : Employer Contribution		48600
Fixed CTC	**(A)**	**900000**
MBO (Performance related) – 5% of OTE	**(a)**	50000
Company Financial Performance – 5% of OTE	**(b)**	50000
Corporate Incentive Plan (CIP) (a) + (b) = (B)		**100000**
On Target Earnings (OTE)	**(A+B)**	**1000000**
Gratuity @ 4.81% of Basic		**19480**
Total Cost to Company (TCC)		**1019480**

Note:

1. In case you opt for a Fixed pay structure, you will have an option to change to the Variable pay structure at a later date. You can exercise such option only once during your tenure in the organisation at the time of salary revision. At the time of such change, any increase in your salary will be adjusted and shall become part of your variable pay as per the prevailing company policy.

2. In case you opt for Variable pay structure you will not have the option to change to the Fixed pay structure at a later date.

3. All employees from the position of Lead Engineer (or equivalent positions) and above will be on the Variable pay structure.

Unit 3, 5th Floor, Pinnacle Building,
International Tech Park (Ascendas)
CSIR Road, Taramani, Chennai – 600 113, India.
Phone : +91 44 4092 7600
www.softwareag.com
CIN#: U72300TN1999FTC043644

*** Flexible Benefit Plan:**

Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a Benefits list below
2. Redefine your salary structure within prescribed guidelines
3. Optimise your earnings

You can structure your Flexible Benefits Plan under the following heads:

Sl No.	**Benefits**	**Eligibility (INR)**
1.	Meal Vouchers	INR1100/-per month
2.	Leave Travel Allowance	Upto a max of 1 month basic per year
3.	Children's allowance	INR 100 per month per child
4.	Telephone and Internet expenses Reimbursement	INR1500/-per month
5.	Fuel and maintenance expenses reimbursement	INR 1800/- per month for 4 wheeler under 1600 cc INR 2400/- per month for 4 wheeler above 1600 cc INR 900/- per month for others/two wheelers
6.	Driver's Salary	INR 900/- per month.

Corporate Incentive Plan (CIP)
(In case of variable pay structure)

You will be eligible to participate in the Company's Corporate Incentive Plan (CIP). Your targeted annual bonus percentage is up to **10%** of your on target earning (OTE), depending on your individual performance, Company internal metrics and profitability. Your current bonus opportunity is **INR 100000** per annum. The structure and continuation of the bonus program and the criteria for payment of bonus are at the discretion of the Company. Details of the plan would be available to you when you join Software AG.

Gratuity

As per the Gratuity Act, you are eligible for 4.81% of your basic salary to be considered as a gratuity component, if you complete 5 years of continuous service with us. Gratuity will be paid out only upon separation or at the time of retirement and the computation of the final payment will be as prescribed in the Act at that time.

Benefits

As per the Benefits information booklet shared separately with the offer letter.

Unit 3, 5th Floor, Pinnacle Building,
International Tech Park (Ascendas)
CSIR Road, Taramani, Chennai – 600 113, India.
Phone : +91 44 4092 7600
www.softwareag.com
CIN#: U72300TN1999FTC043644

Annexure B – Joining Formalities

1. At the time of joining, you are requested to bring the following **original certificates along with photocopies (A4 size only).** These documents are also essential to obtain a Visa when you may be required in the future to go abroad on business/ work. So it would be in your interest to ensure that they are all in place at the time of joining the organization.

    - Offer letter (signed photocopy as a token of acceptance of the offer, if not already submitted)
    - Degree / Provisional / Course completion Certificate of all College / University qualifications
    - Mark sheets (all semester) & Degree Certificate of all College / University qualifications (all semesters)Certificates & Mark sheets of 10th & 12th classes
    - 3 passport size photographs-White background
    - Offer letter copies of all previous employers
    - Copy of latest salary hike or increment letter
    - Relieving letter from all previous employers (in case you have previous employment experience)
    - Salary slip for last two months of employment
    - Passport (if you don't have a passport, kindly apply immediately)
    - Birth Certificate (Issued by Govt of India)
    - PAN Card (PAN details are mandatory at the time of joining)*
    - Current address proof

2. As part of your personal health details, we require your blood group. You are requested to have this checked before joining.

    * Under Income Tax laws, disclosure of your Permanent Account Number (PAN) to Software AG is mandatory. Please disclose your PAN to Software AG on the day of joining as this is required for the income tax calculation on your salary Non Availability of PAN No. attracts an Income tax at higher rates.

Name: Thaarini S

Roll No : 18CSR219

Dicipline : BE

Specialisation: Computer Science Engineering

College : KONGU ENGINEERING COLLEGE

Date: August 28, 2021

Sub: Offer for Internship

Dear Thaarini S,

We are pleased to offer you the position of Intern in the Technology Department of AscentHR in Coimbatore, Tamil Nadu. We would like you to join us during Sept 2021 for an internship program and upon successful completion of the internship, you will be
absorbed for full time employment.

- During your internship from **1st Sept 2021** till **June 2022** or your date of graduation, whichever is later , you will be paid a stipend of Rs. 12,000/- (Rupees Twelve Thousand only). Other terms and conditions will be spelt out in the Service Agreement to be issued upon your joining the Internship.
- From July 2022 onwards, you will be offered full time employment with an annual remuneration package of Rs. 4,50,000/- Lakhs (Four Lakhs Fifty Thousand only) depending on the performance and continuous evaluation during the internship period.

This offer remains valid for one week from the offer date. Please reply to this email as a token as your acceptance.

We welcome you to the AscentHR family and look forward to offering a long and successful career with us.

For Ascent Consulting Services Pvt. Ltd.

L Geeta
Co - Founder & Coo
Place: Bangalore

Data Classification: Confidential

Cognizant

13-Jan-2022

Thejesvika S S
B.E. Computer Science & Engineering
Kongu Engineering College, Erode

Dear Thejesvika S S,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

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



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

pPRESIDIO®
Cloud Solutions

22 September 2021

Dear Vaishnavi S,

Congratulations! We are happy to offer you internship at Presidio from **04 October 2021 for Eight months**. We hope it will be a great learning experience and will provide the right exposure. During this period, Presidio will be happy to provide a stipend of **INR 16,000/month**.

Wishing you all the best and “Do Something Great Every day!”

For Presidio Solutions Private Limited

Sangeetha Gupta
Sangeetha Gupta (Sep 22, 2021 19:43 GMT+5.5)

Sangeetha Gupta
Senior Manager-HR and Business Operations

Unit 3, 5th Floor, Pinnacle Building,
International Tech Park (Ascendas)
CSIR Road, Taramani, Chennai – 600 113, India.
Phone : +91 44 4092 7600
www.softwareag.com
CIN#: U72300TN1999FTC043644

Software AG Chennai Development Center India Pvt Ltd

28 September 2021

Mr. Vasanth Kumar Thulasidass
C-32, Kollampalayam,
Housing Unit, Erode
Tamil Nadu - 638002

Offer of Employment

Dear Vasanth kumar T**,**

Further to our internship dated **30th March 2021** and your interest shown in being associated with "Software AG" and subsequent discussions we had with you, we are pleased to offer you the position of **Software Engineer - I** with Software AG Chennai Development Center India Pvt Ltd ("Software AG, Chennai"), a subsidiary of Software AG, Germany.

Before onboarding you as **Software Engineer - I** you will continue to be on **Internship from 7th April 2021 to 31st March 2022** and this offer of regular employment as **Software Engineer - I** is contingent upon satisfactory completion of your Internship. We reserve the right to withdraw our offer of employment in case of non-satisfactory performance during internship and/or if personal references, background check information are not provided, or the results are deemed unsatisfactory.

Position

Once absorbed as **Software Engineer - I** in our organization, your responsibilities will include a combination of various R & D activities and might range from being involved in the development of new products to enhancing and maintaining existing components of Software AG products. As part of your role, you might be responsible for the complete lifecycle of a variety of feature enhancements and customer support issues and in this role.

