

## 5.2.1 Placement Letters Samples



**Provisional Offer : BUSINESS PROCESS SERVICES**

**Ref: TCSL/DT20245162041/Mumbai/BPS/BTN**

**Date:21/02/2024**

Dear Ms. Komal Balasho Lonkar,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with Tata Consultancy Services Limited(TCSL). You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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

Private and Confidential

TCSL/DT20245162041

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Wellspring Garden & Boyce Complex Plot No 12, Gate No-4, LBS Marg Vikhroli West, Mumbai - 400079  
Ph: +91 22 6778 3600 Fax 91 22 6778 3300 91 224778 3599 E-mail: corporate.office@tcs.com, Website: <http://www.tcs.com>  
Registered Office: 5th Floor, Normal Building, Nariman Point, Mumbai 400 021  
Corporate Identification No. (CIN): L22210MH1995PLC094261

1



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For Tata Consultancy Services Limited.

Girish V. Nandimath  
Global Head Talent Acquisition & AIP



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

#### ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20245162041/Mumbai/BPS/BTN on \_\_\_\_\_ (DD/MMM/YYYY).

Signature:

Name:

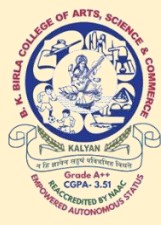
Date:

Private and Confidential  
TCSL/DT20245162041

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

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Ph: +91 22 6778 3000 Fax 91 22 6778 3300 91 226778 3099 E-mail: corporate.office@tcs.com, Website: <http://www.tcs.com>  
Registered Office: 5th Floor, Nirmal Building, Nariman Point, Mumbai 400 621

2



**Provisional Offer : BUSINESS PROCESS SERVICES**  
Ref: TCSL/DT20234954572/Mumbai/BPS/BTN  
Date:21/02/2024

Dear Ms. Vishaka Naresh Barod,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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

Private and Confidential

TCSL/DT20234954572

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Wellspring Gedrej & Boyce Complex Plot No 12, Gate No 4, LBS Marg Vikhroli West, Mumbai - 400079

Pb.: +91 22 6778 3600 Fax 91 22 6778 3300-91 226778 3399 E-mail: corporate.office@tcs.com, Website: <http://www.tcs.com>

Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 621

Corporate Identification No. (CIN): L22210MH1995PLC084781

1



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For Tata Consultancy Services Limited.

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



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

**ANNEXURE 1**

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20234954572/Mumbai/BPS/BTN on \_\_\_\_\_ (DD/MMM/YYYY).

Signature:

Name:

Date:

Private and Confidential

TCSL/DT20234954572

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Tata Consultancy Services Limited

Wellspring Gedrej & Boyce Complex Plot No 12, Gate No-4, LBS Marg Vikhroli West, Mumbai - 400079

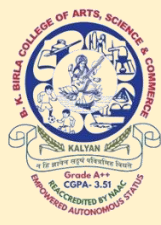
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Registered Office: 5th Floor, Nirmal Building, Nariman Point, Mumbai 400 621

Corporate Identification No. (CIN): L22210MH1995PLC084781

2





*aditya panicker*  
*Room No-5, Arvind Colony, Sahyadri nagar*  
*Netaji Road opp block no A-722*  
*Ulhasnagar 5*  
*Mumbai-421005*  
*Maharashtra*  
*INDIA*

*September 07, 2023*

*Dear aditya panicker*

*Welcome to IKS Health!*

**Sub: Letter Of Intent (LOI)**

With reference to your application, subsequent interview and discussions you had with Inventurus Knowledge Solutions Limited ("Company" / "IKS" / "We"), we are pleased to inform that you have been provisionally selected for the position of **Junior Revenue Cycle Representative** and your joining will be on a mutually agreed date after you have received the passing certificate of your final exams.

On joining, your annual remuneration will be INR 300000 /- (subject to deduction of tax and other statutory payments as may be applicable) which will include Basic Salary, applicable allowances perquisites, statutory stipulated benefits, and all retirement benefits as per Company's policy applicable as on the foregoing date and amended thereafter from time to time.

You may be required to work in the night shift or any other shift as deemed fit by the Company.

An offer letter will be issued to you 15 days prior to your date of joining the Company.

This LOI is valid subject to you clearing your graduation and submitting the appropriate document(s) substantiating the foregoing.

This LOI cannot be used to solicit other offers and the same will stand withdrawn by Company with immediate effect and be deemed null and void if so used, and such act will be considered as a breach of trust on your part towards the Company.

Please note that this LOI should not be construed as an Offer Letter. Company retains its right to withdraw the LOI or make amendments to it as its own discretion and the same will be communicated to you in writing.

We wish you all the best.

Thanking you,  
For Inventurus Knowledge Solutions Ltd.  
HR Team

I have read & understood all the terms mentioned above and accept the same.

Signature

Date

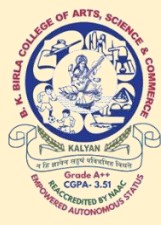
*aditya panicker*



**Annexure I**

Please note that you are required to carry the following original documents along with two (2) attested photocopies of the same, on the day of joining:

Sr. No	Particulars	Documents
1	Education Certificates (Any one of the following)	SSC (Score should be more than 60%) HSC (Score should be more than 60%) Graduation (Aggregate Score should be 60% or more )
2	Address Proof (Any one of the following)	Latest Month Electricity Bill Latest Month Landline Bill Rental Agreement of Address provided Ration Card Aadhar Card Passport Copy
3	Photo ID Proof (Any one of the following)	Pan Card Passport Copy Aadhar Card
4	Photographs	4 Copies
5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents



*bhagwan ramesh pujare*

*Flat No.604, F-Wing, Heramb Park Co - Op Housing Society, Manjarli Road  
FlNear Registration Office, Manjarli, Deepali Park, Badlapur, Thane,  
Badlapur  
Maharashtra  
INDIA*

*September 08,2023*

*Dear bhagwan ramesh pujare*

*Welcome to IKS Health!*

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We wish you all the best.

Thanking you,  
For Inventurus Knowledge Solutions Ltd.  
HR Team

I have read & understood all the terms mentioned above and accept the same.

Signature

Date

*bhagwan ramesh pujare*



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4	Photographs	4 Copies
5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents



**Bilal Mohammed Hussain Shaikh**  
**H.No.184,New colony,Nr Balaji Temple,Gaondevi Road, Ambernath West- 421505**  
**Thane**  
**Maharashtra**  
**INDIA**

**September 08,2023**

**Dear Bilal Mohammed Hussain Shaikh**

**Welcome to IKS Health!**

**Sub: Letter Of Intent (LOI)**

With reference to your application, subsequent interview and discussions you had with Inventurus Knowledge Solutions Limited ("Company" / "IKS" / "We"), we are pleased to inform that you have been provisionally selected for the position of **Junior Revenue Cycle Representative** and your joining will be on a mutually agreed date after you have received the passing certificate of your final exams.

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Please note that this LOI should not be construed as an Offer Letter. Company retains its right to withdraw the LOI or make amendments to it as its own discretion and the same will be communicated to you in writing.

We wish you all the best.

Thanking you,  
For Inventurus Knowledge Solutions Ltd.  
HR Team

I have read & understood all the terms mentioned above and accept the same.

Signature

Date

**Bilal Mohammed Hussain Shaikh**





**Annexure I**

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*aditya panicker*  
*Room No-5,Arvind Colony,Sahyadri nagar*  
*Netaji Road opp block no A-722*  
*Ulhasnagar 5*  
*Mumbai-421005*  
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*September 07,2023*

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We wish you all the best.

Thanking you,  
For Inventurus Knowledge Solutions Ltd.  
HR Team

I have read & understood all the terms mentioned above and accept the same.

-----  
Signature

Date

*aditya panicker*

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**Provisional Offer : BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20234518150/Mumbai/BPS/BTN**  
**Date:03/01/2024**

Dear Mr. Vikas Sanjay Yadav,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

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On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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

Private and Confidential

TCSL/DT20234518150

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

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Yours Sincerely,

For **Tata Consultancy Services Limited.**

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



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

## ANNEXURE 1

**For the candidate to complete:**

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20234518150/Mumbai/BPS/BTN** on \_\_\_\_\_(DD/MMM/YYYY).

Signature:

Name:

Date:



**Private & Confidential**

Ref. No: MSTAR202403576

Date: August 16, 2024

Ashish Vilas Mohite  
H-1014, Orchid Golden Dream,  
Sector 10, Khoni Palava,  
Kalyan, Thane,  
Maharashtra - 421204

Dear Ashish,

**Subject: Employment agreement for Full Time Permanent Employee**

Welcome!

You have been offered full-time employment as **MDP Associate** with Morningstar India Pvt Ltd. (“the Company”). Your employment with the Company is conditional on and effective from **September 02, 2024** or such other date that as may be mutually agreed, which, for the purposes of seniority, retirement and other statutory and contractual benefits (including gratuity), is your effective date of employment with the Company.

Your employment with the Company shall be governed by the terms and conditions set out in this Employment Agreement, including such other employment conditions as set out in **Annexure IV** of this Agreement.

Your Total Cash Compensation will be **INR 406,575 (Four Lakhs Six Thousand Five Hundred and Seventy Five Only)** per annum. This is inclusive of performance variable pay, the quantum whereof will entirely depend upon individual and organization performance. Please refer to **Annexure III** for a detailed break up of your compensation.

Employment for this position is based on the terms and conditions attached as **Annexure I** (“Terms and Conditions”) and **Annexure II** (Non-Competition, Non-Disclosure and Developments Agreement). Additionally, you may be subject to certain other conditions as stipulated under **Annexure IV** (Individual Benefits and Terms & Conditions). This Agreement, together with the Terms and Conditions, and all other Annexures (collectively, “**Agreement**”), shall form the broad terms and conditions of service governing your employment. The terms of this Agreement may change from time to time, in line with changes in the policies of the Company, and such changes shall be deemed to be part of the Agreement. You must refer to all existing People & Culture policies as currently applicable to you and keep yourself abreast of any changes in the People & Culture Policies, as applicable to you, from time to time. You are required to abide by all rules, regulations, practices, systems, and procedures of the Company, as applicable to you from time to time. In case of any inconsistencies between this Agreement and any People & Culture Policies, the terms of the People & Culture Policy shall prevail.

Please note that your employment is conditional, and subject to clearing necessary and mandated background verification, onboarding documents and checks in line with the Company’s policy in force, to which you expressly consent, and any other applicable contractual provisions. In cases where the background verification is completed post joining of the abovesaid and evidence of discrepancy is noted, this Agreement shall stand Null and Void and such act could lead to termination without notice or payment in lieu, post a suitable enquiry is established.

This letter is confidential and intended only for the recipient to whom addressed.

This employment offer shall expire and stand revoked if you (a) fail to accept the offer (in writing) within 2 working days from the date of receipt of the offer, or (b) fail to join the Company on the mutually agreed effective date of joining.

We take this opportunity to welcome you to the Company and wish you a long and fruitful career with us.

We are confident that the Company will provide you an outstanding opportunity to develop your career and accomplish your professional goals. You will work in an exciting environment and have opportunities for continuous learning and development.

Please confirm your acceptance of the terms of service applicable to you, as covered in this Agreement, by signing a duplicate copy of this Agreement on all pages and returning it to the People & Culture team.

Once again, welcome aboard, **Ashish Vilas Mohite** .

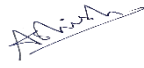
Yours faithfully,  
For Morningstar India Private Limited  
Authorized Signatory



Pratik Parikh  
Head - People & Culture, India

#### Acknowledgement of the Agreement by Employee

I hereby acknowledge that I have read the Agreement and understood the terms therein. I accept the employment with the Company on the terms and conditions stipulated in the Agreement and agree to comply with them.

Name of Employee	<b>Ashish Vilas Mohite</b>
Signature	
Date Place	17/08/2024 Dombivali
Date of Appointment	2 <sup>nd</sup> September 2024

## Annexure I Terms & Conditions

### 1. Appointment

Your designation and reporting relationship may undergo a change from time to time as may be determined by the Company.

The Company may require you to undergo a medical examination from time to time and submit a medical report certifying your fitness in performing your duties and obligations under the Agreement.

Your employment with the Company is conditional upon successful completion of the graduate / post graduate degree being pursued currently by you, if applicable.

### 2. Place of Employment & Timings

Your initial place of work will be at the Company's offices in **Mumbai**. You may be posted at any of the various offices or divisions of the Company, or its branches / holding company / subsidiaries / affiliates / associates / sister-concerns, whether domestic or overseas, wherever it may be situated, or be deputed to work for any of the Company's clients / associates, if the situation so warrants, for such period that the Company deems appropriate.

You will abide by the Company's rules and regulations as may be in effect from time to time with respect to your function, timings/working hours, grade or location (where you are deployed). Subject to the applicable laws, the Company also reserves the right to transfer your services under substantially the same terms and conditions contained herein, to any successor-in-interest by virtue of any corporate restructuring, amalgamation, takeover or merger by or of the Company. The Company shall notify you of such change in the structure of the Company, as per applicable law.

You will be expected to attend office on all days that are working days for the Company and may be asked to work in any of the shifts, as decided by the Company from time to time, except when traveling on business during working hours, or when working from home in accordance with the extant policies of the Company. If necessary, you shall work such additional hours as may be necessary for you to perform your duties effectively and otherwise in accordance with the Company's policies pertaining to the same.

