



Autonomous (2016-17)

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

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

ISO 9001 : 2015 Certified

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

IMC Ramkrishna Bajaj National Quality Commendation Certificate

**Providing Appointment Letters of the Students
of Placement for Academic Year 2019-20**

M Datta

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





Nagindas Khandwala College Autonomous

This is to inform the students of TYIT and TYCS that there will be a placement drive for LTI on 10th August 2019 at APSIT College, Thane.

Students are requested to reach by 8am

Dress Code: Formal

Issued by:

Ms. Preethi Rao

Coordinator Career Development Cell

Class	CR sign
TYIT	Christopher
TYCS	Spate

Student 89 2019-20



Date: November 14, 2019
Ref: LTI/HR/Campus/2020
Name: Samreen Patel
College: Nagindas Khandwala College

OFFER OF EMPLOYMENT

Dear Samreen Patel,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Associate Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be Rs.2,60,404/- as per the details mentioned in 'Annexure-1'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in 'Annexure-2'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

TERMS AND CONDITIONS

1. Increments and Promotions

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

2. Overseas Deputation/International Assignment

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. Documents

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

4. Background Verification

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

5. Service Agreement

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

6. Letter Acceptance

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltininfotech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Nikhil Govekar
Sr. Manager - Campus
Recruitment

I have read the letter and accept the same.



Signature and Date

ANNEXURE-1

Name : Samreen Patel		Date : November 14, 2019
Salary Grade : AT		
Components	Rs. p.a.	Rs. p.m.
Basic		15,000
Bouquet of Benefits		3,000
A. Base Salary (PA)	216,000	18,000
Annual Incentive	10,000	
B. Total Variable (PA)	10,000	
C. Total Target Cash (A+B)	226,000	
Provident Fund (PF)	21,600	1,800
Gratuity	8,664	722
Mediclaime Premium	4,140	
D. Retirals & Other Benefits	34,404	
Cost to Company (CTC) C+D	260,404	

Medical Insurance Premium:

The Group Mediciclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.
Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 3) You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
- 4) The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
- 5) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 6) The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
- 7) The Annual Incentive(AI) will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.
- 8) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal. The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

ANNEXURE-2

Eligibility Criteria for Non Engineering Candidates- 2020 Batch	
Qualification	BSC,BCA,BCS
Branches:	Computer Science/Information Technology/Information science and Electronics
Age Criteria: As on 1st July of Passing year (2020)	Less than 23 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. No year drop allowed.
Course must complete in:	3 years
SSC, HSC , Diploma (if applicable) Percentages / CGPA:	50% & Above OR Equivalent CGPA NOTE: • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.
Graduation,Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA Aggregate of all semesters AND all appeared subjects(irrespective of the University rule) Provisional/Passing Certificate must state First class
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation,Post Graduation)	<ul style="list-style-type: none"> • No active/live backlogs allowed at the time of the interview process • Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. • This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTS/Backlogs/Arrears and re-attempts due to absenteeism. • Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as Re- attempt/ATKT/Backlog/Arrear. • No Re-attempts/ATKTs/Backlogs/Arrears allowed in the <u>final semester</u> of any course • Any pending Re-attempts/ATKTs/Backlogs/Arrears in the <u>current course</u> (obtained after the interview process) <u>must be attempted and cleared with the final semester examinations</u>
Nature of Course:	All Full Time courses Only
Year of Passing:	2020 SUMMER pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS

Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.
4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months.
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

Signature: Fateh

Name: SAMREEN SHAKIR PATEL

Mobile No: 9137560212 / 8080890377

College Name : NAGINDAS KHANDWALA COLLEGE

Today's Date: 15th NOV 2019

Student 90 2019-20



Date: November 14, 2019

Ref: LTI/HR/Campus/2020

Name: Kshitij Domadia

College: Nagindas Khandwala College

OFFER OF EMPLOYMENT

Dear Kshitij Domadia,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as Associate Trainee.

During the initial training period of 12 months, your CTC including all benefits will be Rs.2,60,404/- as per the details mentioned in 'Annexure-1'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in 'Annexure-2'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

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Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

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It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

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Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

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As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

5. **Service Agreement**
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Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

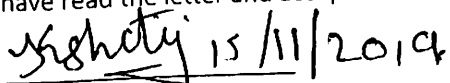
Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Nikhil Govekar
Sr. Manager - Campus
Recruitment

I have read the letter and accept the same.


Signature and Date

ANNEXURE-1

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Salary Grade : AT		
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Branches:	Computer Science/Information Technology/Information science and Electronics
Age Criteria: As on 1st July of Passing year (2020)	Less than 23 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. No year drop allowed.
Course must complete in:	3 years
SSC, HSC , Diploma (if applicable) Percentages / CGPA:	50% & Above OR Equivalent CGPA NOTE: • SSC /HSC should have cleared in FIRST ATTEMPT only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For candidates pursuing HSC and Diploma(both),marks scored in the Diploma course will be taken into consideration.
Graduation,Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above OR Equivalent CGPA Aggregate of all semesters AND all appeared subjects(irrespective of the University rule) Provisional/Passing Certificate must state First class
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation,Post Graduation)	<ul style="list-style-type: none"> • No active/live backlogs allowed at the time of the interview process • Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. • This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to absenteeism. • Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as Re- attempt/ATKT/Backlog/Arrear. • No Re-attempts/ATKTs/Backlogs/Arrears allowed in the <u>final semester</u> of any course • Any pending Re-attempts/ATKTs/Backlogs/Arrears in the current course (obtained after the interview process) must be attempted and cleared <u>with the final semester examinations</u>
Nature of Course:	All Full Time courses Only
Year of Passing:	2020 SUMMER pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS

Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.
4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months.
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

Signature: _____

Kshitij

Name: _____

KSHITIJ DOMADIA

Mobile No: _____

9930975396

College Name: _____

Naginder Khandwala College

Today's Date: _____

15/11/2019.



Nagindas Khandwala College Autonomous

This is to inform the students of TYIT and TYCS that there will be a placement drive for CAPGEMINI on 13th September 2019 at APSIT College, Thane.

Students are requested to reach by 8am

Dress Code: Formal

Issued by:

Ms. Preethi Rao

Coordinator Career Development Cell

Class	CR sign
TYIT	Phalaj
TYCS	S. Patel



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

Date: December 2, 2019

Ref No: HR/Campus/LO15274801/1

**Mistry Jay Jagdish
nagindas khandwala college**

Letter of Intent ("LOI")

Dear Mistry Jay Jagdish,

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

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

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

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

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

Upon joining Capgemini

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

ANNEXURE 1

Mistry Jay Jagdish
Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____



Candidate Name: Mistry Jay Jagdish

Date: _____

05/12/2019



Nagindas Khandwala College Autonomous

This is to inform the students of TYIT and TYCS that there will be a placement drive for TCS on 25th October 2019 at APSIT College, Thane.

Students are requested to reach by 8am

Dress Code: Formal

Issued by:

Ms. Preethi Rao

Coordinator Career Development Cell

Class	CR sign
TYIT	D. Desai
TYCS	Jay

Student 92 2019 - 20



Offer: Computer Consultancy
Ref: TCSL/DT20196142477/Mumbai
Date: 03/01/2020

Mr. Amit Sudesh Kaushal
19/137 Motilal Nagar No.3M.G. Road,
Rosary Church,
Mumbai-400104,
Maharashtra.
Tel# 91-918850067892

Dear Amit Sudesh Kaushal,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

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

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

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

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹7,100/-** per month.

TCS Confidential
TCSL/DT20196142477

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

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

2. Leave Travel Allowance

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

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹1,400/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

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

PERFORMANCE PAY

Monthly Performance Pay

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

TCS Confidential
TCSL/DT20196142477

2

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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

2. Higher Hospitalisation

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

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

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

Loans

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

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

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

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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

Professional Memberships

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

RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Training Period

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

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4

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

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

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

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

3. Working Hours

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

4. Mobility

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

5. Compensation Structure / Salary components

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

6. Increments and Promotions

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

7. Alternative Occupation / Employment

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



8. Confidentiality Agreement

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

9. Service Agreement

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

10. Overseas International Assignment Agreement

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

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

11. Terms and Conditions

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

12. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your



day-to-day conduct as an associate of TCSL.

13. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

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

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

14. Retirement

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

15. Pre-employment Medical Certificate

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

16. Employment of Non Indian Citizens

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

17. Background Check

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



18. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

*PAN Card (Permanent Account Number)



- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

19. TCS Xperience Program

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

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

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

20. Letter of Appointment

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

21. Rules and Regulations of the Company

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

22. Compliance to all clauses

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



Withdrawal of Offer

If you fail to accept the offer from TCSL within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



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

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



GROSS SALARY SHEET

Annexure 1

Name	Amit Sudesh Kaushal
Designation	Graduate Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	852	10,224
Gratuity	341	4,098
ESI Contribution##		7,656
Total of Annual Components & Retirals	1,194	18,322
Retention Incentive	NA	0
TOTAL GROSS	15,126	1,93,158

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

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

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

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

Component Category	Monthly	Annual
House Rent Allowance	2,840	34,080
Leave Travel Assistance	592	7,100
Food Card	500	6,000
Personal Allowance	1,400	16,800
GROSS BOUQUET OF BENEFITS	5,332	63,980



Annexure 2

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



Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

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

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Restriction on Associate's Rights

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

8. No License

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



4. Prior knowledge

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

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8. No License

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



9. Equitable Rights

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

10. General

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

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

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



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

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Nagindas Khandwala College Autonomous

This is to inform the students of TYIT and TYCS that there will be a placement drive for MERCADEO on 16th March 2020 at APSIT College, Thane.