Starting Date & Location

On successful completion of your current Internship on **31st March 2022** your employment with **Software AG Chennai Development Center India Private Limited** as **Software Engineer - I** will commence on **Monday, 16th May, 2022.**

Your base location would be **Chennai.** However**,** company reserves the right to send you on transfer/deputation/training/secondment/assignments to any of its offices, work sites / client location, or associated or affiliated companies in country or outside country, on the terms and conditions as applicable to you at the time of such movement.

Stipend and Remuneration Package

During your **internship** you will be paid a stipend of **INR 35000/-** per month to assist you with your living expenses. Accommodation and travel will be your own responsibility.

During regular employment as **Software Engineer - I** your expected On Target Earnings (OTE) will be **INR 1000000** per annum (**INR Ten Lakhs Only**). Please refer to Annexure – A for detailed break-up of compensation.

Code of Conduct

It is a stated objective of the company to demonstrate the highest levels of professionalism and integrity in every aspect of the business. This applies to all dealings with staff, customers, and partners. All employees are expected to uphold this objective; ethical breaches are grounds for termination.

Retirement

You shall retire once you complete 60 years of age unless specifically communicated by the company in writing to continue service beyond this age

Background Checks

The company may, at its discretion, conduct background checks prior to or after your 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 necessary documents as sought by the company. If the company is not satisfied, with the outcome of the background checks, in its sole discretion the company reserves the right to withdraw this offer without notice or to take any appropriate action against you, including, but not limited to termination of your employment.

Confidentiality/ Non-disclosure

You will be required to sign a standard nondisclosure and proprietary invention agreement at your commencement of Internship and your employment with Software AG, Chennai. These documents set out certain rights and obligations of Software AG, Germany, or its subsidiaries and its employees. It ensures that you are aware of the relevant information at the time you commence employment with us and provide your covenant not to disclose confidential, proprietary or trade secret information of Software AG, Germany and its subsidiaries or their customers, prospects and business partners and provide that your performance of services as an employee will not violate any duty, covenant, agreement or understanding to which you are subject to. We can provide a copy of these agreements for review upon your request.
Software AG, Chennai is offering you this position in reliance on the accuracy of information you have shared through your resume and other information you provided in the application process and based upon your general experience and knowledge, and not due to specialized knowledge of your current or previous employer and their confidential information or trade secrets or any desire to cause any ethical breach concerning these companies. As a condition of your employment you have told us and hereby represent and warrant, that your performance as an employee of Software AG, Chennai does not and will not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by you prior to your employment with Software AG, Chennai.

You hereby represent that if you obtained any information during your prior employment that your employer indicated was considered confidential and proprietary or that was disclosed to you in a manner that should have made you realize it was so considered, then you will not make use of, disclose or induce Software AG, Chennai, or any affiliate to use any such confidential and proprietary information during your employment with Software AG, Chennai unless such information:

(a) becomes publicly available for reasons other than action on your part;
(b) is independently developed by others at or on behalf of Software AG, Chennai, Software AG, Germany, or any affiliate who do not receive access to such information from you; or
(c) is received by Software AG, Chennai, Software AG, Germany or any affiliate from a third party.

You are not a party to any other agreement that will interfere with your full compliance with these provisions or otherwise restrict your employment with Software AG, Chennai in any way. You will not enter into any agreement, whether written or oral, in conflict with the provisions hereof.

Termination of Internship and employment

Please note that **two weeks' notice** is required by either you or Software AG, Chennai in **terminating internship**; however, this will not apply in situations where you are guilty of serious misconduct (misconduct of a kind such that it would be unreasonable to require Software AG, Chennai to continue your internship during the notice period).

Please note that under normal circumstances during **regular employment**, **One Month** notice is required by either you or Software AG, Chennai in terminating employment; however, this will not apply in situations where you are guilty of serious misconduct (misconduct of a kind such that it would be unreasonable to require Software AG, Chennai to continue your employment during the notice period). Software AG, Chennai at its sole discretion may choose to relieve you any time during the course of your notice period.
The company 'shall have the right to terminate this agreement forthwith, without any notice and without any salary in lieu of notice period in the event of any of the following but not limited to:

a. Breach on your part of any terms and conditions of this contract and any other rules made applicable to you in respect of your employment with us.
b. Violation on your part of the company's rule with regard to the authenticity and information declared at the time of joining the company
c. Any Gross misconduct on your part

Non-Compete Clause

You will devote your full time exclusively to the business of the company. You will not take up any other work for remuneration (part time or full time) or work on advisory capacity or be interested directly or indirectly in any other trade or business, during your employment with the company, without written permission from the company.

During your employment with the company and for a period of one year thereafter, you shall not directly or indirectly solicit any employee of Software AG, Chennai to terminate his/her employment with the company or to accept any other employment.

On terminating your employment with Software AG, Chennai, you shall not take up full-time/part-time employment with any of our Customers and /or Partners for a period of two years from the termination date with Software AG, Chennai.

Software AG has a policy of permitting employees to contribute to the Open Source Project ONLY on prior approval of business line head and subject to the following conditions:

a) The participation is purely without any remuneration in any form or shape and on personal basis.
b) The project is not competitive with the products of Software AG.

Unit 3, 5th Floor, Pinnacle Building,
International Tech Park (Ascendas)
CSIR Road, Taramani, Chennai – 600 113, India.
Phone : +91 44 4092 7600
www.softwareag.com
CIN#: U72300TN1999FTC043644

c) The participation does not impair productivity and full-time nature of the employees' employment at Software AG.
d) Software AG would not claim the intellectual proprietorship on the contribution made to the Open Source Project by the Employee and also will not be liable to the use of the Open Source Project.
e) Software AG may withdraw the permission granted to participate in the Open Source Project in the event the said project becomes competitive with Software AG and if the Company feels that it is causing damage in any manner to the reputation of the Company or the nature of the contribution would negatively impact the employees' performance.

Your Response

We look forward to welcoming you into Software AG, Chennai shortly. If you wish to accept this offer, please sign where indicated below and return a copy of the complete letter to us no later than 3 days from the date of offer. By signing this letter, you specifically acknowledge that you received no inducement or representation other than those set forth in the letter, which caused you to accept the offer of employment.

The terms of this letter, including the terms of employment offered to you and the expiration date of this offer letter, can only be modified or extended in a written document signed by an authorized representative of Software AG, Chennai. This offer will expire and have no further effect if you do not accept it without change and return a signed copy of this letter by the stipulated date. This letter contains all of the terms of your offer of employment and supersedes any prior communications relating to your employment.

It is important that all aspects of this offer remain strictly confidential.

We are excited to have you join us and look forward to your participation in the continuing success and growth of Software AG.

Monarch Limaye
Senior Director - HR, India

I accept the terms and conditions of this letter of offer with ..... (Fixed / Variable) pay structure mentioned in Annexure A and will join Software AG on _____

Signed: _____ Date: _____
Sarath Kumar Shanmugam

Enclosures
Annexure A – Compensation Structure
Annexure B – Joining Formalities

Unit 3, 5th Floor, Pinnacle Building,
International Tech Park (Ascendas)
CSIR Road, Taramani, Chennai – 600 113, India.
Phone : +91 44 4092 7600
www.softwareag.com
CIN#: U72300TN1999FTC043644

ANNEXURE A – Compensation Structure

You have to choose one of the below compensation structure.