### 3. Compensation & Benefits

Your compensation structure is detailed out in Annexure III. Your compensation will be subject to deduction of tax at source. You will be solely liable for your personal tax liabilities and the Company makes no assurances that the remuneration has been structured in the most tax efficient manner or tax treatment applicable to certain emoluments, allowances or benefits will continue for the entire term of employment. The salary shall be paid in accordance with the Company's normal payroll practices.

The breakdown of the salary may need to be revised from time to time depending upon regulatory developments or otherwise, and the Company will not be liable for any additional tax liability you may face due to such revisions. In the event you are working remotely, you will not be eligible for certain benefits and allowances as stated in the Remote Working Policy.

We expect you to keep your salary details confidential at all times. Performance variable pay shall also be disbursed annually and shall be based on performance during the preceding calendar year. It may be noted that increments and performance variable pay, if any, shall both entirely depend upon your performance as assessed by the management, and will be at the sole discretion of the Company. The payment of any bonus, royalty, commission, incentive or other benefits (whether in cash or in other form) shall be at the absolute discretion of the Company,

and the Company shall not accept any claim on your part or your legal representatives, even if such payment was made repeatedly and without any explicit reservation as to its voluntary nature.

#### **4. Probation**

You shall continue to be on probation for a period of (6) six months from date of your joining the Company. During this period, your on-the-job performance will be assessed by your reporting manager. Necessary feedback will be given to you for improvement, as and when felt necessary.

In the event that your performance on-the-job is found to be unsatisfactory at any point of time during your probation period, your probation period may be further extended by a period not exceeding (6) six months. The Company also reserves the right to terminate your employment at its sole discretion during the probation period by serving (30) thirty days' prior notice or payment in lieu of such notice period or payment of proportionate salary in the event of any shortfall in the said notice period.

You will be deemed to be confirmed at the end of your probation period, unless communicated to you otherwise in writing.

#### **5. Leaves**

You will be entitled to leaves as per the extant policies of the Company.

#### **6. Expenses & Deductions**

You are authorized to incur reasonable and necessary expenses in business related travels, lodging and other expenses in the performance of your duties under the Agreement, provided such expenses are substantiated by way of appropriate documentary evidence to support claim for those expenses. The Company shall pay or reimburse such expenses to the extent you submit vouchers or other documentation in accordance with the Company's policy. No personal expenses shall be borne or reimbursed by the Company.

You agree and acknowledge that the Company may, subject to applicable laws, at any time during the term of employment or cessation thereof, deduct from your salary, or final settlement, any amounts owed by you, including but not limited to, any outstanding loans, advances, over payments or costs incurred by the Company due to any damage or loss to Company property, etc. caused by you.

#### **7. Employee Surveillance**

You agree and understand that the Company may use various modes to ensure that the internet, email facilities and other communication systems provided by the Company are used in an appropriate manner. These may include the scanning, reading, inspection, scrutiny of emails sent and received, and web sites visited or created by you. You acknowledge that you do not have any expectation of privacy when using the Company's resources. For the avoidance of doubt, and for the limited purpose of safeguarding the Company's confidential and proprietary information, the Company shall have the right to monitor any personal e-mail or social media forum that may be accessible to you or any information or data downloaded or uploaded which is of personal interest to you, respectively, while using the Company owned devices including but not limited to Gmail, AOL, Hotmail, Yahoo, Facebook, MySpace, Twitter, etc.

The Company also reserves the right to monitor its employees using various security measures including but not limited to closed circuit television systems. These may be installed on the Company's premises overtly or covertly to ensure that the employees do not participate in or propagate any activities which are or could be prejudicial to the Company's business interests or which could bring it into disrepute.

## 8. Termination of Employment

### (a) Termination without Cause or Resignation

Termination of your employment by you or the Company at any time during the employment, after the probation period, shall be based on a (60) sixty days' prior written notice, or payment of salary in lieu of such notice period or payment of proportionate salary in the event of any shortfall in the said notice period, as per the then applicable policies of the Company in this regard.

The Company may at its sole discretion waive all or part of the notice or allow you to pay salary in lieu of the notice period required to be served by you in the event of your resignation. Your resignation would have to be accepted by the Company to become effective. Once accepted, the resignation cannot be withdrawn by you without the express consent of the Company.

In the event of termination by the Company or in case of resignation tendered by you, the Company may require you to absent yourself from its premises on garden leave and not participate in the working of the Company during the unexpired portion of the notice period. During such garden leave, the Company may require you to have no contact with all or any of the Company's agents, employees, customers, clients, distributors and suppliers.

### (b) Termination without notice

The Company has a Disciplinary Policy in place under which it reserves its rights to take appropriate disciplinary action. This policy acts as a generic guide for initiating disciplinary proceedings, some of the events are:

- (i) Misconduct
- (ii) Repeated misconduct
- (iii) Breach of instructions by an employee
- (iv) Failure to safeguard the assets of the Company
- (v) Activities which bring the Company into disrepute
- (vi) Any furnished declaration is false
- (vii) The employee is found to have willfully suppressed any material information
- (viii) Criminal conviction by court of law
- (ix) Failure to adhere to People & Culture Policy and Code of Conduct, office procedures, rules and regulations that may be in force from time to time
- (x) Where situations warrant action outside this Policy

In the event that the Company exercises this right, it may at any time during the course of the employment terminate your employment, by stating its intention to do so in writing, without giving notice or a salary payment in lieu of that notice. Such an order may be preceded by an enquiry. If so, you may not be allowed to retire or resign during the period that such enquiry is under contemplation or in progress.

For further details, please refer to the People & Culture Policy.

### (c) Termination for ill health

If you, at any time, are prevented by ill-health or accident or any physical or mental disability (supported by adequate medical documentation) from performing your duties hereunder, you shall inform the Company and supply it with such details as may be required and if you are unable, by reason of ill-health or accident or disability for a period of [1] one month or more, to perform your duties hereunder, the Company may take necessary next steps including termination of your employment and keep you informed.



- (d) You agree and provide your consent to the Company to undergo a drug test which will be conducted by a registered medical professional empaneled or engaged by the Company, in the event the Company has reasonable grounds for suspecting that you are under the influence of illegal drugs or alcohol while at work. On receipt of a positive test, the Company shall discuss the results with you and take necessary disciplinary action which may include termination of your services.
- (e) You agree and accept that any statutory or other 'last in, first out' rule or any modification thereof shall not apply in the event of termination of the Agreement for any reason whatsoever.

## 9. Retirement

You will automatically retire on attaining the age of (62) sixty-two years. For this purpose, your date of birth, as per the legal / government records submitted by you to the Company as proof of date of birth, will be treated as final. You may be retired earlier, if found medically unfit. The management may extend the age of retirement for such period as may be mutually agreed upon between you and the Company.

## 10. Confidentiality & Code of Conduct

The Company has a code of conduct, as well as confidentiality and non-compete agreements, primarily to address working standards and business interests. Annexure II contains a "Non-Competition, Non-Disclosure and Developments Agreement" - you are requested to sign your acceptance of this agreement and adhere to the norms set out in Annexure II, immediately upon joining the Company.

You shall not directly or indirectly usurp any corporate opportunities or otherwise engage in any conduct adverse to the best interests of the Company. You shall not indulge in any act of commission or omission that is likely to harm or affect prejudicially the reputation of the Company. It is also your duty to bring to the notice of management any acts or commissions of any other employee which may affect the Company prejudicially, immediately as they come to your knowledge.

You shall on no account place yourself in a position where your interests' conflict with those of the Company. You shall not at any time after termination of services represent yourself as being in any way connected with or interested in the business of the Company.

You agree that, notwithstanding the cessation of termination of your employment, the confirmations and undertakings under this clause shall always continue in full force and effect.

You agree to keep abreast of all policies of the Company, including those pertaining to code of conduct and confidentiality, as may be notified and/or revised from time to time, and agree to abide by them at all times, including after the cessation of your employment with the Company, to the extent applicable. The policies of the Company shall be available on the Company's intranet, as applicable from time to time.

## 11. Company Property

You will be responsible for the safekeeping of, and return in good condition and order, all the Company's properties, which may be in your use, custody, care, or charge. The Company shall have the right to deduct the money value of such properties from your dues and take such actions as deemed proper in the event of your failure to account for them to the Company's satisfaction.

Upon the termination of the Agreement for any reason, you shall immediately hand over responsibilities to such person nominated for that purpose by the Company and shall deliver to such person all such papers, plans, documents, memoranda, notes, records such as may be contained in magnetic media or other forms of computer storage, video tapes (whether or not produced by you) and any copies thereof, charge and credit cards and other property of the Company or other affiliates as may be in your possession, custody, control or power, including but

not limited to any phones, computers, vehicles, etc. provided by the Company. You shall also produce a no-dues certificate from all applicable departments of the Company to this effect.

## 12. Transport

All employees working in general shifts (9:30 am to 6:30 pm) will be provided with a fixed travel allowance for the ease of commute to and from office. All employees working in shifts outside the general shift timings i.e., night shift (AU/UK/US shift) will be provided with one-way door-to-door transport services by the Company at the Company's cost. Where any employee working in shifts (AU/UK/US) voluntarily chooses not to avail the Company's transport services, such employee will be granted a travel allowance for the purposes of commute.

## 13. Duties & Responsibilities

Whilst in employment of the Company, you:

- shall use your best abilities on a full-time basis to perform the employment duties assigned to you, at locations designated by the Company, including customer offices.
- agree to comply with the Company's decision should it consider it necessary or appropriate to change your job title, reporting relationships, job duties and responsibilities, the legal entity that employs you and the jurisdiction where you are expected to perform your duties (despite location of your residence) on the basis of your performance or the Company's business requirements. Any such change shall not be deemed to violate the terms of the Agreement or constitute any basis for constructive or involuntary termination of employment, provided that the compensation payable to you is not reduced.
- shall not carry on any business or offer your services for any part of your time or be employed in any other Company or person or on your own, whether for gain or otherwise, directly or indirectly, without the prior written consent of the Company. You will devote your entire time and attention at work to your duties to promote and further the interests and business of the Company. Should you receive written consent under this Clause to conduct any such external activity, you shall not utilize the assets, resources and time of the Company for such external activities.
- shall not accept / take any presents, commissions or any kind of gratification in cash or kind nor lend to / borrow from any person, party, firm or concern having dealings with the Company without the prior written approval of the management, and in compliance of the then applicable policies of the Company in this regard, other than as may be expressly permitted under the People & Culture Policies (including the Morningstar Code of Ethics).
- shall not, either on behalf of the Company or in the pretext thereof, offer any government officer any consideration for the performance of any assessment or decision that may be favourable to the Company, other than the legally acceptable, official and Company approved consideration.
- are solely responsible for declarations and implications arising thereof for all personal income-tax purposes.
- shall, at all times, be subject to and bound by the policies, rules and regulations of the Company as may be updated from time to time unilaterally by the Company or as may be brought to your notice by the Company.
- shall not have the right or the authority to make any representation, contract or commitment for or on behalf of the Company without obtaining the prior written permission of the Company in this regard. You shall have no authority, implied or otherwise, to pledge the credit of the Company. In the event the Company is held liable for any damage, loss, claim or action arising directly or indirectly from any action of yours in violation of this Clause, you shall indemnify the Company to the maximum extent permissible under the laws for the time being in force in India.

#### 14. Equitable Remedies and Employee Representations

You agree and acknowledge that the restrictions contained in the Agreement, including but not limited to Clauses 8 and 13 of the Terms and Conditions, are reasonable and necessary for the protection of the business and goodwill of the Company. Accordingly, the rights and obligations under the Agreement shall survive the termination of the Agreement and shall not be extinguished by termination of the Agreement.

You agree that any breach or threatened breach of the provisions contained in the Agreement is likely to cause the Company substantial and irrevocable damage that is difficult to measure and may not be remedied solely by damages. Therefore, in the event of any such breach or threatened breach, you agree that the Company, in addition to such other remedies which may be available, shall have the right to obtain an injunction from a court restraining such a breach or threatened breach and the right to specific performance of the obligations under the Agreement, and you hereby waive the adequacy of a remedy at law as a defense to such relief.

You agree and acknowledge that the restrictions contained in the Agreement are considered to be reasonable in all circumstances for the protection of the legitimate interests of the Company and shall be enforceable independently. While the undertakings and agreements under the Agreement are considered by the Company and you to be reasonable in all circumstances, if one or more should be held to be invalid as an unreasonable restraint of trade or for any other reason whatsoever by a final adjudication of any tribunal or court of competent jurisdiction, but would have been held valid if part of the wording thereof had been deleted or the period thereof reduced or the range of activities or area dealt with reduced in scope, the said undertakings and agreements shall apply with such modifications as may be necessary to make them valid and effective.

#### 15. Warranties

You hereby confirm and warrant that:

- i. you have carefully read and fully understood all the provisions of the Agreement.
- ii. you shall complete or have completed all the additional conditions as stipulated under **Annexure IV** of this Agreement
- iii. you have not been arrested, or convicted of, or cautioned for, or charged but not yet tried with any offence or crime, even if you are subject to a pardon, amnesty, or other similar legal action and there is no lawsuit, arbitration, administrative or other proceeding or governmental investigation pending or, to the best of your knowledge, threatened against you.
- iv. by entering into the Agreement or performing any of the obligations under it, you will not be in breach of any court order or any express or implied terms of any contract or other obligation binding on you. You further undertake to indemnify the Company against any such claims, costs, damages, liabilities or expenses which the Company may incur if you are in breach of any such obligations.
- v. you have all the necessary licenses, permissions, consents, approvals, qualifications and memberships required of you to perform the duties under the Agreement.
- vi. in the performance of your obligations, you will not utilize or make available to the Company any confidential or proprietary information of any third party or violate any obligations with respect to such information.
- vii. you have never been suspended, censured or otherwise been subjected to any disciplinary action or other proceeding, litigation or investigation by any state or governmental body or agency or any regulatory authority or self-regulatory organization.