Students are requested to reach by 8am

Dress Code: Formal

for


Issued by:

Ms. Preethi Rao

Coordinator Career Development Cell

Class	CR sign
TYIT	Ayush
TYCS	Sagar

Student 93 2019-20



Mercadeo
Integrated Marketing Pvt.

Offer Letter

31st July , 2020

Dear Ms. Vaishnavi Mayekar,

With reference to your interview, we are pleased to offer you the position of Business Development Executive in our Organization.

Your joining would be the dialing date/onboarding date of the project, as per the following terms and conditions

- Your appointment is subject to a probation period of 3months, an official confirmation of your appointment will be notified to you in writing.
- You are entitled to a CTC of per month payable as per Annexure A
- ***Your performance shall be under observation since the first quarter.***
- You agree to not terminate the appointment during the probation period without any prior notice
- 30% incentives applicable as per the achievement of target based on project
- Target policy slabs shall be explained after probation period
- You agree to comply with Terms and Conditions of Appointment
- You agree to submit with us a signed copy of Mark sheets, Pan Card, Aadhar Card as well as a Passport Size Photograph and also bring the originals for verifications.
- Also you are required to submit copy of 3 month's salary slips, relieving letter / experience certificate of immediate previous organization.

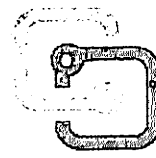
Please send us an acknowledgement of this offer confirming your joining.

We look forward to a mutually rewarding professional relationship with you.

For Mercadeo Multiventures Private Limited



Authorized Signatory



Mercadeo
Integrated Marketing

Annexue A

CTC BREAKUP :-
POSITION :- BDE

SALARY CALCULATION		
Details	Yearly	Monthly
Basic +DA Salary	132,000	11,000
House Rent Allowance	81,840	6,820
Conveyance Allowance	14,400	1,200
Medical Allowance		500
CC Allowance	-	-
Management / Other Allowance		
Bonus (30% Variable)	68,472	5,706
Gross Salary	296,712	25,226
P.F. (Employees Contribution 12% of Basic)	15,840	1,320
Professional Tax- standard	2,500	200
Income Tax – Approx*		
NET Salary (with variable)	278,372	23,706
P.F. (Employer's Contribution 12% of Basic)	15,840	1,320
Employers E.S.I 4.75% on Gross <15000		
Employee Compensation Policy		
Leaves		8951
CTC	321,503	35,497
Net Salary Payable (without variable)		18,000

All Payments are subject to deduction to appropriate taxes like TDS, PF, ESI as and when applicable as per legal rules and norms in the month of Jan/Feb/March.

Employees are requested to submit adequate bills and proofs as per government norms if they want to reduce their tax liability

For Mercadeo Multiventures Private Limited



Authorized Signatory

Off. No. 1, A-Wing, Victory Heights, Gorai 1, Borivali - West, Mumbai, Maharashtra 400092.
Tel: +91 9663655786 URL: www.mercadeo.co.in

Student 94 2019-20



Mercadeo
Integrated Marketing Solutions

Offer Letter

2nd May, 2020

Dear Ms. Riya,

With reference to your interview, we are pleased to offer you the position of Business Development Executive in our Organization.

Your joining would be immediate to start as work from home and resume work from office as the organization resumes, as per the following terms and conditions

- Your appointment is subject to a probation period of 6months, an official confirmation of your appointment will be notified to you in writing.
- You are entitled to a CTC of per month payable as per Annexure A
- Incentive shall be as per the plan on 30% on achieving target **after 6 months on the base of your performance.**
- You shall be provided daily rewards of Rs.100 on per valid lead **after 6 months on the base of your performance.**
- Your performance shall be under observation since the first quarter.
- You agree to not terminate the appointment during the probation period without any prior notice
- You agree to comply with Terms and Conditions of Appointment
- **You agree to submit with us a signed copy of Mark sheets, Pan Card, Aadhar Card as well as a Passport Size Photograph and also bring the originals for verifications.**
- **Also you are required to submit copy of 3 month's salary slips, relieving letter / experience certificate of immediate previous organization.**

Please send us an acknowledgement of this offer confirming your joining.

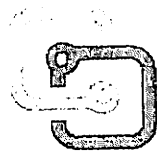
We look forward to a mutually rewarding professional relationship with you.

For Mercadeo Multiventures Private Limited



Authorized Signatory

Off. No. 1, A-Wing, Victory Heights, Gorai 1, Borivali - West, Mumbai, Maharashtra 400092.
Tel: +91 9663655786 URL: www.mercadeo.co.in



Mercadeo
Integrated Workforce Solutions

Annexue A

CTC BREAKUP :-
POSITION :- BDE

Details	Yearly	Monthly
Basic +DA Salary	122,400	10,200
House Rent Allowance	65,688	5,474
Conveyance Allowance	9,000	750
Medical Allowance		
CC Allowance	-	-
Management / Other Allowance		
Gross Salary	197,088	16,424
P.F. (Employees Contribution 12% of Basic)	14,688	1,224
Professional Tax- standard	2,500	200
Income Tax – Approx*		
NET Salary	179,900	15,000
P.F. (Employer's Contribution 12% of Basic)	14,688	1,224
Employers E.S.I 4.75% on Gross <15000	-	-
Employee Compensation Policy	-	-
Leaves	-	-
CTC	211,776	17,648
Net Salary Payable (without variable)		15,000

All Payments are subject to deduction to appropriate taxes like TDS, PF, ESI as and when applicable as per legal rules and norms in the month of Jan/Feb/March.
Employees are requested to submit adequate bills and proofs as per government norms if they want to reduce their tax liability
Variable are credited on achieving targets as discussed by the management.

For Mercadeo Multiventures Private Limited



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Nagindas Khandwala College Autonomous

This is to inform the students of TYIT and TYCS that there will be a placement drive for CONCENTRIX on 4th November 2019 at APSIT College, Thane.

Students are requested to reach by 8am

Dress Code: Formal

Issued by:

Ms. Preethi Rao

Coordinator Career Development Cell

Class	CR sign
TYIT	K.D. Suchak
TYCS	Dinal

Student 95 2019-20



Date:- 06-Feb-20

Subject: Expression of Interest - Campus

Dear Nisha Jayantilal Parmar,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

1. Your initial place of work shall be at the company's discretion and can be at any Concentrix locations.
2. This Expression of Interest shall remain valid for a period of 60 days from the date of your Final Examination. Considering the candidature beyond the 60 days period would be as per the requirement in the organization.

If any information furnished by you in your application or during the selection process is found to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may withdraw this expression of interest without any notice.

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

We encourage you to provide your acceptance of this EOI at campusplacements@concentrix.com

Concentrix Hiring Team

Student 96 2019-20

 CONCENTRIX

Date:- 06-Feb-20

Subject: Expression of Interest - Campus

Dear Aarti Sanjay Kamble,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor**, provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

- 1 Your initial place of work shall be at the company's discretion and can be at any Concentrix locations.
- 2 This Expression of Interest shall remain valid for a period of 60 days from the date of your Final Examination. Considering the candidature beyond the 60 days period would be as per the requirement in the organization.

If any information furnished by you in your application or during the selection process is found to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may withdraw this expression of interest without any notice.

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

We encourage you to provide your acceptance of this EOI at campusplacements@concentrix.com

Concentrix Hiring Team



Nagindas Khandwala College Autonomous

This is to inform the students of TYIT and TYCS that there will be a placement drive for WIPRO on 8th January 2020 at APSIT College, Thane.

Students are requested to reach by 8am

Dress Code: Formal

for

Issued by:

Ms. Preethi Rao

Coordinator Career Development Cell

Class	CR sign
TYIT	AVNI
TYCS	Chitrang

Student 97 2019-20



10 Jul, 2020

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Program
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Rishabh Pawan Tiwari,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program with WILP. This is a scholarship program customized as a robust academic and training program which will allow you to obtain M. Tech degree from one of the premier engineering institution/University in India.

The duration of the academic program shall be 48 months from the **date of enrolment for academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For Wipro Limited,

Sunil Kalachar
General Manager – Talent Acquisition

Validity unknown

Digitally signed by SUNIL KALACHAR
Date: 2020.07.10 12:37:53 IST
Reason: Campus Offer Letter
Location: Bengaluru

Registered Office:

Wipro Limited T : +91 (80) 2844 0011
Doddakannelli F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : L32102KA1945PLC020800

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Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Signature:

Date:

Registered Office:

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Terms & Conditions of scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M. Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & medical insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12, 00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs 2, 00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

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The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 0.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations. Your fourth year scholarship will continue until completion of your M Tech program.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal.

4. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months

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and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

5. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

6. Regulations of Academic study:

- i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization tracks after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

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- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

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xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

7. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
 - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
 - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

8. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or

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secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

9. Confidentiality:

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

10. Assignment of Intellectual Property:

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer

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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.

11. Posting:

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

12. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

13. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

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- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

15. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

16. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment, as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

17. Acceptance of Enrolment Letter:

Registered Office:

Wipro Limited T : +91 (80) 2844 0011
Doddakannelli F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : L32102KA1945PLC020800

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Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,
For **Wipro Limited**,

Sunil Kalachar
General Manager – Talent Acquisition

I have read, understood and agree to accept the enrolment on the terms and conditions herein.
I shall be present for the induction session on __/__/__

Name: _____

Signature: _____ Date: __/__/__

Place: _____



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ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I _____, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ("Wipro") being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

Name:

Date: / /

Signature.....

Registered Office:

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ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

Name:

Date: / /

Signature:.....