Fixed Pay Structure

Components	Amount (INR)
Base Salary	450000
HRA	225000
Flexible Benefit Plan*	271000
PF : Employer Contribution	54000
Fixed CTC	**1000000**
On Target Earnings (OTE)	**1000000**
Gratuity @ 4.81% of Basic	**21645**
Total Cost to Company (TCC)	**1021645**

Variable Pay Structure

Components		Amount (INR)
Base Salary		405000
HRA		202500
Flexible Benefit Plan*		243900
PF : Employer Contribution		48600
Fixed CTC	**(A)**	**900000**
MBO (Performance related) – 5% of OTE	**(a)**	50000
Company Financial Performance – 5% of OTE	**(b)**	50000
Corporate Incentive Plan (CIP) (a) + (b) = (B)		**100000**
On Target Earnings (OTE)	**(A+B)**	**1000000**
Gratuity @ 4.81% of Basic		**19480**
Total Cost to Company (TCC)		**1019480**

Note:

1. In case you opt for a Fixed pay structure, you will have an option to change to the Variable pay structure at a later date. You can exercise such option only once during your tenure in the organisation at the time of salary revision. At the time of such change, any increase in your salary will be adjusted and shall become part of your variable pay as per the prevailing company policy.

2. In case you opt for Variable pay structure you will not have the option to change to the Fixed pay structure at a later date.

3. All employees from the position of Lead Engineer (or equivalent positions) and above will be on the Variable pay structure.

Unit 3, 5th Floor, Pinnacle Building,
International Tech Park (Ascendas)
CSIR Road, Taramani, Chennai – 600 113, India.
Phone : +91 44 4092 7600
www.softwareag.com
CIN#: U72300TN1999FTC043644

*** Flexible Benefit Plan:**

Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a Benefits list below
2. Redefine your salary structure within prescribed guidelines
3. Optimise your earnings

You can structure your Flexible Benefits Plan under the following heads:

Sl No.	**Benefits**	**Eligibility (INR)**
1.	Meal Vouchers	INR1100/-per month
2.	Leave Travel Allowance	Upto a max of 1 month basic per year
3.	Children's allowance	INR 100 per month per child
4.	Telephone and Internet expenses Reimbursement	INR1500/-per month
5.	Fuel and maintenance expenses reimbursement	INR 1800/- per month for 4 wheeler under 1600 cc INR 2400/- per month for 4 wheeler above 1600 cc INR 900/- per month for others/two wheelers
6.	Driver's Salary	INR 900/- per month.

Corporate Incentive Plan (CIP)
(In case of variable pay structure)

You will be eligible to participate in the Company's Corporate Incentive Plan (CIP). Your targeted annual bonus percentage is up to **10%** of your on target earning (OTE), depending on your individual performance, Company internal metrics and profitability. Your current bonus opportunity is **INR 100000** per annum. The structure and continuation of the bonus program and the criteria for payment of bonus are at the discretion of the Company. Details of the plan would be available to you when you join Software AG.

Gratuity

As per the Gratuity Act, you are eligible for 4.81% of your basic salary to be considered as a gratuity component, if you complete 5 years of continuous service with us. Gratuity will be paid out only upon separation or at the time of retirement and the computation of the final payment will be as prescribed in the Act at that time.

Benefits

As per the Benefits information booklet shared separately with the offer letter.

Unit 3, 5th Floor, Pinnacle Building,
International Tech Park (Ascendas)
CSIR Road, Taramani, Chennai – 600 113, India.
Phone : +91 44 4092 7600
www.softwareag.com
CIN#: U72300TN1999FTC043644

Software AG Chennai Development Center India Pvt Ltd

Annexure B – Joining Formalities

1. At the time of joining, you are requested to bring the following **original certificates along with photocopies (A4 size only).** These documents are also essential to obtain a Visa when you may be required in the future to go abroad on business/ work. So it would be in your interest to ensure that they are all in place at the time of joining the organization.

    - Offer letter (signed photocopy as a token of acceptance of the offer, if not already submitted)
    - Degree / Provisional / Course completion Certificate of all College / University qualifications
    - Mark sheets (all semester) & Degree Certificate of all College / University qualifications (all semesters)Certificates & Mark sheets of 10th & 12th classes
    - 3 passport size photographs-White background
    - Offer letter copies of all previous employers
    - Copy of latest salary hike or increment letter
    - Relieving letter from all previous employers (in case you have previous employment experience)
    - Salary slip for last two months of employment
    - Passport (if you don't have a passport, kindly apply immediately)
    - Birth Certificate (Issued by Govt of India)
    - PAN Card (PAN details are mandatory at the time of joining)*
    - Current address proof

2. As part of your personal health details, we require your blood group. You are requested to have this checked before joining.

    * Under Income Tax laws, disclosure of your Permanent Account Number (PAN) to Software AG is mandatory. Please disclose your PAN to Software AG on the day of joining as this is required for the income tax calculation on your salary Non Availability of PAN No. attracts an Income tax at higher rates.

DocuSign Envelope ID: CC6E4439-7B43-4658-A40D-D5EA98EB6B85

accelerate toward success

Accelalpha Software Pvt. Ltd.
4th Floor, SLN Terminus,
Gachibowli – Miyapur Rd,
Gachibowli, Hyderabad,
Telangana – 500033.

September 27, 2021

Mr. Vignesh Vijayakumar
332-249 Rajaji Nagar,
Odapalli Agraharam, Cauvery Railway Station,
Tiruchengode, Namakkal, Tamil Nadu - 638007

Re: **Letter of Offer**

Dear Vignesh Vijayakumar,

We are pleased to extend an offer to join Accelalpha Software Pvt. Ltd. (Company) as **Associate Consultant**. You will be working from **Accelalpha Software Pvt. Ltd., Salarpuria Supreme, 3rd Floor, Marathahalli Village, Marathahalli, Bengaluru, Karnataka 560037 India.**

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

1. Sign and date this 'Letter of Offer' where indicated below.
2. Sign and date the enclosed 'Employment Agreement' where indicated.
3. Hand-over/ Mail/ DocuSign all pages of the signed and dated documents listed above back to us by **October 05, 2021**. A copy of each document is enclosed/downloaded through DocuSign for your records.

Your Annual Gross Compensation will be up to **INR 6,00,000/-** (Rupees Six Lakhs only) per annum. which includes the discretionary Variable compensation of up to **INR 30,000/-** (Rupees Thirty Thousand only), the payout of discretionary variable compensation will be prorated based on Employee's tenure during the Compensation Year. Annual Fixed Compensation, Discretionary Variable compensation and other benefits will be the total cost to the Company. Please refer Salary Annexure for details on the compensation and statutory deductions.

Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever. Please note that this Offer is subject to you being medically fit and you clearing background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency

This offer letter has no force or effect until you sign the Employment Agreement as all terms and conditions of your employment will be governed by the Employment Agreement. No work shall be performed by you until the Employment Agreement is signed by both you and the Company.

Initial: DS

DocuSign Envelope ID: CC6E4439-7B43-4658-A40D-D5EA98EB6B85

The offer is contingent upon you commencing employment with the Company not later than, **May 02, 2022**. Please send e-mail to recruiting.india@accelalpha.com confirming your start date. By accepting this offer, you expressly agree that you will join on such date, unless otherwise agreed to in writing by the Company. Any request for change in date of joining must be sent to recruiting.india@accelalpha.com at least 5 days prior to your initial submittal date of joining.

At the time of joining, you are expected to carry originals of the documents as per Annexure - B and submit the copies of the same to the HR Team

We hope you are as excited, as we are, with the opportunity. We will be delighted to have you as part of our organization.

Accelalpha Software Pvt. Ltd

By: DocuSigned by: Ramana Rao 3BFDB52A09C74B6...

Name: Ramana Rao Pagadala

Agreed to: DocuSigned by: 4A8301E96C9B4F6...

Mr. Vignesh Vijayakumar

Date: 9/30/2021

DocuSign Envelope ID: CC6E4439-7B43-4658-A40D-D5EA98EB6B85

accelalpha
accelerate toward success

Annexure - B - Checklist of the Documents

At the time of joining, you are requested to bring the following documents in original (For Verification only), along with 1 copy of each for submission.