- viii. any notice period you are required to give or to serve with a previous employer has expired on commencement of employment with the Company and that by entering into or performing any duties for the Company, you will not be in breach of any other obligations binding on you. You irrevocably undertake to indemnify the Company on a continuing basis from and against any loss, liability, damage, costs and claims which it may suffer or incur arising out of any claim by any other party that in performing your duties under the Agreement, you are acting in breach of any obligation you owe to such party.
- ix. all the information submitted by you which forms the basis for this employment is complete and correct. You agree and acknowledge that if it is found that the information submitted is false or incomplete or that you have concealed certain material information which detrimentally impacts the employment with the Company, the Company may terminate employment without providing any notice or pay in lieu thereof.

## **16. Data Protection**

You hereby confirm that you have read and understood the Company's data protection policy and that you shall comply with the data protection policy when processing personal data in the course of employment including personal data relating to any employee, customer, client, supplier or agent of the Company or any other affiliates.

You hereby expressly consent to the Company collecting, processing and handling data, including personal and sensitive personal data, relating to you for legal, personnel, administrative and management purposes. You further agree that the Company may transfer such data to its affiliates or service providers for legitimate business reasons, including but not limited to payroll processing, insurance benefits, etc.

## **17. Severability**

If any provision of the Agreement is held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect. Any invalid or unenforceable provision of the Agreement shall be replaced with a provision which is valid and enforceable and most nearly reflects the original intent of the invalid or unenforceable provision.

## **18. Indemnity**

Without prejudice to any other right available to the Company in law or under equity, you, at all times during the course of your employment in the Company (and even after the termination of the Agreement with respect to the terms contained herein), agree to indemnify and keep indemnified the Company, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands (including, without limitation, reasonable attorneys' fees and expenses) which the Company may suffer or incur or which may be made against the Company arising out of or in connection with any acts or omissions by you during the course of employment.

## **19. Amendments**

No modification or amendment of the Agreement and no waiver of any of the terms or conditions hereof shall be valid or binding unless made in writing and duly executed by both the parties.

## **20. Jurisdiction**

You will be governed by the general establishment rules of the Company, as are or maybe in force from time to time. Notwithstanding anything herein contained, any breach of any of the provisions in the Agreement or any instances of misconduct of any description whatsoever on your part or any act detrimental to the interests of the

Company or loss of confidence by the management in you may entail dismissal with forfeiture of the right to notice, as also referred to in Clause 8 of these Terms and Conditions. The Agreement will be governed by the laws of the Republic of India, and the courts in Mumbai shall have the necessary jurisdiction, in the event of disputes, if any.

## 21. Notice

Any notice, or other communication under this Agreement shall be sent by email/facsimile or by registered mail or by personal delivery or courier to the parties at their respective addresses set forth below (or at such other address as a party may previously have notified the other party):

All notices and other communications required or permitted under the Agreement will: (a) if delivered personally or by courier, be deemed given upon delivery or when delivery is refused; and (b) if delivered by email, be deemed given when electronically confirmed. Further, the parties mutually agree to make every reasonable effort and accommodation required for the timely receipt of notices required under this Agreement.

### To the Company:

Attention: Pratik Parikh  
Head-People & Culture, India

Address: Platinum Techno Park, 9th Floor, Plot No. 17 & 18, Sector 30A, Vashi, Navi Mumbai- 400 705, India

Email: Pratik.Parikh@morningstar.com

### To the Employee:

Attention: Ashish Vilas Mohite

Address: H-1014, Orchid Golden Dream, Sector 10, Khoni Palava, Kalyan, Thane, Maharashtra - 421204

## 22. Survival

The termination of your employment shall in no event terminate or prejudice: (i) any right or obligation arising out of or accruing under this Agreement attributable to events or circumstances occurring prior to such termination; (ii) any provision which by its nature is intended to survive termination, including the provisions contained in Annexure II of the Agreement.

## 23. Assignment

This Agreement may be assigned by the Company to any successor employer and be binding upon the successor employer. The Company shall ensure that the successor employer shall acknowledge and continue to adhere to the provisions of this Agreement as if it were the original party to the Agreement.



**Annexure II**  
**Non-Competition, Non-Disclosure, and Developments Agreement**

Agreement made as of August 16, 2024 between Morningstar India Pvt. Ltd. (the “Company”), and Ashish Vilas Mohite (the “Employee”)

The Company and the Employee desire to enter into an agreement (i) defining the relative rights of the Company and its Affiliates and the Employee with respect to Confidential Information (as defined below), Intellectual Property (as defined below) owned by the Company Group to which the Employee may have access or may contribute as a result of the employment with the Company and (ii) setting forth the obligation of the Employee to refrain from soliciting other individuals associated with the Company and its Affiliates or competing with the Company and its Affiliates during his/her employment with the Company and for a period of time thereafter as provided herein.

For purposes of this Agreement, the “Company Group” shall mean the Company and all its current and future affiliates, “Affiliates” meaning, with respect to any business entity, any other entity that, directly or indirectly, through one or more intermediaries, controls, is controlled by, or is under common control with, the Company. For the purposes of this Agreement, “control” shall mean (a) ownership or control (whether directly or otherwise) of 51% or more of the equity share capital, voting capital, or the like of the controlled entity; or (b) ownership of equity share capital, voting capital, or the like by contract or otherwise, control of, power to control the composition of, or power to appoint, 51% or more of the members of the board of directors or other equivalent or analogous body of the controlled entity.

Now, therefore, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Company and the Employee hereby agree as follows:

**1. Confidential Information**

- (a) The Employee acknowledges that the Confidential Information (as defined below) relating to the business of the Company Group which the Employee has obtained or will obtain during the course of his/her association with the Company is the property of the Company Group or the customers of the Company Group. The Employee agrees that he/she will not disclose or use at any time, either during or after his/her employment with the Company, any Confidential Information without the written consent of the Board of Directors of the Company (the “Board”). The Employee agrees to deliver to the Company upon termination of his/her employment with the Company, or at any other time the Company may request, all memoranda, notes, plans, records, documentation and other materials (and copies thereof) containing Confidential Information relating to the business of the Company Group and its customers no matter where such material is located and no matter what form the material may be in, which the Employee may then possess or have under his/her control. If requested by the Company, the Employee shall provide the Company with written confirmation that all such materials have been delivered to the Company. The Employee shall take all appropriate steps to safeguard Confidential Information and to protect it against disclosure, misuse, espionage, loss and theft.
- (b) “Confidential Information” shall mean proprietary information which is not generally known to the public and which is used, developed, or obtained by the Company Group relating to its businesses and the businesses of customers, including, but not limited to: products or services; fees, costs and pricing structure; designs; analyses; drawings; photographs; reports; computer software, including operating systems, object codes, source codes applications, program listings, flow charts, manuals and documentation; data bases; business and operating plans; accounting and business methods; budgets; inventions and new developments and methods, whether patentable or unpatentable and whether or

not reduced to practice; formulas; all copyrightable works; the customers of the Company Group and such customers' confidential information; correspondence and all similar and related information in whatever form.

Confidential Information shall not include any information which (i) is publicly disclosed by law or is disclosed in response to an order of a court or governmental agency, (ii) becomes publicly available through no fault of the Employee or (iii) has been published in a form generally available to the public prior to the date upon which the Employee proposes to disclose such information. Information shall not be deemed to have been published merely because individual portions of the information have been separately published, but only if all the material features comprising such information have been published in combination.

## 2. Inventions and Patents

- (a) In the event that the Employee, as part of the Employee's activities on behalf of the Company, generates, authors or contributes to any invention, developments, discoveries, new development device, product, proprietary information, process or method, trademarks, trade names, logos, art work slogans, know-how, source code, application development, designs, drawings, plans, business plans or models, blue prints, utility models, whether or not patentable and whether or not reduced to practice, any copyrightable work, any trade secret, any other Confidential Information, any other intellectual property, or any information that gives the Company Group an advantage over any competitor, or similar or related developments or information related to the Company Group's present or future business (collectively "Intellectual Property"), the Employee acknowledges that all such Intellectual Property is the exclusive property of the Company or the relevant Affiliate of the Company, as applicable. For the avoidance of doubt, the Company shall also have a right to freely develop and alter such material, results, and intellectual property rights and to license and assign them to third parties. All Intellectual Property prepared in whole or in part by the Employee will be deemed to be made under a contract of service under all applicable laws, and the Company or the relevant Affiliate of the Company, as applicable, will own all of the rights comprised in the copyright therein. The Employee hereby transfers and assigns to the Company or the relevant Affiliate of the Company, as applicable, and their respective nominees, successors and assigns, all rights, title, and interest in and to all Intellectual Property, together with the rights to sub-license or transfer any and all rights assigned hereunder to third parties, in perpetuity. The Employee agrees that such assignment shall be perpetual, worldwide, and royalty-free. The Employee will promptly and fully disclose all Intellectual Property to the Company and will cooperate with the Company or the relevant Affiliate of the Company, as applicable, to protect the Company's or the relevant Affiliate of the Company's (as applicable), interests in and rights to such Intellectual Property (including, without limitation, communicating and giving full information as to the exact mode of working and usage of the same and all such explanations and instructions to enable the Company to work the same effectively, providing reasonable assistance in securing patent protection and copyright registrations and executing all documents as reasonably requested by the Company or the relevant Affiliate of the Company, as applicable, whether such requests occur prior to or after termination of the Employee's employment with the Company). The Employee shall execute and file any document related to any Intellectual Property requested by the Board or the relevant Affiliate of the Company, as applicable, without any charge or compensation, including applications, powers of attorney, assignments or other instruments which the Board or the relevant Affiliate of the Company, as applicable, deems necessary to apply for any patent, copyright or other proprietary right in any and all countries or to convey any right, title or interest therein to any of the Company's or the relevant Affiliate of the Company's (as applicable) nominees, successors and assignees. In the event that the Company initiates or defends any legal action with regard to enforcing its rights in relation to the Intellectual Property, the Employee shall cooperate fully with the Company at the cost of the Company in the prosecution or defense of such action, both during and after termination of employment.

- (b) Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to the Employee, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. The Employee further acknowledges and agrees that he/she shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957. The Employee also agrees to assist and cooperate with the Company in perfecting the Company's rights in the Intellectual Property.

### **3. Other Businesses**

As long as the Employee is employed by the Company the Employee agrees that he/she will not, except with the express written consent of the Company, become engaged in, render services for, or permit his/her name to be used in connection with, any business other than the business of the Company or any corporation or other entity in which the Company has an equity interest.

### **4. Non-Competition**

- (a) Non-Compete Agreement: The Employee acknowledges and agrees with the Company that the Employee's services to the Company Group are unique in nature and that the Company Group would be irreparably damaged if the Employee were to provide similar services to any person or entity competing with the Company Group or engaged in a similar business as the Company Group. The Employee accordingly covenants and agrees that for a period commencing the date of this Agreement and ending two years after he/she ceases to be employed by the Company, the Employee will not directly or indirectly own, operate, manage, control, participate in, consult with, render for service, be employed by or assist in any way any entity which is competitive with the Company Group. Notwithstanding the foregoing, the Employee shall be permitted to own up to one percent (1%) of the stock of a publicly traded corporation which engages in a business which competes with the Company Group provided the Employee has no other relationship with such corporation.
- (b) Agreement of Parties as to Scope: If at the time of enforcement of any provision of this Agreement, including without limitation, paragraph 4(a) above, a court holds that the restrictions stated therein are unreasonable under circumstances then existing, the parties hereto agree that the maximum period, scope, or geographical area reasonable under such circumstances will be substituted for the stated period, scope or area.
- (c) Remedy for Breach: In the event of a breach by the Employee of any of the provisions of this Agreement, including without limitation, this paragraph 4, the Company or its successors or assignees or the relevant Affiliate of the Company, as applicable, may, in addition to other rights and remedies existing in the Company's or the relevant Affiliate of the Company's favour, apply to any court of law or equity of competent jurisdiction for specific performance and/or injunctive or other relief in order to enforce or prevent any violations of the provisions hereof.

### **5. Non-Solicitation**

The Employee agrees that for a period commencing the date of this Agreement and ending two years after he ceases to be employed by the Company:

- (a) Employee will not solicit, encourage, induce or accept, or attempt to solicit, encourage, induce or accept, directly or indirectly: (1) employee, marketing agent, vendor, partner or consultant of the Company Group to terminate his/her employment, agency, contract or consultancy with the Company Group, or any (2) prospective employee with whom the Company Group has had discussions or negotiations within six

months prior to Employee's termination of employment, not to establish a relationship with the Company Group, or (3) any account, client or customer with whom the Company Group have conducted any business or for whom the Company Group have performed any services during the period of the Employee's employment with the Company; or (4) any person or entity who was a potential account, client or customer of the Company Group as a result of contacts, including, without limitation, the exchange of proposals, having been made between the Company Group, through the Employee or otherwise, and such person or entity prior to the termination of the Employee's employment with the Company; and

- (b) Employee will not induce or attempt to induce any customer, supplier, licensee or other business relation of the Company Group to cease doing business with the Company Group, or in any way interfere with the relationship between any such customer, supplier, licensee or business relation and the Company Group.