Registered Office:

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ANNEXURE - III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"PINNACLE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

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ANNEXURE - IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Name:

Date: / /

Signature:.....

Registered Office:

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Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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Nagindas Khandwala College Autonomous

This is to inform the students of TYIT and TYCS that there will be a placement drive for JAYPAR SOLUTIONS LLP on 9th January 2020 at Dr Pillai Global Academy, Borivali.

Students are requested to reach by 8am

Dress Code: Formal

Issued by:

Ms. Preethi Rao

Coordinator Career Development Cell

Class	CR sign
TYIT	Dhavit
TYCS	Jay.

Student 98 2019-20

JAYPAR SOLUTIONS LLP

5th June 2020

Mr. Aayush Sharma

D-3, 75, Asmita Jyoti CHS,
Marve Road, Near Atharva College,
Malad(W), Mumbai - 400095

Dear Mr. Aayush Sharma

Congratulations!!! JayPar Solutions LLP is pleased to offer you the position of Jr. Web Developer. We trust that this offer will meet with your approval.

Your starting salary will be Rs. 90,000 Annually. Your working hours are 10.00 AM to 7.00 PM, Monday to Saturday and your joining day of work will be 12th June 2020.

This offer is conditional upon our satisfactory completion of your reference checks.

Please sign copy of this letter and return it by 8th June 2020 to indicate your acceptance of this offer.

The entire team at JayPar Solution LLP is looking forward to working with you and we are confident you will be able to make a significant contribution to the success of our organization.

Sincerely,



PARESH SHAH
JAYPAR SOLUTIONS LLP

I accept this offer as outlined above

Aayush

6 June 2020

Mr. Aayush Sharma

Date



Nagindas Khandwala College Autonomous

This is to inform the students of TY Commerce (BAF,BBI,BFM,BCOM,BA) that there will be a placement drive for ADITYA BIRLA on 9th January 2020 at Dr Pillai Global Academy, Borivali.

Dress Code: Formal

Issued by:

Ms. Preethi Rao

Coordinator Career Development Cell

Class	CR sign	Class	CR sign
TYBCOM	Karan	TYBAF	Shivani R.
TYBA	JAY	TYBFM	Akshat
TYBBI	Rahul	TYBBI	Ritu

Student 99 2019-20

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June 23, 2020
Sriju Ashok Ghosh
B-2/404, Shatrunjay,
C S Road, Near Corporation Bank,
Anand Nagar,
Dahisar East, Mumbai,
Maharashtra - 400068

Dear Sriju,

Subject: Offer cum Appointment Letter

We take this opportunity to thank you for exploring an opportunity with Aditya Birla Health Insurance Company Ltd. (hereafter referred to as "Company"). On basis of our discussions and understanding we are pleased to **appoint you with the Company as "Sales Manager"**.

The terms and conditions of your appointment are as follows:

1. Your Fixed Pay will be **Rs. 3,00,000/- (Rupees. Three Lakhs Only)** per annum. Further, you will be entitled to Benefits as applicable in your grade. The components of your Fixed Pay and details of Benefits are provided in Annexure 'A' and will be governed by Company policies as amended from time to time.
2. In addition to your Fixed Pay above, you will be covered for Sales Incentive Scheme. The payout will **be based on your performance and dependent on the parameters that are defined under the Sales Incentive Plan** as declared by the Company from time to time.
3. You will be governed as per Company's Sales Progression Plan, as applicable in your grade and will be communicated to you.
4. **Your appointment is subject to you providing all documents and information as set forth under Annexure 'B' to the company.**
5. Your date of joining with the Company will be on or before **01st July 2020**.

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IRDAI Registration No. 153

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6. Your initial place of work will be **Mumbai**. The Company is a part of the Aditya Birla Group and the organizations in the Aditya Birla Group are affiliates of the Company. The Company will have the right to transfer/second you, as the case may be, to any function or business group, any other location within India or overseas, or to its affiliate and subsidiary organizations, at any time in the future. While on transfer, you will be governed by the rules, regulations and service conditions of that business and location.
7. On joining, your services will deem to be under probationary review. Your services will be confirmed on successful completion of Confirmation Goal sheet, as applicable in your grade and will be communicated to you on your joining. Unless your services are confirmed in writing by the Company, you will continue to be on probation. Please refer to Annexure C for further details. Please also note that you may be terminated basis non-performance in your current role as per norms defined in the Company's Sales Progression Plan, as applicable in your grade.
8. Your services may be terminated by either party, giving notice in writing for Fifteen (15) days (during probation period) and Thirty (30) days (post confirmation) or payment of notice pay for the balance period in lieu thereof. The Company reserves the right not to accept notice pay in lieu of notice and enforce completion of full or partial notice period. For the purpose of calculation, notice pay would refer to "Basic Salary" only.
9. The Company reserves the right to terminate your employment immediately without notice, at any time, in case:
 - You are found guilty of misconduct, dishonesty or you fail to observe the Company's Code of Conduct, business, disciplinary and ethical code guidelines and policies.
 - You are absent from the services for a period of Three (3) days (including overstay of sanctioned leave/training) without prior intimation and approval. You will then be deemed to have abandoned employment voluntarily and the provisions of clause 8 above will apply in respect of the notice payable by you.
10. You will retire from the services of the Company on attaining the superannuation age of Sixty (60) years or even earlier if you are not found physically and mentally fit. Your date of birth as recorded at the time of your appointment with the Company will be considered as the authenticated date for all relevant purposes throughout your employment.

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11. Your appointment is subject to being certified medically fit by the Company doctor. If you are at any time prevented by ill-health, accident or other urgent necessity from attending office or performing your duties, you shall bring this to the notice of the Management as soon as you possibly can and furnish the Management with all the information relating thereto as it may reasonably require. If called upon, you shall submit yourself to an examination by a qualified registered medical practitioner appointed or agreed to by the Management and you may be required to produce a certificate of medical fitness before you resume work. Absence from work or disability in performing your duties beyond the period of sick leave to which you are entitled under the rules shall be, at the discretion of the Management, without salary.
12. You will be entitled to leaves and other paid holidays as per Company policy subject to prior approval by your supervisor(s). Accumulation / carry-forward of leave will be governed as per the existing Company policy on the subject.
13. Whilst employed by the Company:
 - You will work exclusively for, and in the interest of the Company. You will not engage yourself in any other business/profession (part-time or otherwise) without written permission from the Company.
 - You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities.
 - You will maintain the highest standards of conduct and act with the highest ethical principles. You must not do anything that may be a conflict of interest with your responsibilities as an employee. You will be governed under the Company's Code of Conduct. It is your responsibility to read and understand it. If you have any questions, please contact your supervisor or Human Resources representative.
 - You may have access to or acquire client information and other business information from the Company or from its employees, clients or customers that is unique and which cannot be lawfully duplicated or easily acquired. You understand and agree that you have a continuing obligation not to use, publish or otherwise disclose either during or after your employment with the Company, any trade secrets, confidential or proprietary information belonging to, or concerning or referring to the Company, or any client or customer of the Company. You acknowledge that should you breach this provision, the Company will suffer immediate and irreparable harm and that money damages will be inadequate relief. Therefore, you agree

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that should you breach this provision; the Company will be entitled to injunctive relief to enforce this paragraph.

- You confirm that there is no litigation /conviction against you before any Court of law which involves criminal offence or offences involving moral turpitude.
 - You confirm that you have disclosed fully all of your business interests, whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
 - At ABHI we believe strongly in leveraging technology to enhance customer experience & thereby increasing sales productivity. As a part of our sales process, we have developed sales tools to achieve the above objective & facilitate you in achievement of your goals. You will need to pre-own or purchase a tablet for the above purpose. In case you do not pre own the same, the Company will provide you with a new tablet, the cost of which will be recovered from you through a process of deduction which will be intimated to you separately.
 - In case of cessation of your employment with the company for reason(s) whatsoever, before the complete deduction of the full recovery amount as mentioned in the above clause, if any amount is still balance and pending, you shall be liable to pay the balance amount left to be deducted on the date of cessation. You will be liable to pay the balance amount to the Company in case the full & final amount falls short in covering the same.
14. During the period of your employment with the Company and Six (6) months thereafter, you agree:
- Not to directly or indirectly induce or solicit any person employed or engaged by the Company or its affiliate companies (whether as an employee, consultant, advisor or in any other manner) to terminate their contractual relationship with the Company; and become an employee of, or directly or indirectly offer services in any form or manner to any other company, person or entity.
 - To keep the Company indemnified in respect of any loss that may be caused to it as a result of breach of this covenant by you.

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- To refrain from directly or indirectly soliciting any customer to remove its business from or reduce its business with the Company or its affiliates.
15. In the event of separation from the services of the Company, you will immediately return all the Company property in your possession to the Company. You will be relieved from services only after a satisfactory handover of responsibilities, settlement of outstanding dues, service of notice period, and clearance from your immediate supervisor.
 16. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may, in its sole discretion as it deems fit, revoke or change such policies.
 17. The terms of this appointment will be governed by and construed in accordance with the laws of India, and the courts in Mumbai will have jurisdiction in relation to any dispute or difference that may arise under the terms of this employment.
 18. The terms of this offer must be kept strictly confidential. You agree not to disclose it to any person and entity except as required by law or legal process and except for disclosure to your attorneys, accountants, and immediate family.
 19. This appointment is contingent upon all information, facts and figures provided by you to the Company's representatives at any point in time, being accurate and true. The Company will, at its discretion, conduct background and reference checks as per Company policy. In the event the results of such background and/or reference checks are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days of the issuance of the letter else this appointment letter stands automatically withdrawn.