1. Signed hard copy of this letter
2. Signed hard copy of the Terms of Employment
3. New Employee Data (Annexure A)
4. Two copies of your recent passport size photographs
5. PAN card copy
6. Aadhar Card Copy (For EPF purpose)
7. Passport copy if available
8. Document/s containing start date and end date of the last two employers
9. Copy of Degree/PG/Diploma certificates
10. Relieving letter from previous employer
11. Last 3 months Pay slips

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, The Company reserves the right to revoke the offer or terminate the employment as it deems fit.

Initial: DocuSigned by: 4A8301F96C9B4F6...

DocuSign Envelope ID: CC6E4439-7B43-4658-A40D-D5EA98EB6B85

accelalpha
accelerate toward success

Accelalpha Software Pvt. Ltd.
4th Floor, SLN Terminus, Gachibowli –
Miyapur Rd, Gachibowli, Hyderabad,
Telangana 500033

EMPLOYMENT AGREEMENT

This Agreement is between Accelalpha Software Pvt. Ltd. (also referred to as "Accelalpha" or the "Company"), with its registered office address at 1-10-221, Street No. 5, Ashok Nagar, Hyderabad - 500020 and **Mr. Vignesh Vijayakumar** of **332-249 Rajaji Nagar, Odapalli Agraharam, Cauvery Railway Station, Tiruchengode, Namakkal, Tamil Nadu - 638007** (also referred to as "Employee").

Both, the Company & the Employee are hereafter collectively referred to as “parties”.

WHEREAS the company deals in varied services, develops, markets, licenses and distributes computer software products and other technologies, and provides technical support, consultation, training, educational and other services

WHEREAS the employee is well qualified and experienced in the field of Information Technology, medically fit to perform the job

AND WHEREAS it is agreed that the Company will employ **Mr. Vignesh Vijayakumar** on terms and conditionsas laid down in this agreement and Annexure to this Agreement appended hereto.

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Employee shall be employed by the Company on the mutual promises, representations and covenants herein contained, the parties here to agree on the following terms and conditions:

1. DEFINITIONS AND INTERPRETATIONS

In this Agreement:

1.1 "Associate Company" means a subsidiary and any other Company, which is for the time being a holding Company of the Company.

1.2 "Performance Review Period” means 12-month period, which shall run from the 1st Jan to 31st Dec of the year.

1.3 "Probation Period" means the initial period of 6 (six) months from the date of joining.

1.4 Words importing one gender include all other genders and words importing the singular include the plural and vice versa.

1.5 Any reference to a statutory provision shall be deemed to include a reference to any statutory amendment, modification or re-enactment of it.

1.6 Any reference to the Company shall if appropriate include its authorized representatives.

DS

Initial: _____

DocuSign Envelope ID: CC6E4439-7B43-4658-A40D-D5EA98EB6B85

1.7 References in this Agreement to any clause, sub-clause, schedule or paragraph without further designation shall be construed as references to the clause, sub clause, schedule or paragraph of this Agreement.

2. DUTIES

The roles, responsibilities and duties appropriate to Employee's designation, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to Employee, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, Employee may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors and clients.

3. COMPENSATION AND BENEFITS

During the term of this Agreement, the Company will pay to the Employee an Annual Fixed Compensation (AFC). In addition, Employee will be a paid a Discretionary Variable Compensation (DVC). Annual Fixed Compensation and Discretionary Variable Compensation will be the cost to the Company and it's all inclusive.

The structure and components of the Annual Fixed Compensation will be based on Company Policy and could change over time.

The Discretionary Variable Compensation is dependent upon Employees performance and Company's performance. The Discretionary Variable Compensation will be prorated based on Employee's tenure during the Compensation Year. The Company may, at any time and in its sole discretion to modify or suspend any of the terms and conditions of the Discretionary Variable Compensation guidelines.

4. PROBATION

a. Employee shall be on probation for a period of one hundred and eighty (180) calendar days from the effective start date of Employee's employment with Company. Probation period will be extended accordingly based on the number of days employee is on leave during the probation period. Company may, in its sole discretion, at any time extend this period of probation for an additional period up to sixty (60) calendar days upon notice to Employee.

b. Unless otherwise communicated to Employee by Company, the probation period shall expire one hundred and eighty (180) calendar days after Employee's effective start date, unless the probation period is extended up to an additional sixty (60) calendar day period, in which case, the probation period shall expire after a maximum of two hundred forty (240) calendar days after Employee's effective start date.

DS

Initial: _____

DocuSign Envelope ID: CC6E4439-7B43-4658-A40D-D5EA98EB6B85

5. HOURS OF WORK

a. A working day shall comprise nine (9) hours, irrespective of shifts, and a break for an hour.

b. Employee maybe required to work on a shift basis. Shifts maybe scheduled across twenty-four (24) hours a day, seven (7) days a week and three hundred and sixty-five (365) days a year, subject to applicable laws. Company may, at any time and in its sole discretion, change the shift timings upon notice to Employee.

c. Company may at any time, in its sole discretion, require Employee to work beyond nine (9) hours a day upon notice to Employee.

d. Employee may be required to work out of our client's office/site within India. During such deployments, Employee will be required to align Employee's daily working hours and/or regular work week as per the client's working norms.

6. PLACE OF EMPLOYMENT

a. Employee acknowledges and agrees that Employee may be assigned, transferred or deputed to offices, departments or units of Company and/or its affiliates and/or their contractors and clients, whether in India or abroad. In the event of any such assignment, transfer or deputation, Employee may be required to consent to and/or agree to certain other agreements or policies applicable to such an assignment, deputation or transfer.

b. In the event of any assignment, transfer or deputation of Employee's services, Employee's salary and other benefits may be adjusted in accordance with Company's policies with respect to such an assignment, transfer, or deputation.

7. TRAVEL EXPENSES

Employee may be required to travel, whether in or around India or overseas, in connection with Employee's employment with Company upon short notice to Employee. While traveling for work, Employee's expenses, and costs in connection with such travel and any other expenses incurred by Employee during the course of Employee's employment will be reimbursed in accordance with the current travel and expense policy of Company. Employee are expected to keep Employee's passport valid at all times.

8. BUSINESS EXPENSES:

The Company will reimburse Employee for actual expenses incurred directly for business purposes provided they are reasonable, correctly reported and approved in accordance with Company procedures. Expenses claimed must be reported on an expense claim form and fully supported by receipts identifying the supplier, costs, and GST/VAT Registration Number where applicable.

Initial: DS

DocuSign Envelope ID: CC6E4439-7B43-4658-A40D-D5EA98EB6B85

9. CODE OF CONDUCT:

9.1 Employee shall comply with all rules, regulations and procedures of the Company as described by the employee handbook which includes the dress code, sexual harassment policy, conduct, misconduct, pro-forma for leave, sick leave, entitlement of leave, encashment of leave etc., In addition, Employee agrees to comply with all reasonable rules, procedures and standards adopted by the Company from time to time with respect to the conduct of the Company's employees and the use and security of the Company's property, equipment and facilities. The Employee shall, as requested, provide written and oral reports concerning the Employee's work activities from time to time as requested by Company.

9.2 Former Employer Information. Employee shall not, during Employee's relationship with the Company, improperly use or disclose any proprietary information, software code or trade secrets of any former or concurrent employer or other person or entity and Employee shall not bring onto the premises of the Company any unpublished document or proprietary information belonging to any such employer, person or entity unless consented to in writing by such employer, person, or entity.

9.3 Third Party Information. Employee shall hold all confidential or proprietary information that the Company has received from any third party to which it is the Company's obligation to maintain the confidentiality of such information and to use it only for certain limited purposes in the strictest confidence and not to disclose it to any person, firm, or corporation or to use it except as necessary in carrying out Employee's work for the Company consistent with the Company's agreement with such third party.

10. TERMINATION OF EMPLOYMENT:

10.1 The company makes no express or implied commitment that employment will have a minimum or fixed term, that Company may take adverse employment action only for cause, or that employment is terminable only for cause. Either Employee or Company may terminate the employment relationship at any time for any reason.