## **6. Non-Disparagement**

During your employment or thereafter, you shall not make or induce any other person to make derogatory or disparaging statements (whether or not you believe the statements to be true) of any kind to any person whatsoever including on social media so far as such statements relate to the Company Group. This obligation shall remain operative during or after the term of your employment. The term "social media" shall include social networking sites such as Twitter, Facebook, LinkedIn, WhatsApp and other online forums that permit users to share information with others in a contemporaneous manner.

## **7. Disclosure**

The Employee agrees not to disclose to any person or entity not a party to this Agreement any information regarding this Agreement.

## **8. General Provisions**

- (a) **Severability:** Whenever possible, each provision of this Agreement will be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement is held to be invalid, illegal or unenforceable in any respect under any applicable law or rule in any jurisdiction, such invalidity, illegality or unenforceability will not affect any other provision or any other jurisdiction, and this Agreement will be reformed, construed and enforced in such jurisdiction as if such invalid, illegal or unenforceable provision had never been contained herein. The parties agree that a court of competent jurisdiction making a determination of the invalidity or unenforceability of any term or provision of this Agreement will have the power to reduce the scope, duration or area of any such term or provision, to delete specific words or phrases or to replace any invalid or unenforceable term or provision with a term or provision that is valid and enforceable and that comes closest to expressing the intention of the invalid or unenforceable term or provision, and this Agreement will be enforceable as so modified.
- (b) **Complete Agreement:** This Agreement embodies the complete agreement and understanding between the parties and supersedes and pre-empts any prior understandings, agreements or representations by or between the parties, written or oral, which may have related to the subject matter hereof in any way.
- (c) **Counterparts:** This Agreement may be executed in separate counterparts, each of which is deemed to be an original and all of which taken together constitute one and the same agreement.
- (d) **Successors and Assignees:** Except as otherwise provided herein, this Agreement will bind and inure to the benefit of and be enforceable by the Company, the Affiliates of the Company and the Employee and

their respective successors and assignees; provided that the rights and obligations of the Employee under this Agreement will not be assignable without the prior written consent of the Company.

- (e) Choice of Law: All questions concerning the construction, validity and interpretation of this Agreement will be governed by Indian law and subject to the exclusive jurisdiction of the courts of Mumbai.
- (f) Remedies; Intended Third Party Beneficiary: Each of the parties to this Agreement will be entitled to enforce its rights under this Agreement specifically, to recover damages and costs (including reasonable attorney's fees) caused by any breach of any provision of this Agreement and to exercise all other rights existing in its favour.

The parties hereto agree and acknowledge that the Employee's breach of any term or provision of this Agreement will materially and irreparably harm the Company Group, that money damages will accordingly not be an adequate remedy for any breach of the provisions of this Agreement by the Employee and that the Company in its sole discretion and in addition to any other remedies it may have at law or in equity may apply to any court of law or equity of competent jurisdiction (without posting any bond or deposit) for specific performance and/or injunctive relief in order to enforce or prevent any violations of the provisions of this Agreement. Further, the Company and the Employee acknowledge and agree that the Affiliates of the Company are intended third party beneficiaries of this Agreement and shall be entitled to enforce the terms of this Agreement and obtain the remedies for breaches or anticipated breaches hereof to the same extent as the Company.

- (g) Amendment and Waiver: The provisions of this Agreement may be amended and waived only with the prior written consent of the Company, the Employee and the relevant Affiliate of the Company

In witness whereof, the parties have executed this Agreement on the day and year first above written.

For Morningstar India Private Limited,

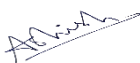


Pratik Parikh  
Head - People & Culture, India

**Employee Details**

Name of Employee                      Ashish Vilas Mohite

Signature



## Annexure III Compensation

Compensation	
	Amount Per Annum (INR)
<b>Total Compensation (A+B+C+D)</b>	<b>406,575</b>
Base Pay & Allowance (A+B)	339,600
Performance Bonus 7% of Base Pay (C)	21,000
Retirals Offered (D)	45,975

Pay Components		
	Amount Per Month (INR)	Amount Per Annum (INR)
<b>Base Pay (A)</b>	<b>25,000</b>	<b>300,000</b>
Basic Salary	12,500	150,000
House Rent Allowance	6,250	75,000
Statutory Bonus	3,000	36,000
Flexi Reimbursement/City Compensatory Allowance	3,250	39,000
<b>Total Allowance (B)</b>	<b>3,300</b>	<b>39,600</b>
Travel Allowance	2,200	26,400
Meal Allowance	1,100	13,200
Shift Allowance	-	-

Flexi Reimbursements		
	Remarks	Max Limit Per Annum
<b>Total</b>		
Books & Periodicals	As per eligibility	Not Eligible
Telephone Bill	As per Eligibility	Not Eligible
Food Coupons	PM 1100 / 2200 / 3300	Not Eligible
LTA	Least of (2*Basic PM) or (2 Lac)	Not Eligible

- 1 Reimbursement amount can be claimed monthly (Subject to submission of valid bills as per eligibility on ADP portal). If bills are not submitted, the amount can be claimed subject to TDS. Unclaimed amount will be paid taxable at financial year end.
- 2 TDS applicable as per Tax Laws.
- 3 Gratuity will be applicable on completion of 5 years in the Morningstar India Pvt. Ltd.
- 4 Performance Bonus is discretionary in nature and is over and above Base salary and calculated based on company, Business unit and individual performance. Your Performance Bonus will be pro-rated based on start date in your first calendar year with us, provided your start date is before October 1st.
- 5 Shift allowance is subject to working in shifts. Employees working in Early Morning, Afternoon & Night shift are eligible for shift allowance, prorated to no. of days worked in whichever shift. General shift employees are not eligible for shift allowance.
- 6 All employees working in general shifts (9:30 am to 6:30 pm) will be provided with a fixed travel allowance for the ease of commute to and from office. All employees working in shifts outside the general shift timings i.e. morning /afternoon / night shift (AU/UK/US shift) will be provided with one-way door-to-door transport services by the Company at the Company's cost. Where any employee working in shifts (AU/UK/US) voluntarily chooses not to avail the Company's transport services, such employee will be granted a travel allowance for the purposes of commute.
- 7 At Morningstar, we have teams that work in various shifts owing to business need and to work closely with global teams. In case your team works in shifts, please note you may be required to work in rotational shifts.
- 8 Company transport is mandatory for female employees and they will not be eligible for travel allowance (Only for females working in odd Shift)
- 9 \*\*Please note NPS contribution will be made only If the employee is willing to contribute an equivalent amount (Election on ADP is mandatory to avail this benefit)

## Benefits Offered

Company Contribution / Eligibility Per  
Annum (INR)

### | Invest in Your **Retirement (D)**

**45,975**

Employer Provident Fund	21,600
NPS Employer Contribution *	15,000
Gratuity Provision	9,375

### | Invest in Your **Well-Being**

Health Insurance (Self + Spouse / Partner (LGBTQ) + Parents + 2 Children)	450,000
Accidental Insurance (Employee only)	5,000,000
Term Life Insurance (Employee only)	2,500,000
Paid Holidays, Time Offs & Flexi Working Hours	Eligibility as per policy
Connect & Heal (Self + Spouse / Partner (LGBTQ) + Parents + 2 Children)	Emergency health services
Employee Assistance Program (Self + any 5 family members)	"Your Well-Being Coach"
Creche/Day-Care	Support Parenthood

### | Invest in Your **Growth**

Education Stipend	Yearly eligibility as per policy
CFA	Sponsored program as per policy
LinkedIn Learning	Sponsored membership
Librarywala.com	Book library membership

### | Invest in **Great Talent**

Internal Job Posting	Internal growth prospect
Employee Referral Plan	Additional monetary benefit
Rewards & Recognition	Monetary & non-monetary awards

### | Invest in **Ownership**

Shared Ownership Program	Equity plan with company contribution
Impact Awards	Performance based equity awards

### | Invest in **Your Community**

Matching Gifts Program	Community support
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**Annexure IV**  
**Individual Benefits and Terms & Conditions**

- The Company may or may not pay such additional benefits at its sole discretion.
- As a part of your background verification process, you shall submit your [--insert name of the document-- ] within a period of [--insert specific time period--] from the effective date of your employment or within such time beyond the specified time as may be communicated to you, in writing, by the People & Culture team at the Company's sole discretion.



**STRICTLY PRIVATE & CONFIDENTIAL**

Date: 05/14/2024

**Dimpi Mahendranath Yadav**  
**KAMLA NEHRU NAGAR,,**  
**Thane, 421001**

**Subject: Offer Letter**

**Dear Dimpi Mahendranath ,**

In reference to your application and subsequent discussions, we are pleased to offer you the position of Senior Sales Manager SISO - Agency Sales, Agency in Band GB2 A at Bajaj Allianz Life Insurance Company Limited (BALIC). .

1. You shall be based at **Ghatkopar** .
2. You will report to **Abhishek sanjay Pathare**.
3. The proposed compensation details are attached in "Annexure A"

We would request your confirmation and acceptance within 48 hours through email or by returning us a signed copy of this letter. Please send us a copy of your resignation letter duly accepted by your organization (if applicable). This letter is not to be construed as your appointment letter, which will be issued separately upon your joining

We would expect you to join latest by 05/23/2024. In the event of your not being able to join on or before the latest date mentioned, please intimate, failing which this offer will be deemed void. The Company, may, at its sole discretion, extend the period in writing

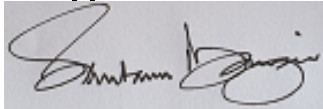
The offer of employment may be withdrawn /modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by BALIC as being suppressed by you.

You are required to submit acceptance email of the offer along with the below mentioned documents at least 48 hours prior to your date of joining.

- a) Copy of relieving letters of last to last company (In case you have spent less than 6 years in your current company).
- b) Copy of resignation acceptance / relieving letter of current company.

Thanks again for your interest in being employed with BALIC and we look forward to you joining our organization at the earliest.

**For Bajaj Allianz Life Insurance Company Ltd.**



**Authorized Signatory**

349736/254815/Dimpi Mahendranath Yadav/50323

**Bajaj Allianz Life Insurance Company Limited**

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel: +91-20-66026777 | Fax: +91-20-66026789  
Toll Free no.: 1800 209 7272 | Email: [customercare@bajajallianz.co.in](mailto:customercare@bajajallianz.co.in) | Website: [www.bajajallianzlife.com](http://www.bajajallianzlife.com)  
CIN: U66010PN2001PLC015959

**ANNEXURE A: CTC Break Up**

**COMPENSATION BREAK UP SHEET**

Date: **05/14/2024**

Name:	<b>Dimpi Mahendranath Yadav</b>	
Department:	Agency Sales	
Designation:	STM	
Band:	GB2 A	
Location Code:	Ghatkopar	Location: Ghatkopar

S. No.	Components	Rs. Per Month	Rs. Per Annum
1	Fixed Basic	6,500.00	78,000.00
2	Minimum HRA	1,200.00	14,400.00
3	Conveyance Allowance	2,000.00	24,000.00
4	Telephone Allowance	2,000.00	24,000.00
5	Statutory Bonus	1,300.00	15,600.00
6	Flexible Benefits	9,907.00	118,884.00
7	Company's Provident fund contribution	1,800.00	21,600.00
8	Gratuity as per the Act	313.00	3,756.00
9	<b>Total Fixed</b>	<b>25,020.00</b>	<b>300,240.00</b>
	<b>Total Fixed CTC in Words</b>	<b>300,240.00(Three Lakh Two Hundred Forty Rupees Only)</b>	

349736/254815/Dimpi Mahendranath Yadav/50323

**Bajaj Allianz Life Insurance Company Limited**

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel: +91-20-66026777 | Fax: +91-20-66026789  
Toll Free no.: 1800 209 7272 | Email: customercare@bajajallianz.co.in | Website: www.bajajallianzlife.com  
CIN: U66010PN2001PLC015959

**Other Benefits:**

1. Group Term Life Insurance: You will be covered by a life insurance cover, for a sum assured as per company policy. This cover remains only as long as you remain in the service of the Company as per company policy. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC. In addition to this, in case of accidental death the legal heir / nominee would be entitled to an additional death benefit.
2. Group Personal Accident: Under this policy, employees are covered for disability arising out of accidents. It compensates for the employee's loss of pay due to the disability. Death is not covered under this policy. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC.
3. You will be covered under the company group Medclaim policy. The company shall subsidize the annual premium as per policy. The balance amount, if any, shall be borne by you and recovered from your salary.
4. Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.
5. Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.
6. In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute (Central Government or State Government) or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC.
7. All future ex-gratia Variable pay/ Performance pay would include prospective/retrospectively increased or additional Statutory payments liable\*to be paid by the Company because of changes in statutes. Also the Company reserves the right to adjust/ recover such increased/ additional statutory payments from the Cost to Company (CTC). Further the Company will not be liable to pay any amount over and above CTC which includes all statutory payments applicable. Company reserves right to change your salary structure at any time by treating this as required notice, if any, under any Law & without any separate/further notice/ intimation. This is basis the fact that the CTC as mentioned in the offer letter is inclusive of all liability/ compensation obligations of the Company [whether towards statutory payments as well as towards Basic pay and other components of pay] unless specified otherwise in writing by the Company
8. If your employment is terminated by you for any reason prior to completion of 12 months of services, then you will pay back to the Company the entire joining expense incurred by the Company

349736/254815/Dimpi Mahendranath Yadav/50323

**Bajaj Allianz Life Insurance Company Limited**

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel: +91-20-66026777 | Fax: +91-20-66026789  
Toll Free no.: 1800 209 7272 | Email: [customer-care@bajajallianz.co.in](mailto:customer-care@bajajallianz.co.in) | Website: [www.bajajallianzlife.com](http://www.bajajallianzlife.com)  
CIN: U66010PN2001PLC015959

**Background Verification Form**  
**Letter of Authorization**  
**Declaration and Authorization by the Candidate**  
To whom it may concern

I understand that Bajaj Allianz Life Insurance Company Limited may use an outside agency to verify and validate the information I have provided including my employment, my personal background, professional standing, work history and qualifications. I understand that an outside background agency may obtain information it deems appropriate from various sources including, but not limited to, the following: current and past employers, criminal conviction records, school records, College records and professional and personal references. I authorize, without reservation, any individual, corporation or other private or public entity to furnish Bajaj Allianz Life Insurance Company Limited and the outside background agency all information about me.