We wish you an enjoyable and rewarding association with Aditya Birla Health Insurance Company Ltd.

Sincerely,

Niren Srivastava
Head - HR & Administration

Agreed & Accepted

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Annexure 'A'

Fixed Remuneration	Per Annum (Rs.)	Per Month (Rs.)
Basic	1,20,800	10,067
House Rent Allowance	60,400	5,033
Mobile Allowance	12,000	1,000
Education Allowance	2,400	200
Special Allowance	60,190	5,016
Statutory Bonus	16,800	1,400
Provident Fund (Employer's Contribution)	21,600	1,800
Gratuity	5,810	484
Total	3,00,000	

- The payment of Salary and Benefits will be subject to deduction of Income Tax as per the prevailing Income Tax rates and other statutory deductions, as may be required in accordance with applicable legislation in force from time to time.
- All figures mentioned are annualized value and prorated according based on your date of joining.
- Advance against Statutory Bonus is paid monthly in lieu of Statutory Bonus as per the provisions
- Gratuity is payable as per the provision of applicable Gratuity Act.
- Company reserves the right to amend the Compensation structure as it may deem fit.

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June 23, 2020

Nishi Prakash Doshi

C-102, Rajgiri CHS,

Ashok Nagar, Near Jain Mandir,

Kandivali East, Mumbai,

Maharashtra - 400101

Dear Nishi,

Subject: Offer cum Appointment Letter

We take this opportunity to thank you for exploring an opportunity with Aditya Birla Health Insurance Company Ltd. (hereafter referred to as "Company"). On basis of our discussions and understanding we are pleased to appoint you with the Company as "**Sales Manager**".

The terms and conditions of your appointment are as follows:

1. Your Fixed Pay will be Rs. **3,00,000/- (Rupees. Three Lakhs Only)** per annum. Further, you will be entitled to Benefits as applicable in your grade. The components of your Fixed Pay and details of Benefits are provided in Annexure 'A' and will be governed by Company policies as amended from time to time.
2. In addition to your Fixed Pay above, you will be covered for Sales Incentive Scheme. The payout will be based on your performance and dependent on the parameters that are defined under the Sales Incentive Plan as declared by the Company from time to time.
3. You will be governed as per Company's Sales Progression Plan, as applicable in your grade and will be communicated to you.
4. Your appointment is subject to you providing all documents and information as set forth under Annexure 'B' to the company.
5. Your date of joining with the Company will be on or before **01st July 2020**.

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6. Your initial place of work will be **Mumbai**. The Company is a part of the Aditya Birla Group and the organizations in the Aditya Birla Group are affiliates of the Company. The Company will have the right to transfer/second you, as the case may be, to any function or business group, any other location within India or overseas, or to its affiliate and subsidiary organizations, at any time in the future. While on transfer, you will be governed by the rules, regulations and service conditions of that business and location.
7. On joining, your services will be deemed to be under probationary review. Your services will be confirmed on successful completion of Confirmation Goal sheet, as applicable in your grade and will be communicated to you on your joining. Unless your services are confirmed in writing by the Company, you will continue to be on probation. Please refer to Annexure C for further details. Please also note that you may be terminated on the basis of non-performance in your current role as per norms defined in the Company's Sales Progression Plan, as applicable in your grade.
8. Your services may be terminated by either party, giving notice in writing for Fifteen (15) days (during probation period) and Thirty (30) days (post confirmation) or payment of notice pay for the balance period in lieu thereof. The Company reserves the right not to accept notice pay in lieu of notice and enforce completion of full or partial notice period. For the purpose of calculation, notice pay would refer to "Basic Salary" only.
9. The Company reserves the right to terminate your employment immediately without notice, at any time, in case:
 - You are found guilty of misconduct, dishonesty or you fail to observe the Company's Code of Conduct, business, disciplinary and ethical code guidelines and policies.
 - You are absent from the services for a period of Three (3) days (including overstay of sanctioned leave/training) without prior intimation and approval. You will then be deemed to have abandoned employment voluntarily and the provisions of clause 8 above will apply in respect of the notice payable by you.
10. You will retire from the services of the Company on attaining the superannuation age of Sixty (60) years or even earlier if you are not found physically and mentally fit. Your date of birth as recorded at the time of your appointment with the Company will be considered as the authenticated date for all relevant purposes throughout your employment.

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11. Your appointment is subject to being certified medically fit by the Company doctor. If you are at any time prevented by ill-health, accident or other urgent necessity from attending office or performing your duties, you shall bring this to the notice of the Management as soon as you possibly can and furnish the Management with all the information relating thereto as it may reasonably require. If called upon, you shall submit yourself to an examination by a qualified registered medical practitioner appointed or agreed to by the Management and you may be required to produce a certificate of medical fitness before you resume work. Absence from work or disability in performing your duties beyond the period of sick leave to which you are entitled under the rules shall be, at the discretion of the Management, without salary.
12. You will be entitled to leaves and other paid holidays as per Company policy subject to prior approval by your supervisor(s). Accumulation / carry-forward of leave will be governed as per the existing Company policy on the subject.
13. Whilst employed by the Company:
 - You will work exclusively for, and in the interest of the Company. You will not engage yourself in any other business/profession (part-time or otherwise) without written permission from the Company.
 - You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities.
 - You will maintain the highest standards of conduct and act with the highest ethical principles. You must not do anything that may be a conflict of interest with your responsibilities as an employee. You will be governed under the Company's Code of Conduct. It is your responsibility to read and understand it. If you have any questions, please contact your supervisor or Human Resources representative.
 - You may have access to or acquire client information and other business information from the Company or from its employees, clients or customers that is unique and which cannot be lawfully duplicated or easily acquired. You understand and agree that you have a continuing obligation not to use, publish or otherwise disclose either during or after your employment with the Company, any trade secrets, confidential or proprietary information belonging to, or concerning or referring to the Company, or any client or customer of the Company. You acknowledge that should you breach this provision, the Company will suffer immediate and irreparable harm and that money damages will be inadequate relief. Therefore, you agree

Aditya Birla Health Insurance Co. Limited

+91 22 6225 7600, (F) +91 22 6225 7700

care.healthinsurance@adityabirlacapital.com | www.adityabirlahealthinsurance.com

Correspondence & Registered Office: 10th Floor, R – Tech Park, Nirlon Compound,

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that should you breach this provision; the Company will be entitled to injunctive relief to enforce this paragraph.

- You confirm that there is no litigation /conviction against you before any Court of law which involves criminal offence or offences involving moral turpitude.
 - You confirm that you have disclosed fully all of your business interests, whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
 - At ABHI we believe strongly in leveraging technology to enhance customer experience & thereby increasing sales productivity. As a part of our sales process, we have developed sales tools to achieve the above objective & facilitate you in achievement of your goals. You will need to pre-own or purchase a tablet for the above purpose. In case you do not pre own the same, the Company will provide you with a new tablet, the cost of which will be recovered from you through a process of deduction which will be intimated to you separately.
 - In case of cessation of your employment with the company for reason(s) whatsoever, before the complete deduction of the full recovery amount as mentioned in the above clause, if any amount is still balance and pending, you shall be liable to pay the balance amount left to be deducted on the date of cessation. You will be liable to pay the balance amount to the Company in case the full & final amount falls short in covering the same.
14. During the period of your employment with the Company and Six (6) months thereafter, you agree:
- Not to directly or indirectly induce or solicit any person employed or engaged by the Company or its affiliate companies (whether as an employee, consultant, advisor or in any other manner) to terminate their contractual relationship with the Company; and become an employee of, or directly or indirectly offer services in any form or manner to any other company, person or entity.
 - To keep the Company indemnified in respect of any loss that may be caused to it as a result of breach of this covenant by you.

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- To refrain from directly or indirectly soliciting any customer to remove its business from or reduce its business with the Company or its affiliates.
15. In the event of separation from the services of the Company, you will immediately return all the Company property in your possession to the Company. You will be relieved from services only after a satisfactory handover of responsibilities, settlement of outstanding dues, service of notice period, and clearance from your immediate supervisor.
 16. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may, in its sole discretion as it deems fit, revoke or change such policies.
 17. The terms of this appointment will be governed by and construed in accordance with the laws of India, and the courts in Mumbai will have jurisdiction in relation to any dispute or difference that may arise under the terms of this employment.
 18. The terms of this offer must be kept strictly confidential. You agree not to disclose it to any person and entity except as required by law or legal process and except for disclosure to your attorneys, accountants, and immediate family.
 19. This appointment is contingent upon all information, facts and figures provided by you to the Company's representatives at any point in time, being accurate and true. The Company will, at its discretion, conduct background and reference checks as per Company policy. In the event the results of such background and/or reference checks are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days of the issuance of the letter else this appointment letter stands automatically withdrawn.

We wish you an enjoyable and rewarding association with Aditya Birla Health Insurance Company Ltd.

Sincerely,

Niren Srivastava
Head - HR & Administration

Agreed & Accepted

Aditya Birla Health Insurance Co. Limited

+91 22 6225 7600, (F) +91 22 6225 7700
care.healthinsurance@adityabirlacapital.com | www.adityabirlahealthinsurance.com

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Annexure 'A'

Fixed Remuneration	Per Annum (Rs.)	Per Month (Rs.)
Basic	1,20,800	10,067
House Rent Allowance	60,400	5,033
Mobile Allowance	12,000	1,000
Education Allowance	2,400	200
Special Allowance	60,190	5,016
Statutory Bonus	16,800	1,400
Provident Fund (Employer's Contribution)	21,600	1,800
Gratuity	5,810	484
Total	3,00,000	

- The payment of Salary and Benefits will be subject to deduction of Income Tax as per the prevailing Income Tax rates and other statutory deductions, as may be required in accordance with applicable legislation in force from time to time.
- All figures mentioned are annualized value and prorated according based on your date of joining.
- Advance against Statutory Bonus is paid monthly in lieu of Statutory Bonus as per the provisions
- Gratuity is payable as per the provision of applicable Gratuity Act.
- Company reserves the right to amend the Compensation structure as it may deem fit.