10.2 Employee's employment shall terminate:

a. When Employee reach the age of sixty (60) years.

b. During Employee's probation period, Company may terminate Employee's employment upon thirty (30) calendar days' notice to Employee or by paying Employee's monthly gross salary in lieu of giving such notice, with or without cause, and with or without stating any reasons whatsoever.

DS

Initial: _____

DocuSign Envelope ID: CC6E4439-7B43-4658-A40D-D5EA98EB6B85

c. After the Employee's probation period, Company may terminate Employee's employment upon giving ninety (90) calendar days' notice of termination for any reason, with or without cause; Company may, in its sole discretion, terminate Employee's employment immediately by paying Employee's monthly gross salary in lieu of giving Employee such notice.

10.3 Company may terminate Employee's employment immediately, with or without notice, on the any of the following occurrence:

a. Embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients;

b. Engaging in misconduct (willful, intentional or otherwise) during or in connection with the performance of Employee's obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of Employee's obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients;

c. Involvement in any act of moral turpitude

10.4 Employee may at any time terminate Employee's employment by giving the Company Ninety (90) calendar days prior written notice. Upon Employee providing such notice, approval of any request for early release and/or any kind of waiver will be granted at the sole discretion of the Company and will be subject to terms and conditions of the Company, including and not limiting to the recovery in lieu of notice period not served. Employee acknowledges that at least three-month advance notice by him/her is mandatory to find his/ her replacement. As a consequence, the Employee acknowledges and agrees that the Company may withhold any compensation due to Employee and that the Employee shall pay to the Company an amount equal to the Employee's last three month's of compensation, the Employee will indemnify and hold the Company harmless for all damages to Company and expenses, including its reasonable attorney's fees, incurred as a result of the Employee's breach. Employee further acknowledges that the Company may assert this claim against any subsequent employer of the Employee.

DocuSign Envelope ID: CC6E4439-7B43-4658-A40D-D5EA98EB6B85

10.5 If employee has been relocated at the expense of the Company to perform a particular job function and/or if Employee has received any advances in connection with his or her employment and/or if Company had paid for any certifications or training for the Employee, if Employee breaches his or her termination notice obligation, or if Employee terminates his or her employment prior to the completion of twelve (12) months from the date to which Employee is assigned and for which the relocation occurred, from the date company paid for the certifications or from the date of completion of training the employee received, Employee agrees to repay the Company in full for all relocation expenses and other advances and certification and training costs paid or reimbursed to Employee by the Company, and Employee authorizes the Company to deduct and withhold such repayment in full from any compensation or other amounts otherwise owed or payable to Employee, and if such deduction and withholding does not satisfy Employee's obligation hereunder, the Employee shall repay all such relocation expenses and other expenses and advances to the Company immediately upon such Employee's termination of employment.

10.6 If employee has been paid a sign on bonus in connection with his or her employment, if Employee breaches his or her termination notice obligation, or if Employee terminates his or her employment prior to the completion of twelve (12) months of his or her employment, Employee agrees to repay the Company in full the sign on bonus paid to Employee by the Company, and Employee authorizes the Company to deduct and withhold such repayment in full from any compensation or other amounts otherwise owed or payable to Employee, and if such deduction and withholding does not satisfy Employee's obligation hereunder, the Employee shall repay all such sign on bonus to the Company immediately upon such Employee's termination of employment.

11. CONSEQUENCES OF TERMINATION

11.1 Upon termination or expiration of Employee’s employment, for any reason, or as otherwise requested by Company, Employee will return to the Company:

a. Any property belonging to the Company, such as a laptop computer, mobile phone, identity card, access card and other devices with details of any passwords or user ids installed therein;

b. All Confidential Information and any Work Product, including any documents and information, of whatever description or in whatever form, tangible, or intangible, in Employee’s possession, together with copies, notes or summaries of such documents and Employee’s own working papers which are derived of or based on such documents.

11.2 Upon termination or expiration of Employee’s employment, for any reason, amounts due or payable, from, or to Employee by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing.

DocuSign Envelope ID: CC6E4439-7B43-4658-A40D-D5EA98EB6B85

11.3 Upon termination or expiration of Employee's employment, for any reason, Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by Employee hereunder, including costs and expenses incurred towards Employee's training.

11.4 Any termination of employment or these Terms of Employment by Company shall be without any further liability of Company and its affiliates and their employees, contractors, or clients to Employee or to Employee's successors-in-interest or assigns.

11.5 Company, in cases of data theft, failure to return company property and/or compromise of company confidential information, non-settlement of monetary dues, by the employee, shall be entitled to, at its sole discretion, withhold the relieving letter and all other documents regarding Employee's employment hereunder.

12. OWNERSHIP AND ASSIGNMENT OF INVENTION RIGHTS:

12.1 The Employee hereby agrees that any and all New Confidential Information, inventions, improvements, modifications, ideas, copyrights, trademarks and innovations (all of which are hereinafter referred to generally as "Inventions") which directly relate to the business of the Company, whether patentable or not, which the Employee may invent, discover, originate, make or conceive during the course of his or her employment with the company and for one year thereafter, whether or not reduced to writing or practice, either solely or jointly invented with others and whether or not during working hours or by or with the facilities of the Company, shall be the sole and exclusive property of the Company.

12.2 The Employee hereby assigns and delivers all of his or her right, title and interest in the Inventions referred to above to the Company or to the Company's nominees on payment of Rs. 100.

12.3 The Employee agrees that all Inventions, including, without limitation, all original works of authorship relating to the Company's business, and which are protectable by copyrights or patents are "works made for hire." The Employee and each such other person shall promptly and fully disclose each and all such Inventions to the Company or to the Company's nominees.

12.4 The Employee further agrees to participate in the preparation of and to execute at any time, upon the request and at the expense of the Company, for the benefit of the Company or the Company's nominees, any and all applications, instruments, assignments, and other documents, which the Company shall deem necessary or desirable to protect its entire right, title and interest in and to any of the Inventions described herein.

DocuSign Envelope ID: CC6E4439-7B43-4658-A40D-D5EA98EB6B85

12.5 The Employee agrees, upon the request and at the expense of the Company or any person to whom the Company may have granted or grants rights, to execute any and all applications, assignments, instruments and papers, which the Company shall deem necessary or desirable for the protection or perfection of such rights, including the execution of new, divisional, continuing and reissue patent applications, to make all rightful oaths, to testify in any proceeding in the Patent Office or in the courts, and generally to do everything lawfully possible to aid the Company, its successors, assigns and nominees to obtain, enjoy and enforce proper patent or other protection in the United States and in foreign countries for the Inventions to be assigned under this Agreement.

13. TECHNICAL AND OTHER RECORDS:

The Employee agrees to make and maintain adequate and current written records of all Inventions, New Confidential Information and business matters of the Company on which he works during his employment by the Company.

Immediately upon the Company's request and promptly upon termination of the Employee's employment by the Company, the Employee shall deliver to the Company all such records and all memoranda, notes, records, reports, photographs, drawings, plans, papers or other documents made or compiled by the Employee or made available to the Employee during the course of his employment by the Company, and any copies or abstracts thereof, whether or not of a secret of confidential nature, and all of such memoranda or other documents shall, during and after the employment of the Employee by the Company, be and shall be deemed to be the property of the Company.

14. NON-SOLICITATION, NON-COMPETITION AND RESTRICTIONS:

14.1 While employed by the Company, the Employee agrees not to undertake any outside business activity which is competitive with the work that the Employee performs for the Company or which in any way interferes with the Employee's employment by the Company.

14.2 Employee hereby represents and warrants that they have not during the course of any current or previous employment or relationships, agreed to any arrangement that may restrict or conflict with the acceptance of the offer made by the Company including but not limited to any time bound non-compete or restrictive agreements

DocuSign Envelope ID: CC6E4439-7B43-4658-A40D-D5EA98EB6B85

14.3 While employed by the Company and for a period of one year following termination of the Employee's employment for any reason by either the Employee or the Company, the Employee agrees that he or she will not persuade, induce, or encourage any of the following listed parties either to terminate their employment with the Company or the Company's affiliates in US and India, including without limitation Accelalpha, Inc., and Accelalpha Software Pvt. Ltd.:

- any employee of the Company
- any employee of the Company's clients
- any employee of the Company's prime vendors or sub-vendors
- any employee of the Company's offshore affiliates including without limitation employees of Accelalpha Inc.