I unconditionally release and hold harmless any individual, corporation, or private or public entity from any and all causes of action that might arise from furnishing to Bajaj Allianz Life Insurance Company Limited and the outside agency information that they may request pursuant to this release.

This authorization and release, in original, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested. I hereby confirm that, the below information is correct to the best of my knowledge and I understand that any misrepresentation or discrepancy noted in regards to me and/ or any other disclosures made by me, company shall have complete right and authority to take necessary disciplinary action against me as deemed necessary, including immediate termination of my services and employment, without any notice thereof.

**Name in CAPITAL LETTERS: Dimpi Mahendranath Yadav**

IMPORTANT: Copy of documents (as per "Documents Check-List") MUST be attached. Please enter your name as it appears in your Passport or PAN Card. Name change case : Kindly attach the name change Proof.

**Personal Details**


Full Name		Gender
Dimpi Mahendranath Yadav		Female
Date of Birth (mm/dd/yyyy) :	Permanent Account Number :	Marital Status :
04/11/2004	BQLPY4731Q	Single

<b>Former Name(s) / Maiden Name (if applicable)</b>	<b><u>Date of Name Change(mm/dd/yyyy)</u></b>
<b><u>First Name Middle Name Last Name</u></b>	<input type="text"/>
	<b>(If Applicable)</b>

Father's Name:	Mother's Name:	<b><u>Spouse's Name :(First &amp; Last)</u></b>
Mahendranath Yadav	Vidyawati Devi	

Current Address: KAMLA NEHRU NAGAR,, NEAR SHIVKRIPA KIRANA STORE, DHOBIGHAT, ULHASNAGAR-01, , VTC: Ulhasnagar, PO: Ulhasnagar-1, Sub District: Ulhasnagar,,  
Pin : 421001

**Signature of the employee:**

 <p><b>EMPLOYEES PROVIDENT FUND ORGANIZATION</b></p> <p>Employees provident funds scheme, 1952 (paragraph 34 &amp; 57) &amp; Employees pension scheme 1995 (paragraph 24)</p>	<p><b>New Form No.11- Declaration Form</b></p> <p><b>(To be retained by the employer for future reference)</b> <b><u>Emp Code:</u></b></p> <hr/> <p>Company: Bajaj Allianz Life Insurance</p>
--	---

(Declaration by a person taking up employment in any establishment on which EPF Scheme, 1952 and /of EPS1995 is applicable)

1	Name of the member	Dimpi Mahendranath Yadav	
2	<b><u>Father's Name ( ) Spouse's Name ( )</u></b> (Please Tick Whichever Is Applicable)		
3	Date of Birth (MM/DD/YYYY)	04/11/2004	
4	Gender: ( male / Female /Transgender )	Female	
5	Marital Status (married /Unmarried /widow/divorce)	Single	
6	(a) Email ID: (b) Mobile No:	yadavdimpi445@gmail.com 9322028896	
7*	<b><u>Whether earlier a member of Employees 'provident Fund Scheme 1952</u></b>	Yes	No
8*	<b><u>Whether earlier a member of Employees 'Pension Scheme ,1995</u></b>	Yes	No

<b><i>If response to any or both of (7) &amp; (8) above is yes. MANDATORY FILL UP THE (COLUMN 9)</i></b>											
9	a) Universal Account Number(UAN)						NA				
	<b><u>b) Previous PF a/c No</u></b>	<b><u>AP</u></b>	<b><u>HYD</u></b>	<b><u>EST.CODE</u></b>	<b><u>EXTN</u></b>	<b><u>PF NO.</u></b>					
	c) Date of exit from previous employment (MM/DD/YYYY)										
	d) Scheme Certificate No (if Issued )										
e) Pension Payment Order (PPO)No (if Issued)											
10	a) International Worker:						Yes	No			
	b) If Yes , State Country Of Origin (India /Name of Other Country)										
	c) Passport No										
	d) Validity Of Passport (MM/DD/YYYY) to(MM/DD/YYYY)										
<b>KYC Details: (attach Self attested copies of following KYCs) **</b>											
11	<b><u>a) Bank Account No .&amp; IFS code</u></b>										
	b) AADHAR Number (12 Digit)						725194316396				
	c) Permanent Account Number (PAN),If available						BQLPY4731Q				
<b><u>UNDERTAKING</u></b>											
<p>1. Certified that the Particulars are true to the best of my Knowledge</p> <p>2. I authorize EPFO to use my Aadhar for verification / e KYC purpose for service delivery</p> <p>3. Kindly transfer the funds and service details, if applicable if applicable, from the previous PF account as declared above to the present P.F Account(The Transfer Would be possible only if the identified KYC details approved by previous employer has been verified by present employer</p> <p>4. In case of changes In above details the same Will be intimate to employer at the earliest</p>											
Date:05/14/2024 Place: Thane <div style="text-align: right;"><b><u>Signature of Member</u></b></div>											

**DECLARATION BY PRESENT EMPLOYER**

1. The member /Ms./Mrs **Dimpi Mahendranath Yadav** has joined on .....and has been allotted PF Number.....

2, In case person was earlier not a member of EPF Scheme ,1952 and EPS,1995

- (Post allotment of UAN ) The UAN Allotted for the member is NA
- Please tick the Appropriate Option:
- The KYC details of the above member in the UAN database
  - Have not been uploaded
  - Have been uploaded but not approved
  - Have been uploaded and approved with DSC

3, In case the person was earlier a member of EPF Scheme ,1952 and EPS, 1995:

- The above PF account number /UAN of the member as mentioned in (a) above has been tagged with his /her UAN/previous member ID as declared by member
- Please Tick the Appropriate Option
  - The KYC details of the above member in the UAN database have been approved with digital signature Certificate and transfer request has been generated on portal.
  - As the DSC of establishment are not registered With EPFO the member has been informed to file physical claim (Form13) for transfer of funds from his previous establishment.

Date: 05/14/2024

**Signature of Employer With seal of Establishment**

FORM 2 (REVISED)

Nomination and Declaration form for Unexempted/Exempted Establishments

Declaration and Nomination Form under the Employees' Provident Funds and Employees' Pension Scheme  
(Paragraphs 33 & 61(1) of the Employees Provident Fund Scheme, 1952 and Paragraph 18 of the Employees' Pension Scheme, 1995)

1. Name (in Block Letters) : Dimpi Mahendranath Yadav  
**2. Father's/ Husband's Name** :  
3. Date of Birth : 04/11/2004  
4. Sex : Female  
5. Marital Status : Single  
**6. Account** :  
7. Address : KAMLA NEHRU NAGAR,,  
NEAR SHIVKRIPA KIRANA STORE, DHOBIGHAT, ULHASNAGAR-01, ,  
VTC: Ulhasnagar, PO: Ulhasnagar-1, Sub District: Ulhasnagar,  
  
Permanent : KAMLA NEHRU NAGAR,,  
NEAR SHIVKRIPA KIRANA STORE, DHOBIGHAT, ULHASNAGAR-01, ,  
VTC: Ulhasnagar, PO: Ulhasnagar-1, Sub District: Ulhasnagar,  
  
**Temporary** :  
  
8. Date of Joining :

PART- A (EPF)

I hereby nominate the person(s)/ cancel the nomination made by me previously and nominate the person(s) mentioned below to receive the amount standing to my credit in the Employees' Provident Fund, in the event of my death.

Name of nominee/nominees	<u>Address</u>	Nominee's relationship with the member	<u>Date of Birth</u>	Total amount of share of accumulation in Provident Fund to be paid to each nominee	If the nominee is a minor, name & relationship & address of the guardian who may receive the amount during the minority of nominee
1	2	3	4	5	6
Mahendranath Yadav		Father	07/01/1965		

1. \*Certified that I have no Family as defined in para 2(g) of the Employees' Provident Fund Scheme, 1952 and should I acquire a family hereafter the above nomination should be deemed as cancelled.
2. \*Certified that my father/mother is /are dependent upon

\* Strike out whichever is not applicable.

Signature or thumb impression of the subscriber



**PART B (EPS) (Para 18)**

I hereby furnish below particular of the members of my family who would be eligible to receive widow/ children pension in the event of my death.

<u>S No.</u>	<u>Name and Address of the family member</u>		<u>Date of Birth</u>	<u>Relationship with member</u>
	<u>Name</u>	<u>Address</u>		
1.				
2.				
3.				
4.				
5.				

\*\*Certified that I have no family as defined in para 2(vii) of Employees' Pension Scheme, 1995 and should I acquire a family hereafter I shall furnish particulars thereon in the above form.

I hereby nominate the following person for receiving the monthly widow pension (admissible under para 162(a)(i) and

(ii) in the event of my death without leaving any eligible family member for receiving pension.

Name and Address of the Nominee	Date of Birth	Relationship with member
Mahendranath Yadav	07/01/1965	Father

Date : .....

\*\*Strike out whichever is not applicable

Signature or thumb impression of the subscriber

**CERTIFICATE BY EMPLOYER**

Certified that the above declaration and nomination has been signed/thumb impressed before me by Shri/Smt./Kum..... employed in my establishment after he/she has read the entries/entries been read over to him/her by me and got confirmed by him/her

Place .....

Date .....

Signature of the employer or other Authorized Officers of the Establishment

Destination .....

**FORM 'F'**  
**[See sub-rule(1 ) of rule 6 ]**  
**Nomination**

To. .... [Give here name or description of the establishment with full address ]

I, Shri/ Shrimati/ Kumari Dimpri Mahendranath Yadav whose particulars are given in th estatement below, hereby nominate the person (s ) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of

my death before that a month has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in the proportion indicated against the name(s ) of the nominee(s ).

1. I hereby certify that the person(s ) mentioned is a / are mem ber(s) of my family within the meaning of clause(h ) of section (2 ) of Payment ent of Gratuity Act, 1972 .
- 2, I hereby declare that I have no family within the meaning of clause (h ) of section (2 ) of the said
- 3, (a ) My father/ mother/ parents is / are not dependant on me  
 (b ) my husband's father/ mother/ parents iis/arenot dependent on my husband .
- 4, I have excluded my husband from m y family by a notice date th e ..... to th e controlling authority in terms of th e proviso to clause (h ) of section 2 of the said
- 5, Nomination made herein in validates my previous nomination .

**Nominee (S)**

Name in full with full address of nominee(s)	Relationship with the employee	Age of nominee	Proportion which the gratuity will be shared
Mahendranath Yadav	Father	07/01/1965	100
so on .			

**Statement**

1. Name of employee in full : Dimpri Mahendranath Yadav
2. Sex : Female
3. **Religion** :
4. Whether unmarried/ married/ widow/ : Single
5. **Department / Branch / Section where employed**
6. Post held with Ticket or Serial , if any.
7. Date of appointment :
8. Permanent address : KAMLA NEHRU NAGAR, NEAR SHIVKRIPA  
KIRANA STORE, DHOBIGHAT, ULHASNAGAR-01, VTC: Ulhasnagar, PO: Ulhasnagar-1, Sub District:  
Ulhasnagar,

**Village**.....**Thana** .....**Sub-division** .....**Post Office**.....

**Place**

**Date**

**Signature/ Thumb impression of the employee**

**Declaration by witnesses**

Nomination signed/ thumb impressed before me.

**Name in full and full Signature of witnesses**

- |     |     |
|-----|-----|
| 1 . | 1 . |
| 2 . | 2 . |

**Place**

**Date**

**Certificate by the employer**

Certified that the particulars of the above nomination have been verified and recorded in this establishment .

Employer 's Reference No., if any

**Signature of the employer/Officer authorized**

**Designation**.....

Name and address of the Establishment or rubber stamp thereof.

**Date**

**Acknowledgement by the employee**

Received the duplicate copy of nomination in Form 'F' filed by me and duly certified by the employer.