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HEALTH INSURANCE

Aditya Birla Health Insurance Co. Limited



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Annexure 'B'

Please submit photocopies of the following documents, as applicable, at the time of joining. Please also bring the original copies of your certificates and testimonials for verification.

- Copy of Latest Resume
- Copy of Permanent Account No. (PAN)/Copy of PAN application (in case PAN is not available)
- Copy of Aadhar Card
- SSC / HSC certificates with Mark-Sheets
- Graduation / post-graduation Degree / Diploma with Mark-Sheets
- Professional Degree / Diploma with mark-sheets
- Proof of Age (Ration Card/ Driving License/ Passport/ Voter's Id/ College ID card/ Bank Pass Book)
- Resignation acceptance letter need to be submitted, if you require time to produce the relieving letter
Note: Relieving Letter is a must and needs to be submitted within 30 days from your date of joining failing which your appointment will stand cancelled.
- Affidavit for Gap in employment (in case the gap is greater than or equal to 6 months)
- Proof of your last drawn Salary with details (Last 3 months salary slip/ Salary Annexure from previous employer/ Bank Statement as a proof of salary credit/ Affidavit for Salary Declaration)
- Four passport Size Colored photographs
- Three professional references (with complete address and telephone number)

On joining you will also be required to furnish the following:

- PF Nomination Form
- Family dependent details
- Any other relevant information that may be required.

Please Note that Submission of all the above-mentioned documents and completion of all the forms given in your joining kit are mandatory. Any non-compliance may result in your joining kit being declared as incomplete, for which you would be solely responsible and thus consequently delay/impact:

- The generation of Employee Code and Salary pay-out
- Your coverage under mediclaim, Group Protection Cover, etc.
- Settlement of claims etc., were they to come up

Your present and permanent addresses, as mentioned in your application form, are recorded in Company's record. You are required to inform the Company about any change in your address and telephone numbers.

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Annexure C

Confirmation Goal Sheet

On your joining, you will be governed by ABHI FLS Goal sheet, and your confirmation would be as per following performance norms

6 Months Norm	Evaluation Period	On Achievement
<ul style="list-style-type: none">60% of Gross Premium as per ABHI FLS Goal Sheet for first six (6) months	6 months	Confirmation in the services of the company

Please note the below:

- 1) Annual goal sheet targets and targets for first 6 months of employment will be governed by the Sales Career Progression Plan as designed & communicated by the Company from time to time.
- 2) In case you fail to achieve the confirmation norms as defined above; you will be given two more months to achieve the communicated goals, with extension of probation period. Failure in achieving the targets as communicated will lead to termination of your services effective the last date of applicable evaluation period.

I hereby accept the above mentioned terms and conditions

Employee Signature.

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Nagindas Khandwala College Autonomous

This is to inform the students of TY Commerce (BAF,BBI,BFM,BCOM,BA) that there will be a placement drive for MOTIWALI OSWAL on 9th January 2020 at Motilal Oswal Tower, Prabhadevi.

Dress Code: Formal

Issued by:

Ms. Preethi Rao

Coordinator Career Development Cell

Class	CR sign	Class	CR sign
TYBCOM		TYBAF	
TYBA		TYBFM	
TYBBI		TYBBI	

Student 101 2019-20



MOTILAL OSWA
Financial Services

31-Aug-2020

Mr. Aakash Vikas Kumar Chokshi
Mumbai

Dear Aakash,

It gives us great pleasure to welcome you to be a part of the Motilal Oswal Financial Services Limited family.

Further to your application and subsequent interview, we are pleased to appoint you as a **Executive handling Profile of Advisor-Retail** in Motilal Oswal Financial Services Limited subject to verification of your credentials conducted post your joining our organization. As agreed, you are required to join as early as possible but not later than 07-Sep-2020.

The details of the compensation package due to you are mentioned in the following "Annexure".

In addition to the key policies shown on the following pages you will also be required to abide by the internal company policies that are in force and amended from time to time. The detailed policies are available on our intranet MyzOne. Please go through them immediately on joining.

As a new member of the Motilal Oswal Financial Services Limited team, we would like to share our organizational core purpose and values with you.

Our Core Purpose:

To be a well-respected and preferred global financial services organization enabling wealth creation for all our customers.

Our Values:

Integrity: A company honoring commitment with highest ethical and business practices.

Teamwork: Attaining goals collectively and collaboratively.

Meritocracy: Performance gets differentiated, recognized and rewarded in an apolitical environment.

Passion & Attitude: High energy and self motivated with a "Do It" attitude and entrepreneurial spirit.

Excellence in Execution: Time bound results within the framework of the company's value system.



This document summarizes the salary components and benefits available to employees of Motilal Oswal Financial Services Limited and its group companies.

The Company may, at its sole discretion, alter, amend or delete any of these components/ benefits at anytime. Any references to statutory rules and regulations have been provided to assist you in understanding the components, and they are subject to change as per Government notification. Further, in case of a change, expenses shall be borne by the employee or employer in accordance with the guidelines as prescribed in the Government notification.

1. Cost to Company (CTC):

This consists of the following components as defined below:

- Monthly Components
- Reimbursements
- Performance Bonus

The components of your Compensation are as follows:

A) Monthly Components-

1) Basic Salary

Basic Salary is computed at 40% of Cost to Company (CTC). This amount is fully taxable and shall be paid to you in equal monthly instalments.

2) House Rent Allowance (HRA)

HRA should not exceed 50% of the Basic Salary. An employee is required to submit payment proof of rent, by way of duly stamped receipts for availing tax benefits of HRA.

3) Special Allowance

This allowance will be payable to you every month in the salary. Special allowance is taxable as per income tax regulatory laws.

Deductions-

Professional tax and income tax will be deducted on a monthly basis in accordance to the provision of the applicable status. You may claim income tax exemption as applicable within the parameters of the applicable tax structure. The taxation will be computed on declaration of the investment (tax on housing loan, HRA, investment under 80CC)

B) Reimbursements-

All reimbursements shall be claimed subject to provision of genuine bills/invoices. Please refer to Reimbursement policy for further details.



1) Leave Travel Assistance (LTA)

An employee is entitled to claim LTA only after completion of one year of service. Details of the same are mentioned in the CTC structure attached herewith.

LTA exemption is available for actual costs incurred on travel up to domestic economy class airfare and is based on evidence furnished in support of claim. The travel cost eligible for exemption should be the shortest route to anywhere in India.

The tax exemption on LTA is available twice in a block of four calendar years.

2) Meal Card

The Company provides a Meal Card amounting to upto Rs 24,000 per annum (where applicable as per CTC).

3) Car Expenses' Reimbursement

An eligible employee may claim above car expenses reimbursement as per the Reimbursement Policy. The reimbursement shall be subject to provision of genuine bills/ invoices. This shall include the petrol expenditure, maintenance of car as well as car insurance. In case of the employee hiring a chauffeur, the salary of the same can be claimed within prescribed limits. However, these Car reimbursement can be only claimed subject to the below fulfillment of the points.

1. Car is owned by the employee and he submits Registration book copy (RC book) as evidence thereof.
2. For Petrol /Diesel cost reimbursements claimed, details of each journey are given in a specified format provided to the employee.

Please Note that these reimbursements are allowed only for car usage for the purpose of business travel. Car usage done for personal purposes will not be covered under this.

4) Entertainment Expenses' Reimbursement

If the work demands it, expenses incurred to entertain prospective clients may be reimbursed as per prescribed limits and subject to providing genuine bills/ invoices for the same.

C) Performance Bonus:

The value of bonus is arrived at based on the employees performance rating for the year, team performance as also the overall performance of the Company. The bonus is dispersed at the end of the financial year, subject to the employees confirmation and completion of six months in the Company.

2. Additional Benefits:

A) Mediclaim

An employee will be entitled to other corporate benefits Mediclaim Policy. Please refer to the Mediclaim Policy on MyZone on joining for further details.



B) Life Insurance

An employee will be entitled to a life insurance cover. Please refer to the Life Insurance Policy on MyZone on joining for further details.

C) Retirals:

Gratuity:

Gratuity is accrued from the employee's date of joining and is payable as per The Payment of Gratuity Act, 1972.

3. Rules and Regulations

Probation Period:

An Employee will be on probation for a period of six months. On satisfactory completion of the stipulated period, the appointment shall be confirmed subject to management's approval.

Transfer:

An employee is liable to be transferred to any Department, Office or Establishment forming part of the company or to any of the company's associates/subsidiaries in India, depending upon the requirements of business. A voluntary transfer request would be considered on the basis of an opening available in the concerned region and the employee's suitability for the same.

Discipline:

All employees shall observe in letter and in spirit all rules of discipline and will not indulge in any activity which is detrimental to the organization.

Meals:

As an organization, we only allow consumption of Vegetarian food in our office premises.

Confidentiality:

Confidential information means, client details, list of clients, clients' account details, trade secrets, knowhow, patents, utility models, formulations, processes/methods of preparation, test data, conducted inhouse or by/through collaborative/venture efforts, inclusive of any and all improvements/modifications, alterations substantial or otherwise etc., with respect to the Company., "Confidential Information" also any any information relating to Company or its business that is not generally known to the public, including, but not limited to information about Company's Personnel, products, customers, marketing strategies, services or future business plans.