14.4 Accelalpha Inc. and Accelalpha Software Pvt. Ltd, has heavily invested in building trade methods to win Oracle Global Trade Management (GTM)/Oracle Configure, price and quote (CPQ) Implementation businesses and implementation assets to rapidly deploy GTM/CPQ software. Employee will gain intimate knowledge of these methods and assets as part of fulfilling the job duties. While employed by the Company and for a period of two years following termination of the Employee's employment, for any reason by either the Employee or the Company, the Employee agrees that he or she will not join any other Consulting Practice engaged in or to be engaged in the future in the kind of business which is competitive with the GTM/CPQ business of the Company or the Company's affiliates in India and US including without limitation Accelalpha Inc., and Accelalpha Software Pvt. Ltd.

14.5 While employed by the Company and for a period of one year following termination of the Employee's employment, the Employee agrees not to divert or attempt to divert (by solicitation or any other means) or to cause any of the following to do business with any competitor of the Company: any customer, client or prospective customer or client of the Company existing at any time that the Employee was employed by the Company.

14.6 If the Employee violates the provisions of paragraph 14.5 above and receives income as a result of such diversion, the Employee shall pay to the Company fifty percent of all such income received by the Employee, directly or indirectly, from such customer, client or prospective customer or client of the Company for a period of two years from the date of termination of the Employee's employment.

14.7 If the Employee violates the provisions of paragraph 14.4 and receives income as a result of such violation, the Employee shall pay to the Company fifty percent of all such income received by the Employee, directly or indirectly, from such customer, client or prospective customer or client of the Company for a period of two years from the date of termination of the Employee's employment. In addition, Company reserves the right to recover from Employee the cost of then current and future business impact caused by such violation.

DS

Initial: _____

DocuSign Envelope ID: CC6E4439-7B43-4658-A40D-D5EA98EB6B85

15 EFFECTS OF CHANGES IN RATES, BENEFITS AND SERVICES:

Employee and Company agree that this Agreement shall remain in full force and effect even if there are changes with respect to the services to be provided by the Employee, or with respect to the compensation and benefits paid by the Company to the Employee, and in the event of such changes, no new agreement needs to be executed between the parties.

16 BACKGROUND CHECKS:

Employee gives the Company permission to make whatever background checks the Company deems appropriate on the background of the Employee both prior to the commencement of employment as well as from time to time during employment.

17 EMPLOYER RECORDS:

Employee will promptly notify the Company of any change in Employee's personal details including Employee's home address, home telephone number, marital status, next of kin and bank details.

18. ARBITRATION:

18.1 Where any controversy, dispute or disagreement arises between the Employee and the Company as to the interpretation or application of any of the terms, conditions, requirements or obligation under this Agreement or the performance hereof which the Parties are unable to resolve by agreement, the Parties hereby agree to refer the controversy, dispute or disagreement to sole arbitrator for arbitration under the Arbitration and Conciliation Act, 1996.

18.2 All arbitration proceedings shall be conducted in English and the venue for conducting such proceedings shall be at Hyderabad, Telangana, India. Judgment upon any arbitral award so rendered may be entered in any Court having jurisdiction, or application may be made to such Court for a judicial acceptance of the award and an order to enforcement, as the case may be.

18.3 The Parties hereby agree that a matter may be referred to arbitration as provided herein, the Parties shall nevertheless, pending the resolution of the controversy, dispute or disagreement, continue to fulfill their obligations under this Agreement, so far as they are reasonably able to do so.

19 GOVERNING LAW:

This Agreement is governed by and shall be construed in accordance with the laws of India. The parties agree that they will use their best efforts to amicably resolve any dispute arising out of or relating to this Agreement. Any controversy, claim or dispute that cannot be so resolved shall be subject to the jurisdiction of the Courts of Hyderabad

DS

Initial: _____

DocuSign Envelope ID: CC6E4439-7B43-4658-A40D-D5EA98EB6B85

20 ENTIRETY:

In any part of any provision of this Agreement or any other agreement, document or writing given pursuant to or in connection with this Agreement is deemed invalid or unenforceable under applicable law, the said part shall be ineffective to the extent of such invalidity only, without in any way affecting the remaining parts of said provisions or the remaining provisions of said agreement.

21 COUNTERPARTS:

This Agreement may be executed simultaneously in any number of counterparts, each of which will be deemed an original, but all of which will constitute one and the same instrument.

22 HEADINGS:

The section headings appearing in this Agreement are for the purposes of easy reference and shall not be considered a part of this Agreement or in any way modify, demand or affect its provisions.

23 EXECUTION:

This contract may be executed in person or by means of electronic signature sent via DocuSign or e-mail.

24 MISCELLANEOUS:

24.1 The obligations set forth in paragraphs 11, 12, 13, 14 and 15 shall continue in force beyond the termination of the Employee's employment.

24.2 This Agreement supersedes all prior agreements, written or oral, between the Employee and the Company relating to the subject matter of this Agreement. This Agreement may not be modified, changed, or discharged in whole or in part, except by an agreement in writing signed by the Employee and the Company. The Employee agrees that any change or changes in his or her duties, salary, or compensation after the signing of this Agreement shall not affect the validity or scope of this Agreement.

24.3 Employee's employment for Company will be governed by Company's policies, as modified, from time to time and at Company's sole discretion, upon notice to Employee. The terms and conditions contained herein this document must be read in conjunction with Company policies. Any policy infraction will amount to breach of Employee's terms of employment and may lead to termination of Employee's services. These Terms of Employment and policies shall be subject to modifications by Company, from time to time, upon notice to Employee.

DocuSign Envelope ID: CC6E4439-7B43-4658-A40D-D5EA98EB6B85

24.4 The Employee represents that he is free to enter into this Agreement, that he has not made and will not make any agreements in conflict with this Agreement.

24.5 This Agreement will be binding upon the Employee's heirs, executors and administrators and will inure to the benefit of the Company and its successors and assigns.

24.6 No delay or omission by the Company in exercising any right under this Agreement will operate as a waiver of that or any other right. A waiver or consent given by the Company on any one occasion is effective only in that instance and will not be construed as a bar to or waiver of any right on any other occasion.

24.7 The Employee expressly consents to be bound by the provisions of this Agreement for the benefit of the Company or any subsidiary or affiliate thereof to whose employ the Employee may be transferred without the necessity that this Agreement be re-signed at the time of such transfer.

24.8 The restrictions contained in this Agreement are necessary for the protection of the business and goodwill of the Company and are considered by the Employee to be reasonable for such purpose. The Employee agrees that any breach of this Agreement is likely to cause the Company substantial and irrevocable damage and therefore, in the event of any such breach, the Employee agrees that the Company, in addition to such other remedies which may be available, shall be entitled to specific performance and other injunctive relief.

24.9 If the Company engages counsel to enforce any rights of the Company under this Agreement, the Employee shall pay all of Company's costs including reasonable attorney's fees and court expenses incurred by Company in such enforcement.

24.10 This agreement is governed by and will be construed as a sealed instrument under and in accordance with the laws of Government of India. Any action, suit, or other legal proceeding which is commenced to resolve any matter arising under or relating to any provision of this Agreement shall be commenced only in a court of Hyderabad, Telangana, and the Company and the Employee each consent to the jurisdiction of such a court.

DocuSign Envelope ID: CC6E4439-7B43-4658-A40D-D5EA98EB6B85

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year first below written.

This Agreement is signed and sealed this 30th day of September, 2021.

ACCELALPHA SOFTWARE PVT. LTD.,

DocuSigned by:

By: Ramana Rao
3BFDB52A09C74B6...