**Date**

**GROUP LIFE INSURANCE BENEFICIARY FORM**

Beneficiary's Full Name: Mahendranath Yadav

Relationship to You: Father

Beneficiary's Date of Birth :(mm/dd/yyyy): 07/01/1965

**Signature of the employee:**

E-Code -

349736/254815/Dimpi Mahendranath Yadav/50323

**Bajaj Allianz Life Insurance Company Limited**

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel: +91-20-66026777 |

Fax: +91-20-66026789

Toll Free no.: 1800 209 7272 | Email: [customercare@bajajallianz.co.in](mailto:customercare@bajajallianz.co.in) | Website: [www.bajajallianzlife.com](http://www.bajajallianzlife.com)



**Private & Confidential**

Ref. No: MSTAR202403529

Date: July 5, 2024

Harshita Nilesh Chaudhary  
C Block , Sachdev Nagar , C Building,  
Room No.2, Near Datta Mandir,  
Ulhasnagar-3,Ulhasnagar -2,  
Thane,Maharashtra - 421002

Dear Harshita,

**Subject: Employment Agreement for Full Time Permanent Employee (Morningstar Development Program)**

Welcome!

You have been offered full-time employment as **MDP Associate** with Morningstar India Pvt Ltd. ("**the Company**"). Your employment with the Company is conditional on and effective from **July 22, 2024** or such other date that as may be mutually agreed, which, for the purposes of seniority, retirement and other statutory and contractual benefits (including gratuity), is your effective date of employment with the Company.

Your employment with the Company shall be governed by the terms and conditions set out in this Employment Agreement, including such other employment conditions as set out in **Annexure IV** of this Agreement.

Your Total Cash Compensation will be INR **406,575 (Four Lakhs Six Thousand Five Hundred and Seventy Five Only)** per annum. This is inclusive of performance variable pay, the quantum whereof will entirely depend upon individual and organization performance. Please refer to **Annexure III** for a detailed break up of your compensation.

Employment for this position is based on the terms and conditions attached as **Annexure I** ("Terms and Conditions") and **Annexure II** (Non-Competition, Non-Disclosure and Developments Agreement). Additionally, you may be subject to certain other conditions as stipulated under **Annexure IV** (Individual Benefits and Terms & Conditions). This Agreement, together with the Terms and Conditions, and all other Annexures (collectively, "**Agreement**"), shall form the broad terms and conditions of service governing your employment. The terms of this Agreement may change from time to time, in line with changes in the policies of the Company, and such changes shall be deemed to be part of the Agreement. You must refer to all existing People & Culture policies as currently applicable to you and keep yourself abreast of any changes in the People & Culture Policies, as applicable to you, from time to time. You are required to abide by all rules, regulations, practices, systems, and procedures of the Company, as applicable to you from time to time. In case of any inconsistencies between this Agreement and any People & Culture Policies, the terms of the People & Culture Policy shall prevail.

Please note that your employment is conditional, and subject to clearing necessary and mandated background verification, onboarding documents and checks in line with the Company's policy in force, to which you expressly consent, and any other applicable contractual provisions. In cases where the background verification is completed post joining of the abovesaid and evidence of discrepancy is noted, this Agreement shall stand Null and Void and such act could lead to termination without notice or payment in lieu, post a suitable enquiry is established.

This letter is confidential and intended only for the recipient to whom addressed.

This employment offer shall expire and stand revoked if you (a) fail to accept the offer (in writing) within 2 working days from the date of receipt of the offer, or (b) fail to join the Company on the mutually agreed effective date of joining.

We take this opportunity to welcome you to the Company and wish you a long and fruitful career with us.

We are confident that the Company will provide you an outstanding opportunity to develop your career and accomplish your professional goals. You will work in an exciting environment and have opportunities for continuous learning and development.

Please confirm your acceptance of the terms of service applicable to you, as covered in this Agreement, by signing a duplicate copy of this Agreement on all pages and returning it to the People & Culture team.

Once again, welcome aboard, Harshita Nilesh Chaudhary

Yours faithfully,  
For Morningstar India Private Limited  
Authorized Signatory



Pratik Parikh  
Head – People & Culture, India

#### **Acknowledgement of the Agreement by Employee**

I hereby acknowledge that I have read the Agreement and understood the terms therein. I accept the employment with the Company on the terms and conditions stipulated in the Agreement and agree to comply with them.

Name of Employee	<b>Harshita Nilesh Chaudhary</b>
Signature	_____
Date Place	_____
Date of Appointment	_____

## **Annexure I**

### **Terms & Conditions**

#### **1. Appointment**

Your designation and reporting relationship may undergo a change from time to time as may be determined by the Company.

The Company may require you to undergo a medical examination from time to time and submit a medical report certifying your fitness in performing your duties and obligations under the Agreement.

Your employment with the Company is conditional upon successful completion of the graduate / post graduate degree being pursued currently by you, if applicable.

#### **2. Place of Employment & Timings**

Your initial place of work will be at the Company's offices in **Mumbai**. You may be posted at any of the various offices or divisions of the Company, or its branches / holding company / subsidiaries / affiliates / associates / sister-concerns, whether domestic or overseas, wherever it may be situated, or be deputed to work for any of the Company's clients / associates, if the situation so warrants, for such period that the Company deems appropriate.

You will abide by the Company's rules and regulations as may be in effect from time to time with respect to your function, timings/working hours, grade or location (where you are deployed). Subject to the applicable laws, the Company also reserves the right to transfer your services under substantially the same terms and conditions contained herein, to any successor-in-interest by virtue of any corporate restructuring, amalgamation, takeover or merger by or of the Company. The Company shall notify you of such change in the structure of the Company, as per applicable law.

You will be expected to attend office on all days that are working days for the Company and may be asked to work in any of the shifts, as decided by the Company from time to time, except when traveling on business during working hours, or when working from home in accordance with the extant policies of the Company. If necessary, you shall work such additional hours as may be necessary for you to perform your duties effectively and otherwise in accordance with the Company's policies pertaining to the same.

#### **3. Compensation & Benefits**

Your compensation structure is detailed out in **Annexure III**. Your compensation will be subject to deduction of tax at source. You will be solely liable for your personal tax liabilities and the Company makes no assurances that the remuneration has been structured in the most tax efficient manner or tax treatment applicable to certain emoluments, allowances or benefits will continue for the entire term of employment. The salary shall be paid in accordance with the Company's normal payroll practices.

The breakdown of the salary may need to be revised from time to time depending upon regulatory developments or otherwise, and the Company will not be liable for any additional tax liability you may face due to such revisions. In the event you are working remotely, you will not be eligible for certain benefits and allowances as stated in the Remote Working Policy.

We expect you to keep your salary details confidential at all times. Performance variable pay shall also be disbursed annually and shall be based on performance during the preceding calendar year. It may be noted that increments and performance variable pay, if any, shall both entirely depend upon your performance as assessed by the management, and will be at the sole discretion of the Company. The payment of any bonus, royalty, commission, incentive or other benefits (whether in cash or in other form) shall be at the absolute discretion of the Company,



and the Company shall not accept any claim on your part or your legal representatives, even if such payment was made repeatedly and without any explicit reservation as to its voluntary nature.

#### **4. Probation**

You shall continue to be on probation for a period of (6) six months from date of your joining the Company. During this period, your on-the-job performance will be assessed by your reporting manager. Necessary feedback will be given to you for improvement, as and when felt necessary.

In the event that your performance on-the-job is found to be unsatisfactory at any point of time during your probation period, your probation period may be further extended by a period not exceeding (6) six months. The Company also reserves the right to terminate your employment at its sole discretion during the probation period by serving (30) thirty days' prior notice or payment in lieu of such notice period or payment of proportionate salary in the event of any shortfall in the said notice period.

You will be deemed to be confirmed at the end of your probation period, unless communicated to you otherwise in writing.

#### **5. Leaves**

You will be entitled to leaves as per the extant policies of the Company.

#### **6. Expenses & Deductions**

You are authorized to incur reasonable and necessary expenses in business related travels, lodging and other expenses in the performance of your duties under the Agreement, provided such expenses are substantiated by way of appropriate documentary evidence to support claim for those expenses. The Company shall pay or reimburse such expenses to the extent you submit vouchers or other documentation in accordance with the Company's policy. No personal expenses shall be borne or reimbursed by the Company.

You agree and acknowledge that the Company may, subject to applicable laws, at any time during the term of employment or cessation thereof, deduct from your salary, or final settlement, any amounts owed by you, including but not limited to, any outstanding loans, advances, over payments or costs incurred by the Company due to any damage or loss to Company property, etc. caused by you.

#### **7. Employee Surveillance**

You agree and understand that the Company may use various modes to ensure that the internet, email facilities and other communication systems provided by the Company are used in an appropriate manner. These may include the scanning, reading, inspection, scrutiny of emails sent and received, and web sites visited or created by you. You acknowledge that you do not have any expectation of privacy when using the Company's resources. For the avoidance of doubt, and for the limited purpose of safeguarding the Company's confidential and proprietary information, the Company shall have the right to monitor any personal e-mail or social media forum that may be accessible to you or any information or data downloaded or uploaded which is of personal interest to you, respectively, while using the Company owned devices including but not limited to Gmail, AOL, Hotmail, Yahoo, Facebook, MySpace, Twitter, etc.

The Company also reserves the right to monitor its employees using various security measures including but not limited to closed circuit television systems. These may be installed on the Company's premises overtly or covertly

to ensure that the employees do not participate in or propagate any activities which are or could be prejudicial to the Company's business interests or which could bring it into disrepute.

## **8. Termination of Employment**

### **(a) Termination without Cause or Resignation**

Termination of your employment by you or the Company at any time during the employment, after the probation period, shall be based on a (60) sixty days' prior written notice, or payment of salary in lieu of such notice period or payment of proportionate salary in the event of any shortfall in the said notice period, as per the then applicable policies of the Company in this regard.

The Company may at its sole discretion waive all or part of the notice or allow you to pay salary in lieu of the notice period required to be served by you in the event of your resignation. Your resignation would have to be accepted by the Company to become effective. Once accepted, the resignation cannot be withdrawn by you without the express consent of the Company.

In the event of termination by the Company or in case of resignation tendered by you, the Company may require you to absent yourself from its premises on garden leave and not participate in the working of the Company during the unexpired portion of the notice period. During such garden leave, the Company may require you to have no contact with all or any of the Company's agents, employees, customers, clients, distributors and suppliers.

### **(b) Termination without notice**

The Company has a Disciplinary Policy in place under which it reserves its rights to take appropriate disciplinary action. This policy acts as a generic guide for initiating disciplinary proceedings, some of the events are:

- (i) Misconduct
- (ii) Repeated misconduct
- (iii) Breach of instructions by an employee
- (iv) Failure to safeguard the assets of the Company
- (v) Activities which bring the Company into disrepute
- (vi) Any furnished declaration is false
- (vii) The employee is found to have willfully suppressed any material information
- (viii) Criminal conviction by court of law
- (ix) Failure to adhere to People & Culture Policy and Code of Conduct, office procedures, rules and regulations that may be in force from time to time
- (x) Where situations warrant action outside this Policy

In the event that the Company exercises this right, it may at any time during the course of the employment terminate your employment, by stating its intention to do so in writing, without giving notice or a salary payment in lieu of that notice. Such an order may be preceded by an enquiry. If so, you may not be allowed to retire or resign during the period that such enquiry is under contemplation or in progress.

For further details, please refer to the People & Culture Policy.

### **(c) Termination for ill health**

If you, at any time, are prevented by ill-health or accident or any physical or mental disability (supported by adequate medical documentation) from performing your duties hereunder, you shall inform the Company and supply it with such details as may be required and if you are unable, by reason of ill-health or accident or disability for a period of [1] one month or more, to perform your duties hereunder, the

Company may take necessary next steps including termination of your employment and keep you informed.

- (d) You agree and provide your consent to the Company to undergo a drug test which will be conducted by a registered medical professional empaneled or engaged by the Company, in the event the Company has reasonable grounds for suspecting that you are under the influence of illegal drugs or alcohol while at work. On receipt of a positive test, the Company shall discuss the results with you and take necessary disciplinary action which may include termination of your services.
- (e) You agree and accept that any statutory or other 'last in, first out' rule or any modification thereof shall not apply in the event of termination of the Agreement for any reason whatsoever.

## **9. Retirement**

You will automatically retire on attaining the age of (62) sixty-two years. For this purpose, your date of birth, as per the legal / government records submitted by you to the Company as proof of date of birth, will be treated as final. You may be retired earlier, if found medically unfit. The management may extend the age of retirement for such period as may be mutually agreed upon between you and the Company.

## **10. Confidentiality & Code of Conduct**

The Company has a code of conduct, as well as confidentiality and non-compete agreements, primarily to address working standards and business interests. Annexure II contains a "Non-Competition, Non-Disclosure and Developments Agreement" – you are requested to sign your acceptance of this agreement and adhere to the norms set out in Annexure II, immediately upon joining the Company.

You shall not directly or indirectly usurp any corporate opportunities or otherwise engage in any conduct adverse to the best interests of the Company. You shall not indulge in any act of commission or omission that is likely to harm or affect prejudicially the reputation of the Company. It is also your duty to bring to the notice of management any acts or commissions of any other employee which may affect the Company prejudicially, immediately as they come to your knowledge.

You shall on no account place yourself in a position where your interests' conflict with those of the Company. You shall not at any time after termination of services represent yourself as being in any way connected with or interested in the business of the Company.

You agree that, notwithstanding the cessation of termination of your employment, the confirmations and undertakings under this clause shall always continue in full force and effect.