Acknowledgement of Confidentiality:

You hereby acknowledge that the confidential information are in the nature of confidential and proprietary information and agree not to disclose confidential information to any third party during your employment with the Company and after termination of your employment with the Company.



Agreement not to disclose:

You hereby agree that you shall hold in confidence and hereby agree that you shall not use, commercialize or disclose except under terms of employment, any confidential information to any person or entity, except approved in writing by the Company. You shall be bound by an obligation of confidentiality even after the termination of your employment with the Company.

Remedies for Breach of Confidentiality:

You agree and acknowledge that any disclosure of any Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Company which will not be adequately compensable in monetary damages, that the Company will have no adequate remedy at law thereof, and that the Company may, in addition to all other remedies available to it at law or in equity, including but not limited to withholding your Full and Final settlement, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Company against, or on account of, any breach by the employee/ex-employee of the provisions contained herein, and employee agrees to reimburse the reasonable legal fees and other costs incurred by the Company in enforcing the provisions of the proposed transaction.

Non-Compete:

In the event of cessation of your services in future, due to any reason whatsoever, you shall for a period of 1 year from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person's,

- Company refrain from attempting to or inducing to any employee(s) / Business associate(s) to leave their current employment with the Group Companies / Business Partners to join the services of your new employer or any other competitor of the Group Companies.
 - Company refrain from approaching any Client or customer of the Company, its subsidiary company or associated Companies about whom you have gained knowledge as a result of your employment with the Company
- Any act breaching of this provision shall entail initiation of appropriate action as may be deemed fit by the MOFSL Group.

Alternative Employment:

During the course of employment with the organization, the employee will not engage directly or indirectly in any trade, business, occupation, employment or service whether for remuneration or otherwise, without the prior written consent of the company.

Personal Investments:

It is imperative that the employee's investments and trading related to the stock market are done solely through the company. The company will offer a special rate in the benefit of the employee. The Employee Trading Policy refers to further details.

Business Dealings:

In the event of the individual ceasing to be an employee of the company, he/she will also not solicit business or



have any business dealings with any of the Motilal Oswal Financial Services Limited clients for a period of one year, after leaving the service of the company. For one year, he/ she shall also not hire any Motilal Oswal Financial Services Limited employee or induce any Motilal Oswal Financial Services Limited employee to work for a competitor, operating in any region where Motilal Oswal Financial Services Limited does business.

Exercise of Authority:

An employee shall not enter into any commitment or dealing on behalf of the company for which he/she has no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in him /her without the previous sanction of the Company or those in authority over him/her.

Change of address:

The employee shall keep the Human Resource Department updated on any change in address or change in civil status.

Leave:

All employees of Motilal Oswal Financial Services Limited shall be entitled for leave as per company policy available on MyzOne (subject to policy change). It is imperative that the employees' leave be availed in a planned manner with their immediate superiors so that there is no impact on the working of the organization.

Resignation:

An employee desirous of leaving the service shall submit the resignation in the system and serve the notice period as per the separation and F&F policy of the company.

Retirement:

Under the existing rules, an employee shall retire on attaining the age of 58 years.

Termination:

The service of an employee who is under probation period can be terminated by giving 15 day's notice or equivalent salary in lieu of notice. For notice period details refer to the employee separation and F&F policy uploaded on MyzOne. The need for such a step may arise only if an employee is found to indulge in any underhand means that may be detrimental to the Company.

All residual powers lie with the Management and decision of the Management on any matter connected with the Company will be final.

The rules and regulations detailed above constitute service conditions applicable to all the employees in the Company and are subject to change if so deemed by the Management. Any dispute arising thereof will be subject to the appropriate court in Mumbai Jurisdiction only.



Annexure

Name:	Aakash Vikas Kumar Chokshi	DOJ:	07-Sep-2020
Designation:	Executive	Location:	MH-Mumbai-Malad (Palm Spring Center)
Profile:	Advisor-Retail	Reporting To:	Arun Sharma
Grade:	E2	Department:	Advisory-Franchisee Re-Activation

Heads	Annual CTC
Basic	80,000.00
HRA	40,000.00
Minimum Bonus	16,800.00
Supplementary Allowance	41,595.00
PF	15,807.00
ESIC	5,798.00
Annual Remuneration	2,00,000.00

Employee Benefits which you can avail after joining the company	
Group Life Insurance	7,50,000.00
Group Medical Insurance	1,00,000.00
Mobile Reimbursement Upto	0.00

Note:

*If you have opted for reimbursement as a part of your salary then you will have to claim it monthly.

*Premium towards Parents Mediclaim Policy is a part of CTC, subject to your details available on CIF portal. You will not be able to claim tax exemption benefit under section 80 D towards premium paid for this Policy. Premium amount is linked to age of your Parents and Sum Insured is linked to your Grade.

You have read and understood the terms of the Appointment Letter and you acknowledge and agree that this Appointment letter is being executed electronically and that is enforceable.

To accept this Appointment letter, please click on the "Accept" button at the bottom of this page.



Annexure

Name:	Aakash Vikas Kumar Chokshi	DOJ:	07-Sep-2020
Designation:	Executive	Location:	MH-Mumbai-Malad (Palm Spring Center)
Profile:	Advisor-Retail	Reporting To:	Arun Sharma
Grade:	E2	Department:	Advisory-Franchisee Re-Activation

Heads	Annual CTC
Basic	80,000.00
HRA	40,000.00
Minimum Bonus	16,800.00
Supplementary Allowance	41,595.00
PF	15,807.00
ESIC	5,798.00
Annual Remuneration	2,00,000.00

Employee Benefits which you can avail after joining the company	
Group Life Insurance	7,50,000.00
Group Medical Insurance	1,00,000.00
Mobile Reimbursement Upto	0.00

Note:

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To accept this Appointment letter, please click on the "Accept" button at the bottom of this page.



MOTILAL OSWA
Financial Services

*This is a computer generated communication and does not have a signature.

Acknowledged by: _____

Acknowledgement Date and Time _____

Motilal Oswal Financial Services Limited.

Head Office: Motilal Oswal Tower, Rahimtullah Sayani Road, Opposite Parel ST Depot, Kharbhadevi, Mumbai - 400025
Board: 91 22 3990 4200 Fax: 91 22 3912 1997 CIN: L1900MH2005PLC103397

Student 102 2019-20



MOTILAL OSWA
Financial Services

31-Aug-2020

Ms. Seth Shailee Shailendra
Mumbai

Dear Seth,

It gives us great pleasure to welcome you to be a part of the Motilal Oswal Financial Services Limited family.

Further to your application and subsequent interview, we are pleased to appoint you as a **Executive** handling Profile of **FOCO - Advisor LAD** in Motilal Oswal Financial Services Limited subject to verification of your credentials conducted post your joining our organization. As agreed, you are required to join as early as possible but not later than 07-Sep-2020.

The details of the compensation package due to you are mentioned in the following "Annexure".

In addition to the key policies shown on the following pages you will also be required to abide by the internal company policies that are in force and amended from time to time. The detailed policies are available on our intranet MyzOne. Please go through them immediately on joining.

As a new member of the Motilal Oswal Financial Services Limited team, we would like to share our organizational core purpose and values with you.

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To be a well-respected and preferred global financial services organization enabling wealth creation for all our customers.

Our Values:

Integrity: A company honoring commitment with highest ethical and business practices.

Teamwork: Attaining goals collectively and collaboratively.

Meritocracy: Performance gets differentiated, recognized and rewarded in an apolitical environment.

Passion & Attitude: High energy and self motivated with a "Do It" attitude and entrepreneurial spirit.

Excellence in Execution: Time bound results within the framework of the company's value system.

Motilal Oswal Financial Services Limited

Regd. Office: Motilal Oswal Tower, Rahimtullah Sayani Road, Opposite Parel ST Depot, Kharhaddevi, Mumbai - 400025
Board - 91 22 3980 4200 Fax - 91 22 3312 4997 LIN. LB 11 90N42D05PL1153397



This document summarizes the salary components and benefits available to employees of Motilal Oswal Financial Services Limited and its group companies.

The Company may, at its sole discretion, alter, amend or delete any of these components/ benefits at anytime. Any references to statutory rules and regulations have been provided to assist you in understanding the components, and they are subject to change as per Government notification. Further, in case of a change, expenses shall be borne by the employee or employer in accordance with the guidelines as prescribed in the Government notification.

1. Cost to Company (CTC):

This consists of the following components as defined below:

- Monthly Components
- Reimbursements
- Performance Bonus

The components of your Compensation are as follows:

A) Monthly Components-

1) Basic Salary

Basic Salary is computed at 40% of Cost to Company (CTC). This amount is fully taxable and shall be paid to you in equal monthly instalments.

2) House Rent Allowance (HRA)

HRA should not exceed 50% of the Basic Salary. An employee is required to submit payment proof of rent, by way of duly stamped receipts for availing tax benefits of HRA.

3) Special Allowance

This allowance will be payable to you every month in the salary. Special allowance is taxable as per income tax regulatory laws.

Deductions-

Professional tax and income tax will be deducted on a monthly basis in accordance to the provision of the applicable status. You may claim income tax exemption as applicable within the parameters of the applicable tax structure. The taxation will be computed on declaration of the investment (tax on housing loan, HRA, investment under 80CC)

B) Reimbursements-

All reimbursements shall be claimed subject to provision of genuine bills/invoices. Please refer to Reimbursement policy for further details.