Name: Ramana Rao Pagadala

EMPLOYEE: DocuSigned by:

By
4A8301F96C9B4F6...

Name: Vignesh Vijayakumar

DS

DocuSign Envelope ID: CC6E4439-7B43-4658-A40D-D5EA98EB6B85

COST TO COMPANY (CTC)

Name	Vignesh Vijayakumar
Designation	Associate Consultant
WEF	02 May 2022

A. Monthly Component		
Salary Component	**Monthly**	
Basic Salary	Rs	23,750
HRA	Rs	11,875
Flexi Basket	Rs	4,683
Sodexo	Rs	2,200
Total: Monthly	**Rs**	**42,508**
Total: Annualised	**Rs**	**5,10,092**

B. Benefit Components		
Component	**Annual**	
Provident Fund	Rs	34,200
Insurance & Medical Benefit*(Provisional)	Rs	12,000
Gratuity **	Rs	13,709
Total: Annual	**Rs**	**59,909**

C. Discretionary Variable Pay (Annual)		
Variable Component		30,000
Total : Variable Component		30,000
Cost to Company (A) + (B) + (C) [Annual]	**Rs**	**6,00,000**

Your compensation details are personal and strictly confidential only to you. This should not be shared with any person other than your reporting manager and HR.

** According to the Payment of Gratuity Act, 1972, an employee is eligible to receive gratuity if he has rendered continuous service for at least five years with an organisation.
This gratuity is payable to the employee:

a) On his/her Superannuation or resignation (Up on completing mandatory tenure)
* Medical provision shown for ESC only

Note :

@ FLEXI BASKET DETAILS	Max Sub-Limits	
Leave Travel Assistance / Allowance	Rs	1,00,000
Telephone & Mobile Reimbursement	Rs	12,000
Professional Pursuit allowance	Rs	12,000

Above mentioned flexi basket are the max limits for the tax benefit.

The Discretionary Variable Compensation is dependent upon Employees performance and Company's performance. The Discretionary Variable Compensation will be prorated based on Employee's tenure during the Compensation Year. The Company may, at any time and in its sole discretion modify or suspend any of the terms and conditions of the Discretionary Variable Compensation guidelines.
The Salary structure given is tentative and may change for 2021 - 2022 based on the new guidelines issued by the Govt of India as and when they come into effect.

DocuSign Envelope ID: CC6E4439-7B43-4658-A40D-D5EA98EB6B85

AGREEMENT UNDER THE SERVICE CONTRACT

Agreement of Service Contract made on this the day of 27/09/2021, BY AND BETWEEN

M/s. Accelalpha Software Private Limited a company Registered under The Companies Act 1956 having its Registered Office at 1-10-221, Street No. 5, Ashok Nagar, Hyderabad — 500020 represented by its Authorised Signatory Mr. Ramana Rao Pagadala, The Operations Lead of the Company hereinafter referred to as First part/Company/Employer for brevity which term shall unless repugnant to the context mean and include its Successors-in-interest, sister companies, subsidiaries, and assignees

AND

Mr. Vignesh Vijayakumar S/o Vijayakumar, aged about 21 Years, currently residing at 332-249 Rajaji Nagar, Odapalli Agraharam, Cauvery Railway Station, Tiruchengode, Namakkal, Tamil Nadu - 638007 hereinafter referred to as Second Part/Employee/candidate.

WHEREAS

1. The Second part approached the first Part for a suitable employment in first Part Company Accelalpha Software Private Limited
2. The First Part after scrutiny of education qualification certificates of the Second Part has interviewed the Second Part for suitable position and agreed to appoint the Second Part as employee of Accelalpha Software Private Limited.
3. The Second part except basic knowledge has no other advance knowledge/experience in the related technologies, which the First Part is involved in. The effective use of high technologies can be acquired mainly through special training and/ or on the job training during the service in the company including probation period.
4. The Second part has stated to the first part that he is of sound mind and is medically fit to work and perform development tasks assigned to him.
5. The First Part will take the Second part on board for the Associate Consultant position, where he/she will initially learn by observing our team and participating in development on key projects. Second part will have the opportunity to ask questions and company will share useful resources that will help employee to develop in his/her role. Company will nominate a trainer from within the company or external resources where necessary. At some point, if/when company believes employee to be ready, he/she will let the employee be more hands-on in more demanding tasks. Before that the company will also ensure that employee gets hands-on practice less demanding tasks that are going on within the company.
6. The training substantially improves the professional standing of the employee and it has been imparted by the First Part at considerable expenditure as an investment. The company expects a commitment (elaborated below) from the second part to recover its expenditure or seek a penalty for non-fulfilment of the same.
7. The expenditure involved in imparting the said training to the second part is several times in excess of the money demanded from him/her.
8. The First Part specifically mentioned to the Second Part that the Second Part must serve Accelalpha Software Private Limited irrevocably for a term of Twenty-four (24) months and enter into an “Agreement under the Service Contract”.
9. The Second Part has agreed and accepted the offer made by the First Part on such terms and conditions as mentioned herein.

DocuSign Envelope ID: CC6E4439-7B43-4658-A40D-D5EA98EB6B85

NOW IT IS HEREBY MUTUALLY AGREED TO BY AND BETWEEN THE PARTIES AS UNDER: -

I. The Second Part has agreed to irrevocably serve Accelalpha Software Private Limited for a term of Twenty-four (24) months on such terms and conditions as mentioned herein.

II. The period of Twenty-four (24) months for this agreement starts from the date the Second Part joins the Office.

III. The Second part if resigns from the services of the First Part earlier than the period as agreed and as stated at clause I for any reason attributable to the second part, then Second part hereby agree to give 60 (Sixty) days' notice to the first part and second part further agree to abide with clause No IX as stated hereunder.

IV. During the period of the contract, the Second Part shall faithfully, diligently and to the best of the ability discharge the responsibilities. The Second Part shall confirm to carry out and obey all orders, directions and instructions of the first part and/or Authorities during the term of his employment and shall use his endeavour to promote the interest of Accelalpha Software Pvt. Ltd.

V. The Second Part shall devote his time and attention in receiving the necessary instructions or other purposes for which he has been engaged and shall not absent himself from duty at any time without prior written sanction of the First Part.

VI. The Second Part shall carry out all the duties and responsibilities of his position and shall perform all such work as may be entrusted to him or as he may be called upon or required to do such capacity, with due-diligence, punctuality and to the best of his ability and skill, and shall conduct himself honestly, faithfully and diligently at all times throughout the period of the term of his employment and shall not be guilty of any negligence, misconduct or misbehaviour or commit any breach of this Agreement.

VII. During the employment period and thereafter, the Second part will not give out to anyone in writing or by word of mouth or otherwise particulars or details of work process, technical know-how, research carried out, security arrangements and/or matters of confidential or secret nature which Second Part may come across during his service period with Accelalpha Software Pvt. Ltd.

VIII. The Second Part shall subject to be governed by the service rules, standing Orders and regulations of first Part in force from time to time, so far as they are not at variance with the terms herein contained and thereafter.

IX. In case the Second Part at any time makes a breach of all or any of the Provisions of this Agreement or fails to carry out all or any of his obligations hereunder, this Agreement shall automatically stand Terminated and the second part shall forthwith return to the First Part an amount equivalent to 6 (Six) months' worth of Gross monthly salary including any Variable Pay (VP) if paid which is the cost to the company (CTC) as stated in the offer letter. In case the Second Part fails to pay back the amount, the First Part shall be entitled to recover the same from any of the monetary claims that the Second Part may have or by having recourse to legal proceedings against Second Part at Second Part's risk, cost and/or from Second part's heirs, executors' administrators, sureties etc.,

General:

I. First part hereby agrees to initially employ the second part as its Software Engineer and the second part hereby accepts such Offer of employment in accordance with the terms of this Agreement and the terms of the Offer Letter and employment agreement applicable to regular employees of the first part. In the event of any conflict or ambiguity between the terms of this Agreement and terms of Offer Letter or employment agreement applicable to regular employees, the terms of this Agreement shall control.