You agree to keep abreast of all policies of the Company, including those pertaining to code of conduct and confidentiality, as may be notified and/or revised from time to time, and agree to abide by them at all times, including after the cessation of your employment with the Company, to the extent applicable. The policies of the Company shall be available on the Company's intranet, as applicable from time to time.

## **11. Company Property**

You will be responsible for the safekeeping of, and return in good condition and order, all the Company's properties, which may be in your use, custody, care, or charge. The Company shall have the right to deduct the money value of such properties from your dues and take such actions as deemed proper in the event of your failure to account for them to the Company's satisfaction.

Upon the termination of the Agreement for any reason, you shall immediately hand over responsibilities to such person nominated for that purpose by the Company and shall deliver to such person all such papers, plans,

documents, memoranda, notes, records such as may be contained in magnetic media or other forms of computer storage, video tapes (whether or not produced by you) and any copies thereof, charge and credit cards and other property of the Company or other affiliates as may be in your possession, custody, control or power, including but not limited to any phones, computers, vehicles, etc. provided by the Company. You shall also produce a no-dues certificate from all applicable departments of the Company to this effect.

## **12. Transport**

All employees working in general shifts (9:30 am to 6:30 pm) will be provided with a fixed travel allowance for the ease of commute to and from office. All employees working in shifts outside the general shift timings i.e., night shift (AU/UK/US shift) will be provided with one-way door-to-door transport services by the Company at the Company's cost. Where any employee working in shifts (AU/UK/US) voluntarily chooses not to avail the Company's transport services, such employee will be granted a travel allowance for the purposes of commute.

## **13. Duties & Responsibilities**

Whilst in employment of the Company, you:

- shall use your best abilities on a full-time basis to perform the employment duties assigned to you, at locations designated by the Company, including customer offices.
- agree to comply with the Company's decision should it consider it necessary or appropriate to change your job title, reporting relationships, job duties and responsibilities, the legal entity that employs you and the jurisdiction where you are expected to perform your duties (despite location of your residence) on the basis of your performance or the Company's business requirements. Any such change shall not be deemed to violate the terms of the Agreement or constitute any basis for constructive or involuntary termination of employment, provided that the compensation payable to you is not reduced.
- shall not carry on any business or offer your services for any part of your time or be employed in any other Company or person or on your own, whether for gain or otherwise, directly or indirectly, without the prior written consent of the Company. You will devote your entire time and attention at work to your duties to promote and further the interests and business of the Company. Should you receive written consent under this Clause to conduct any such external activity, you shall not utilize the assets, resources and time of the Company for such external activities.
- shall not accept / take any presents, commissions or any kind of gratification in cash or kind nor lend to / borrow from any person, party, firm or concern having dealings with the Company without the prior written approval of the management, and in compliance of the then applicable policies of the Company in this regard, other than as may be expressly permitted under the People & Culture Policies (including the Morningstar Code of Ethics).
- shall not, either on behalf of the Company or in the pretext thereof, offer any government officer any consideration for the performance of any assessment or decision that may be favourable to the Company, other than the legally acceptable, official and Company approved consideration.
- are solely responsible for declarations and implications arising thereof for all personal income-tax purposes.
- shall, at all times, be subject to and bound by the policies, rules and regulations of the Company as may be updated from time to time unilaterally by the Company or as may be brought to your notice by the Company.
- shall not have the right or the authority to make any representation, contract or commitment for or on behalf of the Company without obtaining the prior written permission of the Company in this regard. You shall have no authority, implied or otherwise, to pledge the credit of the Company. In the event the Company is held liable for any damage, loss, claim or action arising directly or indirectly from any action

of yours in violation of this Clause, you shall indemnify the Company to the maximum extent permissible under the laws for the time being in force in India.

#### **14. Equitable Remedies and Employee Representations**

You agree and acknowledge that the restrictions contained in the Agreement, including but not limited to Clauses 8 and 13 of the Terms and Conditions, are reasonable and necessary for the protection of the business and goodwill of the Company. Accordingly, the rights and obligations under the Agreement shall survive the termination of the Agreement and shall not be extinguished by termination of the Agreement.

You agree that any breach or threatened breach of the provisions contained in the Agreement is likely to cause the Company substantial and irrevocable damage that is difficult to measure and may not be remedied solely by damages. Therefore, in the event of any such breach or threatened breach, you agree that the Company, in addition to such other remedies which may be available, shall have the right to obtain an injunction from a court restraining such a breach or threatened breach and the right to specific performance of the obligations under the Agreement, and you hereby waive the adequacy of a remedy at law as a defense to such relief.

You agree and acknowledge that the restrictions contained in the Agreement are considered to be reasonable in all circumstances for the protection of the legitimate interests of the Company and shall be enforceable independently. While the undertakings and agreements under the Agreement are considered by the Company and you to be reasonable in all circumstances, if one or more should be held to be invalid as an unreasonable restraint of trade or for any other reason whatsoever by a final adjudication of any tribunal or court of competent jurisdiction, but would have been held valid if part of the wording thereof had been deleted or the period thereof reduced or the range of activities or area dealt with reduced in scope, the said undertakings and agreements shall apply with such modifications as may be necessary to make them valid and effective.

#### **15. Warranties**

You hereby confirm and warrant that:

- i. you have carefully read and fully understood all the provisions of the Agreement.
- ii. you shall complete or have completed all the additional conditions as stipulated under **Annexure IV** of this Agreement
- iii. you have not been arrested, or convicted of, or cautioned for, or charged but not yet tried with any offence or crime, even if you are subject to a pardon, amnesty, or other similar legal action and there is no lawsuit, arbitration, administrative or other proceeding or governmental investigation pending or, to the best of your knowledge, threatened against you.
- iv. by entering into the Agreement or performing any of the obligations under it, you will not be in breach of any court order or any express or implied terms of any contract or other obligation binding on you. You further undertake to indemnify the Company against any such claims, costs, damages, liabilities or expenses which the Company may incur if you are in breach of any such obligations.
- v. you have all the necessary licenses, permissions, consents, approvals, qualifications and memberships required of you to perform the duties under the Agreement.
- vi. in the performance of your obligations, you will not utilize or make available to the Company any confidential or proprietary information of any third party or violate any obligations with respect to such information.

- vii. you have never been suspended, censured or otherwise been subjected to any disciplinary action or other proceeding, litigation or investigation by any state or governmental body or agency or any regulatory authority or self-regulatory organization.
- viii. any notice period you are required to give or to serve with a previous employer has expired on commencement of employment with the Company and that by entering into or performing any duties for the Company, you will not be in breach of any other obligations binding on you. You irrevocably undertake to indemnify the Company on a continuing basis from and against any loss, liability, damage, costs and claims which it may suffer or incur arising out of any claim by any other party that in performing your duties under the Agreement, you are acting in breach of any obligation you owe to such party.
- ix. all the information submitted by you which forms the basis for this employment is complete and correct. You agree and acknowledge that if it is found that the information submitted is false or incomplete or that you have concealed certain material information which detrimentally impacts the employment with the Company, the Company may terminate employment without providing any notice or pay in lieu thereof.

## **16. Data Protection**

You hereby confirm that you have read and understood the Company's data protection policy and that you shall comply with the data protection policy when processing personal data in the course of employment including personal data relating to any employee, customer, client, supplier or agent of the Company or any other affiliates.

You hereby expressly consent to the Company collecting, processing and handling data, including personal and sensitive personal data, relating to you for legal, personnel, administrative and management purposes. You further agree that the Company may transfer such data to its affiliates or service providers for legitimate business reasons, including but not limited to payroll processing, insurance benefits, etc.

## **17. Severability**

If any provision of the Agreement is held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect. Any invalid or unenforceable provision of the Agreement shall be replaced with a provision which is valid and enforceable and most nearly reflects the original intent of the invalid or unenforceable provision.

## **18. Indemnity**

Without prejudice to any other right available to the Company in law or under equity, you, at all times during the course of your employment in the Company (and even after the termination of the Agreement with respect to the terms contained herein), agree to indemnify and keep indemnified the Company, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands (including, without limitation, reasonable attorneys' fees and expenses) which the Company may suffer or incur or which may be made against the Company arising out of or in connection with any acts or omissions by you during the course of employment.

## **19. Amendments**

No modification or amendment of the Agreement and no waiver of any of the terms or conditions hereof shall be valid or binding unless made in writing and duly executed by both the parties.

## **20. Jurisdiction**

You will be governed by the general establishment rules of the Company, as are or maybe in force from time to time. Notwithstanding anything herein contained, any breach of any of the provisions in the Agreement or any instances of misconduct of any description whatsoever on your part or any act detrimental to the interests of the Company or loss of confidence by the management in you may entail dismissal with forfeiture of the right to notice, as also referred to in Clause 8 of these Terms and Conditions. The Agreement will be governed by the laws of the Republic of India, and the courts in Mumbai shall have the necessary jurisdiction, in the event of disputes, if any.

## **21. Notice**

Any notice, or other communication under this Agreement shall be sent by email/facsimile or by registered mail or by personal delivery or courier to the parties at their respective addresses set forth below (or at such other address as a party may previously have notified the other party):

All notices and other communications required or permitted under the Agreement will: (a) if delivered personally or by courier, be deemed given upon delivery or when delivery is refused; and (b) if delivered by email, be deemed given when electronically confirmed. Further, the parties mutually agree to make every reasonable effort and accommodation required for the timely receipt of notices required under this Agreement.

### **To the Company:**

Attention: Pratik Parikh  
Head—People & Culture, India

Address: Platinum Techno Park, 9th Floor, Plot No. 17 & 18, Sector 30A, Vashi, Navi Mumbai- 400 705, India

Email: Pratik.Parikh@morningstar.com

### **To the Employee:**

Attention: Harshita Nilesh Chaudhary

Address: C Block , Sachdev Nagar , C Building, , Room No.2, Near Datta Mandir, , Ulhasnagar-3,Ulhasnagar -2, , Thane,Maharashtra - 421002.

## **22. Survival**

The termination of your employment shall in no event terminate or prejudice: (i) any right or obligation arising out of or accruing under this Agreement attributable to events or circumstances occurring prior to such termination; (ii) any provision which by its nature is intended to survive termination, including the provisions contained in Annexure II of the Agreement.

## **23. Assignment**

This Agreement may be assigned by the Company to any successor employer and be binding upon the successor employer. The Company shall ensure that the successor employer shall acknowledge and continue to adhere to the provisions of this Agreement as if it were the original party to the Agreement.

**Annexure II**  
**Non-Competition, Non-Disclosure, and Developments Agreement**

Agreement made as of July 5, 2024 between Morningstar India Pvt. Ltd. (the "**Company**"), and Harshita Nilesh Chaudhary (the "**Employee**")

The Company and the Employee desire to enter into an agreement (i) defining the relative rights of the Company and its Affiliates and the Employee with respect to Confidential Information (as defined below), Intellectual Property (as defined below) owned by the Company Group to which the Employee may have access or may contribute as a result of the employment with the Company and (ii) setting forth the obligation of the Employee to refrain from soliciting other individuals associated with the Company and its Affiliates or competing with the Company and its Affiliates during his/her employment with the Company and for a period of time thereafter as provided herein.

For purposes of this Agreement, the "**Company Group**" shall mean the Company and all its current and future affiliates, "**Affiliates**" meaning, with respect to any business entity, any other entity that, directly or indirectly, through one or more intermediaries, controls, is controlled by, or is under common control with, the Company. For the purposes of this Agreement, "control" shall mean (a) ownership or control (whether directly or otherwise) of 51% or more of the equity share capital, voting capital, or the like of the controlled entity; or (b) ownership of equity share capital, voting capital, or the like by contract or otherwise, control of, power to control the composition of, or power to appoint, 51% or more of the members of the board of directors or other equivalent or analogous body of the controlled entity.

Now, therefore, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Company and the Employee hereby agree as follows:

**1. Confidential Information**

- (a) The Employee acknowledges that the Confidential Information (as defined below) relating to the business of the Company Group which the Employee has obtained or will obtain during the course of his/her association with the Company is the property of the Company Group or the customers of the Company Group. The Employee agrees that he/she will not disclose or use at any time, either during or after his/her employment with the Company, any Confidential Information without the written consent of the Board of Directors of the Company (the "Board"). The Employee agrees to deliver to the Company upon termination of his/her employment with the Company, or at any other time the Company may request, all memoranda, notes, plans, records, documentation and other materials (and copies thereof) containing Confidential Information relating to the business of the Company Group and its customers no matter where such material is located and no matter what form the material may be in, which the Employee may then possess or have under his/her control. If requested by the Company, the Employee shall provide the Company with written confirmation that all such materials have been delivered to the Company. The Employee shall take all appropriate steps to safeguard Confidential Information and to protect it against disclosure, misuse, espionage, loss and theft.
- (b) "Confidential Information" shall mean proprietary information which is not generally known to the public and which is used, developed, or obtained by the Company Group relating to its businesses and the businesses of customers, including, but not limited to: products or services; fees, costs and pricing structure; designs; analyses; drawings; photographs; reports; computer software, including operating systems, object codes, source codes applications, program listings, flow charts, manuals and documentation; data bases; business and operating plans; accounting and business methods; budgets; inventions and new developments and methods, whether patentable or unpatentable and whether or



not reduced to practice; formulas; all copyrightable works; the customers of the Company Group and such customers' confidential information; correspondence and all similar and related information in whatever form.