1) Leave Travel Assistance (LTA)

An employee is entitled to claim LTA only after completion of one year of service. Details of the same are mentioned in the CTC structure attached herewith.

LTA exemption is available for actual costs incurred on travel up to domestic economy class airfare and is based on evidence furnished in support of claim. The travel cost eligible for exemption should be the shortest route to anywhere in India.

The tax exemption on LTA is available twice in a block of four calendar years.

2) Meal Card

The Company provides a Meal Card amounting to upto Rs 24,000 per annum (where applicable as per CTC).

3) Car Expenses' Reimbursement

An eligible employee may claim above car expenses reimbursement as per the Reimbursement Policy. The reimbursement shall be subject to provision of genuine bills/ invoices. This shall include the petrol expenditure, maintenance of car as well as car insurance. In case of the employee hiring a chauffeur, the salary of the same can be claimed within prescribed limits. However, these Car reimbursement can be only claimed subject to the below fulfillment of the points.

1. Car is owned by the employee and he submits Registration book copy (RC book) as evidence thereof.
2. For Petrol /Diesel cost reimbursements claimed, details of each journey are given in a specified format provided to the employee.

Please Note that these reimbursements are allowed only for car usage for the purpose of business travel. Car usage done for personal purposes will not be covered under this.

4) Entertainment Expenses' Reimbursement

If the work demands it, expenses incurred to entertain prospective clients may be reimbursed as per prescribed limits and subject to providing genuine bills/ invoices for the same.

C) Performance Bonus:

The value of bonus is arrived at based on the employees performance rating for the year, team performance as also the overall performance of the Company. The bonus is dispersed at the end of the financial year, subject to the employees confirmation and completion of six months in the Company.

2. Additional Benefits:

A) Mediclaim

An employee will be entitled to other corporate benefits Mediclaim Policy. Please refer to the Mediclaim Policy on MyZone on joining for further details.



B) Life Insurance

An employee will be entitled to a life insurance cover. Please refer to the Life Insurance Policy on MyZone on joining for further details.

C) Retirals:

Gratuity:

Gratuity is accrued from the employee's date of joining and is payable as per The Payment of Gratuity Act, 1972.

3. Rules and Regulations

Probation Period:

An Employee will be on probation for a period of six months. On satisfactory completion of the stipulated period, the appointment shall be confirmed subject to management's approval.

Transfer:

An employee is liable to be transferred to any Department, Office or Establishment forming part of the company or to any of the company's associates/subsidiaries in India, depending upon the requirements of business. A voluntary transfer request would be considered on the basis of an opening available in the concerned region and the employee's suitability for the same.

Discipline:

All employees shall observe in letter and in spirit all rules of discipline and will not indulge in any activity which is detrimental to the organization.

Meals:

As an organization, we only allow consumption of Vegetarian food in our office premises.

Confidentiality:

Confidential information means, client details, list of clients, clients' account details, trade secrets, knowhow, patents, utility models, formulations, processes/methods of preparation, test data, conducted inhouse or by/through collaborative/venture efforts, inclusive of any and all improvements/modifications, alterations substantial or otherwise etc., with respect to the Company., "Confidential Information" also any any information relating to Company or its business that is not generally known to the public, including, but not limited to information about Company's Personnel, products, customers, marketing strategies, services or future business plans.

Acknowledgement of Confidentiality:

You hereby acknowledge that the confidential information are in the nature of confidential and proprietary information and agree not to disclose confidential information to any third party during your employment with the Company and after termination of your employment with the Company.



Agreement not to disclose:

You hereby agree that you shall hold in confidence and hereby agree that you shall not use, commercialize or disclose except under terms of employment, any confidential information to any person or entity, except approved in writing by the Company. You shall be bound by an obligation of confidentiality even after the termination of your employment with the Company.

Remedies for Breach of Confidentiality:

You agree and acknowledge that any disclosure of any Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Company which will not be adequately compensable in monetary damages, that the Company will have no adequate remedy at law thereof, and that the Company may, in addition to all other remedies available to it at law or in equity, including but not limited to withholding your Full and Final settlement, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Company against, or on account of, any breach by the employee/ex-employee of the provisions contained herein, and employee agrees to reimburse the reasonable legal fees and other costs incurred by the Company in enforcing the provisions of the proposed transaction.

Non-Compete:

In the event of cessation of your services in future, due to any reason whatsoever, you shall for a period of 1 year from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person's,

- Company refrain from attempting to or inducing to any employee(s) / Business associate(s) to leave their current employment with the Group Companies / Business Partners to join the services of your new employer or any other competitor of the Group Companies.

- Company refrain from approaching any Client or customer of the Company, its subsidiary company or associated Companies about whom you have gained knowledge as a result of your employment with the Company

Any act breaching of this provision shall entail initiation of appropriate action as may be deemed fit by the MOFSL Group.

Alternative Employment:

During the course of employment with the organization, the employee will not engage directly or indirectly in any trade, business, occupation, employment or service whether for remuneration or otherwise, without the prior written consent of the company.

Personal Investments:

It is imperative that the employee's investments and trading related to the stock market are done solely through the company. The company will offer a special rate in the benefit of the employee. The Employee Trading Policy refers to further details.

Business Dealings:

In the event of the individual ceasing to be an employee of the company, he/she will also not solicit business or



have any business dealings with any of the Motilal Oswal Financial Services Limited clients for a period of one year, after leaving the service of the company. For one year, he/ she shall also not hire any Motilal Oswal Financial Services Limited employee or induce any Motilal Oswal Financial Services Limited employee to work for a competitor, operating in any region where Motilal Oswal Financial Services Limited does business.

Exercise of Authority:

An employee shall not enter into any commitment or dealing on behalf of the company for which he/she has no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in him /her without the previous sanction of the Company or those in authority over him/her.

Change of address:

The employee shall keep the Human Resource Department updated on any change in address or change in civil status.

Leave:

All employees of Motilal Oswal Financial Services Limited shall be entitled for leave as per company policy available on MyzOne (subject to policy change). It is imperative that the employees' leave be availed in a planned manner with their immediate superiors so that there is no impact on the working of the organization.

Resignation:

An employee desirous of leaving the service shall submit the resignation in the system and serve the notice period as per the separation and F&F policy of the company.

Retirement:

Under the existing rules, an employee shall retire on attaining the age of 58 years.

Termination:

The service of an employee who is under probation period can be terminated by giving 15 day's notice or equivalent salary in lieu of notice. For notice period details refer to the employee separation and F&F policy uploaded on MyzOne. The need for such a step may arise only if an employee is found to indulge in any underhand means that may be detrimental to the Company.

All residual powers lie with the Management and decision of the Management on any matter connected with the Company will be final.

The rules and regulations detailed above constitute service conditions applicable to all the employees in the Company and are subject to change if so deemed by the Management. Any dispute arising thereof will be subject to the appropriate court in Mumbai Jurisdiction only.



Annexure

Name:	Seth Shailee Shailendra	DOJ:	07-Sep-2020
Designation:	Executive	Location:	MH-Mumbai-Malad (Palm Spring Center)
Profile:	FOCO - Advisor LAD	Reporting To:	Arun Sharma
Grade:	E2	Department:	Advisory-Franchisee Re-Activation

Heads	Annual CTC
	80,000.00
Basic	40,000.00
HRA	16,800.00
Minimum Bonus	41,595.00
Supplementary Allowance	15,807.00
PF	5,798.00
ESIC	2,00,000.00
Annual Remuneration	

Employee Benefits which you can avail after joining the company	
Group Life Insurance	7,50,000.00
Group Medical Insurance	1,00,000.00
Mobile Reimbursement Upto	0.00

Note:

*If you have opted for reimbursement as a part of your salary then you will have to claim it monthly.

*Premium towards Parents Mediclaim Policy is a part of CTC, subject to your details available on CIF portal. You

will not be able to claim tax exemption benefit under section 80 D towards premium paid for this Policy. Premium amount is linked to age of your Parents and Sum Insured is linked to your Grade.

You have read and understood the terms of the Appointment Letter and you acknowledge and agree that this Appointment letter is being executed electronically and that is enforceable.

To accept this Appointment letter, please click on the "Accept" button at the bottom of this page.



MOTILAL OSWA
Financial Services

*This is a computer generated communication and does not have a signature.

Acknowledged by: _____

Acknowledgement Date and Time _____

Motilal Oswal Financial Services Limited

Registered Office: Motilal Oswal Tower, 4th Floor, 120, Park Road, Connaught Place, New Delhi - 110022, India
Board - 91 22 69804230 Fax - 91 22 69804231 Email - info@mosfi.com



Nagindas Khandwala College Autonomous

This is to inform the students of TYIT and TYCS that there will be a placement drive for VISTAAR on 9th January 2020 at Nehru Road Vakola, Santacruz.

Students are requested to reach by 8am

Dress Code: Formal

Issued by:

Ms. Preethi Rao

Coordinator Career Development Cell

Class	CR sign	Class	CR sign	Class	CR sign
TYBCOM	—	TYBAF	—	TYBFM	—
TYBA	—	TYBBI	—	TYIT/CS	Phanal



Student 103 2019-20

Vistaar Systems Pvt Ltd
Raheja Point 1, Wing 'A'
Pandit J. Nehru Road
Vakola, Santa Cruz East
Mumbai 400 055
www.vistaar.com

TEL: +91 22 66931444
FAX: +91 22 66910511
CIN: U72900MH2000PTC174831

October 30, 2020

Mr. Sagar Hemant Waghela
Room No.4, Rajaram Tiwari Pandey Chawl,
Adarsh Nagar, Near Shankar Mandir,
Kurar Village, VTC Malad (East),
Mumbai – 400097.