DocuSign Envelope ID: CC6E4439-7B43-4658-A40D-D5EA98EB6B85

II. Any reference to the masculine gender will also include the feminine gender and plural gender where appropriate.

III. This Agreement terminates and supersedes all prior understandings or agreements on the subject matter hereof. This Agreement may be modified only by a further writing that is duly executed by both parties.

IV. Any change in the above addresses of any of the concerned parties i.e. Company or Employee, shall be duly informed to the other parties by the party whose address has changed within a period of seven days of such change.

V. If no such change has been intimated or received, the addresses mentioned shall be deemed to be the addresses of the concerned parties.

VI. In case of any dispute arising out of the above Agreement, the jurisdiction shall be the courts in Hyderabad. No other courts either in India or outside India shall have jurisdiction in respect of the enforcement, interpretation and other aspects of and in connection with this Agreement.

Jurisdiction:

The parties agree that they will use their best efforts to amicably resolve any dispute arising out of or relating to this Agreement. Any controversy, claim or dispute that cannot be so resolved shall be subject to the jurisdiction of the Courts of Hyderabad

IN WITNESS WHEREOF the First Part and the Second Part acting in person have signed and executed this Agreement in their respective names and on their behalf and delivered to the First Part on the Day, month and year first above written.

SIGNED AND DELIVERED BY

FIRST PART DocuSigned by: Ramana Rao 35EDB524A09C74B6...

ACCELALPHA SOFTWARE PVT. LTD.,

By: _____

Name: Ramana Rao Pagadala

DocuSigned by: 4A8301F96C9B4F6...

SECOND PART

By: _____

Name: Mr. Vignesh Vijayakumar

DocuSign Envelope ID: CC6E4439-7B43-4658-A40D-D5EA98EB6B85

Accelalpha Software Pvt. Ltd.
1-10-221, Street No. 5, Ashok Nagar,
Hyderabad, Telangana - 500020

NEW EMPLOYEE DATA (Annexure A)

The information collected in this form is treated as highly confidential. It will be used for purposes to assist Employee and for obtaining services in a medical emergency. Employee's cooperation in completing the data is appreciated.

Employee Information:

NAME: VIGNESH . V
(First) (Middle) (Last)

RESIDENCIAL ADDRESS: 332/249, RAJAJI NAGAR, ODAPALLI AGRAHARAM, CAVERY R.S

CITY: NAMAKKAL **STATE:** TAMILNADU

ZIP CODE: 638007

PHONE: 8110090266

PAN Number: BUAPV6972R

Aadhar Number (Mandatory for linking the PF): 400796124639

PERMANENT ADDRESS: 332/249, RAJAJI NAGAR, ODAPALLI AGRAHARAM, CAVERY RS

CITY: NAMAKKAL **STATE:** TAMILNADU

ZIP CODE: 638007

PHONE: 8110090266

Position at Accelalpha: ASSOCIATE CONSULTANT

Email: vigneshvijayakumar20871@gmail.com

Initial: _____

DocuSign Envelope ID: CC6E4439-7B43-4658-A40D-D5EA98EB6B85

Birth date:07/27/2000_____(mm/dd/yyyy)

Marital Status: □ Married ☒ Single _____

Gender: ☒ Male □ Female _____

Spouse Information:

NAME: NIL Nil Nil

(First) (Middle) (Last)

Birth date:NIL_____(mm/dd/yyyy)

Children Information:

1. **NAME**: NIL Nil Nil

   (First) (Middle) (Last)

   Birth date: Nil _____ (mm/dd/yyyy)

2. **NAME**: NIL NIL NIL

   (First) (Middle) (Last)

   Birth date: NIL _____ (mm/dd/yyyy)

Medical emergency contact:

Name: VIJAYA KUMAR A

Address: 332/249, RAJAJI NAGAR, ODAPALLI AGRAHARAM, CAVERY RS

City/State/Zip:TIRUCHENGODE/NAMAKKAL-638007

Phone Number: 9940997832 Relationship: FATHER

I hereby certify that the above information is true and correct to the best of my knowledge. I understand that a false statement may disqualify me for benefits.

EMPLOYEE:

By DocuSigned by: 4A8301F96C9B4F6...

Name:

Cognizant

13-Jan-2022

Vimal Prakash K K
B.E. Computer Science & Engineering
Kongu Engineering College, Erode

Dear Vimal Prakash N K K,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months,** starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

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



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature: **Date:**

Letter of Intent (LOI)

October 25, 2021

Dear Vimalraj S,

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

Your annual total remuneration will be **INR 675,000/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

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

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

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

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

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

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

Yours sincerely,

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

Maya Sreekumar

Vice President - Human Resources

PRESIDIO®
Cloud Solutions

22 September 2021

Dear Yashwanth K,

Congratulations! We are happy to offer you internship at Presidio from **04 October 2021 for Eight months**. We hope it will be a great learning experience and will provide the right exposure. During this period, Presidio will be happy to provide a stipend of **INR 16,000/month**.

Wishing you all the best and “Do Something Great Every day!”

For Presidio Solutions Private Limited

Sangeetha Gupta
Sangeetha Gupta (Sep 22, 2021 19:43 GMT+5.5)

Sangeetha Gupta
Senior Manager-HR and Business Operations

Logic Research Labs
Software Research & Development

7/268, Jayalakshmi Nagar,
Thiruvidaimaruthur Main Road,
Pillaiyampettai - 612 103
Ammachatram (Po),
Thanjavur (Dist), TN, India.
Phone : +(91) - 435 - 2100177, 9629651230
Email : contact@logicresearchlabs.com

December 2021

INTERNSHIP COMPLETION CERTIFICATE

We are glad to inform that **Ms. KRITHIKA THARANI AS** II Year BE., (CSE) Kongu Engineering College, Perundarai, Erode, has successfully completed her Research Internship with **Logic Research Labs** (Software Research & Development) Kumbakonam from **July 2021** to **December 2021.**

During her internship she was exposed to various activities of software development and she was actively involved in developing **Task Module** to our existing **Medical College MIS** software and also developed **Out Patient Reports** for our **Integrated Hospital Management Software (iHMS)** at Logic Research Labs.

We found she is extremely inquisitive, and was very much interested to learn, also willing to put in her best efforts and get into the depth of the subject to understand it better.

Her association with us was fruitful and we wish her all the best in her future endeavors.

For Logic Research Labs

G. Hariprakash, M.E.,
CTO, Logic Research Labs

LOGIC RESEARCH LABS * KUMBAKONAM *

Logic Research Labs
Software Research & Development

7/268, Jayalakshmi Nagar,
Thiruvidaimaruthur Main Road,
Pillaiyampettai - 612 103
Ammachatram (Po),
Thanjavur (Dist), TN, India.
Phone : +(91) - 435 - 2100177, 9629651230
Email : contact@logicresearchlabs.com

December 2021

INTERNSHIP COMPLETION CERTIFICATE

We are glad to inform that **Ms. Sathana V** II Year BE., (CSE) **Kongu Engineering College**, Perundarai, Erode, has successfully completed her Research Internship with **Logic Research Labs** (Software Research & Development) from **July 2021** to **December 2021**

During her internship she was exposed to various activities of software development and she was actively involved in developing **Announcement Module** to our existing **Medical College MIS** software and also developed **Out Patient Reports** for our **Integrated Hospital Management Software (iHMS)** at Logic Research Labs.

We found she is extremely inquisitive, and was very much interested to learn, also willing to put in her best efforts and get into the depth of the subject to understand it better.

Her association with us was fruitful and we wish her all the best in her future endeavors.

For Logic Research Labs

G. Hariprakash, M.E.,
CTO, Logic Research Labs

LOGIC RESEARCH LABS * KUMBAKONAM *