Dear Mr. Sagar,

Sub: Offer cum Appointment Letter

We are pleased to offer you an appointment for the position of **Trainee** at **Vistaar Systems Private Limited**. Your stipend will be ₹17,500/- per month.

Date of Joining: 2nd November 2020

Training Period: 1 year, from the date of commencement of your employment with us. On successful and satisfactory completion of your training period you will be confirmed effective the first date of the next month following the period of training.

Notice period: Not less than 1 month during the training period.

This appointment is subject to you clearing all your academic papers and providing marksheets to substantiate the same. Vistaar reserves the right to terminate your services immediately if you are unable to produce the required documents upon joining.

The only exception will be made for your final semester marksheet, which must be produced within 2 weeks of joining.

There are two annexures attached to this letter.

The first one outlines our terms and conditions of employment. Please refer to this for details on our working hours, termination clause, workplace security and other terms of employment.

The second annexure is our Employee Confidentiality and Assignment Agreement.

Please confirm your acceptance of the offer cum appointment letter.

We congratulate you on your appointment and wish you a long and successful career with us.

Sincerely,

I Accept

Shekhar Iyer
Managing Director – India

[Signature & Date]



Nagindas Khandwala College Autonomous

This is to inform the students of TYIT and TYCS that there will be a placement drive for COOLBERG BEVERAGES Pvt.Ltd on 10th October 2019 at Chandivali.

Students are requested to reach by 8am

Dress Code: Formal

for


Issued by:

Ms. Preethi Rao

Coordinator Career Development Cell

Class	CR sign
TYIT	SABAR
TYCS	Jameem

Coolberg Beverages Private Limited

406, A-Wing, Universal Business Park, Off. Saki Vihar Road, Chandivali, Mumbai, Maharashtra – 400072

Student 104 2019-20

Date: 07.01.2021

To,
Mr. Rahul Yatin Sonawala,
4, Valera apartment, SV Road,
Near Adukla School, Ram Galli,
Kandivali West, Mumbai,
Maharashtra – 400067.

Sub: Letter of Intent for Employment

Dear Rahul,

With reference to your aforesaid application and subsequent interviews with us, we are glad to offer you an appointment in our Organization as per 'Proposed Salary & Compensation' Schedule which has been accepted by **both the parties**. As mentioned therein, at the time of joining, we propose to appoint you at Coolberg Beverages Private Limited on the aforesaid post.

Kindly acknowledge receipt of this offer and send us your confirmation indicating the date of joining as discussed during the interview. If, however, you do not join by the date indicated, this offer shall stand cancelled.

As per appointment letter, you shall be on probation for Three Months, after which as per evaluation of your behavior and work performance, you would be considered for confirmation.

At the time of joining or before the first salary payment, it is obligatory on your part to bring the following:

1. PAN Card Copy
2. Aadhar Card Copy
3. 1 Passport size Photograph
4. Highest Degree Certificate
5. Cancelled Cheque copy
6. Appointment Letter from Previous company
7. Relieving letter from Previous company
8. Salary slip of last 3 months
9. Salaried Bank statement of last 3 months
10. Driving License

This offer must be acknowledged and accepted within five days on receipt of this letter.

Thanking you,

Company Propriety Information. Privileged and confidential

Please note the contents of this letter are company proprietary and confidential & privileged. No part of this letter can be shared by the recipient with any party within or outside of Coolberg without the express written consent of the signatory of this letter.

Coolberg Beverages Private Limited

406, A-Wing, Universal Business Park, Off. Saki Vihar Road, Chandivali, Mumbai, Maharashtra – 400072

Student 104 2019-20

Date: 07.01.2021

To,
Mr. Rahul Yatin Sonawala,
4, Valera apartment, SV Road,
Near Adukla School, Ram Galli,
Kandivali West, Mumbai,
Maharashtra – 400067.

Sub: Letter of Intent for Employment

Dear Rahul,

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Kindly acknowledge receipt of this offer and send us your confirmation indicating the date of joining as discussed during the interview. If, however, you do not join by the date indicated, this offer shall stand cancelled.

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4. Highest Degree Certificate
5. Cancelled Cheque copy
6. Appointment Letter from Previous company
7. Relieving letter from Previous company
8. Salary slip of last 3 months
9. Salaried Bank statement of last 3 months
10. Driving License

This offer must be acknowledged and accepted within five days on receipt of this letter.

Thanking you,

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Please note the contents of this letter are company proprietary and confidential & privileged. No part of this letter can be shared by the recipient with any party within or outside of Coolberg without the express written consent of the signatory of this letter.

PROPOSED SALARY AND COMPENSATION

Name: Mr. Rahul Yatin Sonawala
Designation: Business Strategy Executive
Location: Mumbai – Head Office
Date of Appointment: 07.01.2021

“Annexure A”

Particulars		Monthly	Annually
		21,619	2,59,434
Fixed Pay	Basic	10,810	1,29,717
	HRA	5,405	64,858
	Executive Allowance	5,405	64,858
A	Gross	21,619	2,59,434
Employer's Contributions	P.F.	1,297	15,566
	E.S.I.	-	-
	Gratuity	-	-
B	Total Employer's Contributions	1,297	15,566
CTC (A+B)		22,917	2,75,000
<u>Less: Deductions for Employees Contributions</u>			
Employee's Contribution	P.F.	1,297	15,566
	E.S.I.	-	-
	PT	200	2,500
C	Total Employee's Contribution	1,497	18,066
D	Total Deductions (B+C)	2,794	33,632
CTC - D	NET TAKE HOME	20,122	2,41,368

*Note: You will be appraised to Rs. 3,00,000 of CTC post completion of your probation period on the basis of your performance.

- The amount will be payable monthly and will be subject to taxes and deductions as applicable.
- Amount will be credited in your account on 10th of the following month.

For Coolberg Beverages Pvt. Ltd.



.....
I accept this offer on the terms and conditions mentioned therein.

Name & Signature

Date:



Nagindas Khandwala College Autonomous

This is to inform the students of TYIT and TYCS that there will be a placement drive for RUPEESEED TECHNOLOGY VENTURES Pvt.Ltd on 10th October 2019 at APSIT, Thane.

Students are requested to reach by 8am

Dress Code: Formal

Issued by:

Ms. Preethi Rao

Coordinator Career Development Cell

Class	CR sign
TYIT	Dhaval
TYCS	JAY

Student 105 2019-20

Dear Mr. Yash,

Congratulations, you have been selected as "Trainee" under the comprehensive training programme of Rupeeseed Technology Ventures Pvt. Ltd.

The following terms and condition will be applicable:

Training Period: You under the comprehensive training programme of Rupeeseed Technology Ventures Pvt. Ltd. for a period of 2 years.

Stipend: You shall receive a minimum of Fixed Stipend(Net) of Rs. 10,442/- per month (Rupees Ten Thousand Four Hundred and Forty Two Only)

Work Schedule: Official working hours of the company are 9:00 am to 6:00 pm will 1 hour of break. You will be entitled for 1 day of weekly off(Sunday).

Joining: On successful completion of training term of 2 years, you will be Promoted to a position of "Software Engineer/ Tester/Business Analyst" and a formal detailed appointment letter to this effect indicating the revised remuneration will be issued to you.

Recovery: The Company reserves its right to recover the Costs incurred on you for attending the Training Programmes provided you leave the Company, before completion of 2 years of your training period.

You have to join on or before Monday, 11th January 2021.

Enclosed the list of documents that you need to mail to hr email ID or carry on your DOJ.

Regards,

Neha Roshan

Human Resource

Cell Phone # 9820375235



Nagindas Khandwala College Autonomous

This is to inform the students of TYIT and TYCS that there will be a placement drive for AMBIT on 12th February 2020 at Senapath Bopat Marg, Lower Parel.

Students are requested to reach by 8am

Dress Code: Formal

Issued by:

Ms. Preethi Rao

Coordinator Career Development Cell

Class	CR sign
TYIT	<i>Jagad</i>
TYCS	<i>Jamneer</i>

Student 106 2019-20 AMBIT

January 12, 2021

Mr. Yash Shah
Borivali - west
Mumbai - 400103

Dear Yash,

We are pleased to offer you a position as a Trainee in our Business Process & Operations function. You will join us for a period of 6 months with effect from January 18, 2021 to July 16, 2021 in our Mumbai office on the following terms:

1. You will be required to be in our office from 9.30 a.m. to 6.00 p.m. from Monday to Friday
2. For the aforesaid assignment you will be paid a stipend of Rs.2,50,000/- (Rupees Two Lakh Fifty Thousand Only) per annum. You will not be eligible for any other benefits other than the gross amount mentioned above.
3. During your tenure with Ambit, you will devote your full time and attention to the work assigned to you.

The period may be extended on mutual agreement. The contract can be terminated from either side by giving a 30 days' notice.

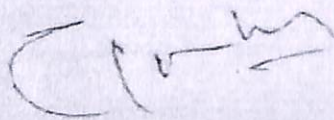
Code of Business Conduct

For all practical purposes, you are required to abide by the Ambit Code of Business Conduct and other internal policies of our Company. A copy has been provided to you with this letter and you are required to acknowledge acceptance.

We look forward to a fruitful association with you.

Please sign the enclosed copy of this letter and return it to HR.

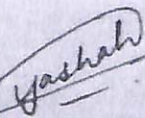
For: Ambit Capital Private Limited



Tulika Dass
Group Head - Human Resources

I have carefully read and fully understood the above letter and the terms and conditions set forth therein and I hereby accept the same.

Signature: _____



Dated: 15-01-2021

Name: Yash Shah