Confidential Information shall not include any information which (i) is publicly disclosed by law or is disclosed in response to an order of a court or governmental agency, (ii) becomes publicly available through no fault of the Employee or (iii) has been published in a form generally available to the public prior to the date upon which the Employee proposes to disclose such information. Information shall not be deemed to have been published merely because individual portions of the information have been separately published, but only if all the material features comprising such information have been published in combination.

## **2. Inventions and Patents**

- (a) In the event that the Employee, as part of the Employee's activities on behalf of the Company, generates, authors or contributes to any invention, developments, discoveries, new development device, product, proprietary information, process or method, trademarks, trade names, logos, art work slogans, know-how, source code, application development, designs, drawings, plans, business plans or models, blue prints, utility models, whether or not patentable and whether or not reduced to practice, any copyrightable work, any trade secret, any other Confidential Information, any other intellectual property, or any information that gives the Company Group an advantage over any competitor, or similar or related developments or information related to the Company Group's present or future business (collectively "Intellectual Property"), the Employee acknowledges that all such Intellectual Property is the exclusive property of the Company or the relevant Affiliate of the Company, as applicable. For the avoidance of doubt, the Company shall also have a right to freely develop and alter such material, results, and intellectual property rights and to license and assign them to third parties. All Intellectual Property prepared in whole or in part by the Employee will be deemed to be made under a contract of service under all applicable laws, and the Company or the relevant Affiliate of the Company, as applicable, will own all of the rights comprised in the copyright therein. The Employee hereby transfers and assigns to the Company or the relevant Affiliate of the Company, as applicable, and their respective nominees, successors and assigns, all rights, title, and interest in and to all Intellectual Property, together with the rights to sub-license or transfer any and all rights assigned hereunder to third parties, in perpetuity. The Employee agrees that such assignment shall be perpetual, worldwide, and royalty-free. The Employee will promptly and fully disclose all Intellectual Property to the Company and will cooperate with the Company or the relevant Affiliate of the Company, as applicable, to protect the Company's or the relevant Affiliate of the Company's (as applicable), interests in and rights to such Intellectual Property (including, without limitation, communicating and giving full information as to the exact mode of working and usage of the same and all such explanations and instructions to enable the Company to work the same effectively, providing reasonable assistance in securing patent protection and copyright registrations and executing all documents as reasonably requested by the Company or the relevant Affiliate of the Company, as applicable, whether such requests occur prior to or after termination of the Employee's employment with the Company). The Employee shall execute and file any document related to any Intellectual Property requested by the Board or the relevant Affiliate of the Company, as applicable, without any charge or compensation, including applications, powers of attorney, assignments or other instruments which the Board or the relevant Affiliate of the Company, as applicable, deems necessary to apply for any patent, copyright or other proprietary right in any and all countries or to convey any right, title or interest therein to any of the Company's or the relevant Affiliate of the Company's (as applicable) nominees, successors and assignees. In the event that the Company initiates or defends any legal action with regard to enforcing its rights in relation to the Intellectual Property, the Employee shall cooperate fully with the Company at the cost of the Company in the prosecution or defense of such action, both during and after termination of employment.

- (b) Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to the Employee, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. The Employee further acknowledges and agrees that he/she shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957. The Employee also agrees to assist and cooperate with the Company in perfecting the Company's rights in the Intellectual Property.

### **3. Other Businesses**

As long as the Employee is employed by the Company the Employee agrees that he/she will not, except with the express written consent of the Company, become engaged in, render services for, or permit his/her name to be used in connection with, any business other than the business of the Company or any corporation or other entity in which the Company has an equity interest.

### **4. Non-Competition**

- (a) Non-Compete Agreement: The Employee acknowledges and agrees with the Company that the Employee's services to the Company Group are unique in nature and that the Company Group would be irreparably damaged if the Employee were to provide similar services to any person or entity competing with the Company Group or engaged in a similar business as the Company Group. The Employee accordingly covenants and agrees that for a period commencing the date of this Agreement and ending two years after he/she ceases to be employed by the Company, the Employee will not directly or indirectly own, operate, manage, control, participate in, consult with, render for service, be employed by or assist in any way any entity which is competitive with the Company Group. Notwithstanding the foregoing, the Employee shall be permitted to own up to one percent (1%) of the stock of a publicly traded corporation which engages in a business which competes with the Company Group provided the Employee has no other relationship with such corporation.
- (b) Agreement of Parties as to Scope: If at the time of enforcement of any provision of this Agreement, including without limitation, paragraph 4(a) above, a court holds that the restrictions stated therein are unreasonable under circumstances then existing, the parties hereto agree that the maximum period, scope, or geographical area reasonable under such circumstances will be substituted for the stated period, scope or area.
- (c) Remedy for Breach: In the event of a breach by the Employee of any of the provisions of this Agreement, including without limitation, this paragraph 4, the Company or its successors or assignees or the relevant Affiliate of the Company, as applicable, may, in addition to other rights and remedies existing in the Company's or the relevant Affiliate of the Company's favour, apply to any court of law or equity of competent jurisdiction for specific performance and/or injunctive or other relief in order to enforce or prevent any violations of the provisions hereof.

### **5. Non-Solicitation**

The Employee agrees that for a period commencing the date of this Agreement and ending two years after he ceases to be employed by the Company:

- (a) Employee will not solicit, encourage, induce or accept, or attempt to solicit, encourage, induce or accept, directly or indirectly: (1) employee, marketing agent, vendor, partner or consultant of the Company Group to terminate his/her employment, agency, contract or consultancy with the Company Group, or any (2) prospective employee with whom the Company Group has had discussions or negotiations within six

months prior to Employee's termination of employment, not to establish a relationship with the Company Group, or (3) any account, client or customer with whom the Company Group have conducted any business or for whom the Company Group have performed any services during the period of the Employee's employment with the Company; or (4) any person or entity who was a potential account, client or customer of the Company Group as a result of contacts, including, without limitation, the exchange of proposals, having been made between the Company Group, through the Employee or otherwise, and such person or entity prior to the termination of the Employee's employment with the Company; and

- (b) Employee will not induce or attempt to induce any customer, supplier, licensee or other business relation of the Company Group to cease doing business with the Company Group, or in any way interfere with the relationship between any such customer, supplier, licensee or business relation and the Company Group.

## **6. Non-Disparagement**

During your employment or thereafter, you shall not make or induce any other person to make derogatory or disparaging statements (whether or not you believe the statements to be true) of any kind to any person whatsoever including on social media so far as such statements relate to the Company Group. This obligation shall remain operative during or after the term of your employment. The term "social media" shall include social networking sites such as Twitter, Facebook, LinkedIn, WhatsApp and other online forums that permit users to share information with others in a contemporaneous manner.

## **7. Disclosure**

The Employee agrees not to disclose to any person or entity not a party to this Agreement any information regarding this Agreement.

## **8. General Provisions**

- (a) **Severability:** Whenever possible, each provision of this Agreement will be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement is held to be invalid, illegal or unenforceable in any respect under any applicable law or rule in any jurisdiction, such invalidity, illegality or unenforceability will not affect any other provision or any other jurisdiction, and this Agreement will be reformed, construed and enforced in such jurisdiction as if such invalid, illegal or unenforceable provision had never been contained herein. The parties agree that a court of competent jurisdiction making a determination of the invalidity or unenforceability of any term or provision of this Agreement will have the power to reduce the scope, duration or area of any such term or provision, to delete specific words or phrases or to replace any invalid or unenforceable term or provision with a term or provision that is valid and enforceable and that comes closest to expressing the intention of the invalid or unenforceable term or provision, and this Agreement will be enforceable as so modified.
- (b) **Complete Agreement:** This Agreement embodies the complete agreement and understanding between the parties and supersedes and pre-empts any prior understandings, agreements or representations by or between the parties, written or oral, which may have related to the subject matter hereof in any way.
- (c) **Counterparts:** This Agreement may be executed in separate counterparts, each of which is deemed to be an original and all of which taken together constitute one and the same agreement.
- (d) **Successors and Assignees:** Except as otherwise provided herein, this Agreement will bind and inure to the benefit of and be enforceable by the Company, the Affiliates of the Company and the Employee and

their respective successors and assignees; provided that the rights and obligations of the Employee under this Agreement will not be assignable without the prior written consent of the Company.

- (e) Choice of Law: All questions concerning the construction, validity and interpretation of this Agreement will be governed by Indian law and subject to the exclusive jurisdiction of the courts of Mumbai.
- (f) Remedies; Intended Third Party Beneficiary: Each of the parties to this Agreement will be entitled to enforce its rights under this Agreement specifically, to recover damages and costs (including reasonable attorney's fees) caused by any breach of any provision of this Agreement and to exercise all other rights existing in its favour.

The parties hereto agree and acknowledge that the Employee's breach of any term or provision of this Agreement will materially and irreparably harm the Company Group, that money damages will accordingly not be an adequate remedy for any breach of the provisions of this Agreement by the Employee and that the Company in its sole discretion and in addition to any other remedies it may have at law or in equity may apply to any court of law or equity of competent jurisdiction (without posting any bond or deposit) for specific performance and/or injunctive relief in order to enforce or prevent any violations of the provisions of this Agreement. Further, the Company and the Employee acknowledge and agree that the Affiliates of the Company are intended third party beneficiaries of this Agreement and shall be entitled to enforce the terms of this Agreement and obtain the remedies for breaches or anticipated breaches hereof to the same extent as the Company.

- (g) Amendment and Waiver: The provisions of this Agreement may be amended and waived only with the prior written consent of the Company, the Employee and the relevant Affiliate of the Company

In witness whereof, the parties have executed this Agreement on the day and year first above written.

**For Morningstar India Private Limited,**



**Pratik Parikh**  
**Head – People & Culture, India**

**Employee Details**

Name of Employee                      Harshita Nilesh Chaudhary

Signature                                      \_\_\_\_\_

## Annexure III Compensation

Compensation		
		Amount Per Annum (INR)
<b>Total Compensation (A+B+C+D)</b>		<b>406,575</b>
Base Pay & Allowance (A+B)		339,600
Performance Bonus 7% of Base Pay (C)		21,000
Retirals Offered (D)		45,975
Pay Components		
	Amount Per Month (INR)	Amount Per Annum (INR)
<b>Base Pay (A)</b>	<b>25,000</b>	<b>300,000</b>
Basic Salary	12,500	150,000
House Rent Allowance	6,250	75,000
Statutory Bonus	3,000	36,000
Flexi Reimbursement/City Compensatory Allowance	3,250	39,000
<b>Total Allowance (B)</b>	<b>3,300</b>	<b>39,600</b>
Travel Allowance	2,200	26,400
Meal Allowance	1,100	13,200
Shift Allowance	-	-
Flexi Reimbursements		
	Remarks	Max Limit Per Annum
<b>Total</b>		
Books & Periodicals	As per eligibility	Not Eligible
Telephone Bill	As per Eligibility	Not Eligible
Food Coupons	PM 1100 / 2200 / 3300	Not Eligible
LTA	Least of (2*Basic PM) or (2 Lac)	Not Eligible
1	Reimbursement amount can be claimed monthly (Subject to submission of valid bills as per eligibility on ADP portal). If bills are not submitted, the amount can be claimed subject to TDS. Unclaimed amount will be paid taxable at financial year end.	
2	TDS applicable as per Tax Laws.	
3	Gratuity will be applicable on completion of 5 years in the Morningstar India Pvt. Ltd.	
4	Performance Bonus is discretionary in nature and is over and above Base salary and calculated based on company, Business unit and individual performance. Your Performance Bonus will be pro-rated based on start date in your first calendar year with us, provided your start date is before October 1st.	
5	Shift allowance is subject to working in shifts. Employees working in Early Morning, Afternoon & Night shift are eligible for shift allowance, prorated to no. of days worked in whichever shift. General shift employees are not eligible for shift allowance.	
6	All employees working in general shifts (9:30 am to 6:30 pm) will be provided with a fixed travel allowance for the ease of commute to and from office. All employees working in shifts outside the general shift timings i.e. morning /afternoon / night shift (AU/UK/US shift) will be provided with one-way door-to-door transport services by the Company at the Company's cost. Where any employee working in shifts (AU/UK/US) voluntarily chooses not to avail the Company's transport services, such employee will be granted a travel allowance for the purposes of commute.	
7	At Morningstar, we have teams that work in various shifts owing to business need and to work closely with global teams. In case your team works in shifts, please note you may be required to work in rotational shifts.	
8	Company transport is mandatory for female employees and they will not be eligible for travel allowance (Only for females working in odd Shift)	
9	**Please note NPS contribution will be made only If the employee is willing to contribute an equivalent amount (Election on ADP is mandatory to avail this benefit)	

**Benefits Offered**Company Contribution / Eligibility Per  
Annum (INR) | Invest in Your **Retirement (D)****45,975**

Employer Provident Fund	21,600
NPS Employer Contribution *	15,000
Gratuity Provision	9,375

 | Invest in Your **Well-Being**

Health Insurance (Self + Spouse / Partner (LGBTQ) + Parents + 2 Children)	450,000
Accidental Insurance (Employee only)	5,000,000
Term Life Insurance (Employee only)	2,500,000
Paid Holidays, Time Offs & Flexi Working Hours	Eligibility as per policy
Connect & Heal (Self + Spouse / Partner (LGBTQ) + Parents + 2 Children)	Emergency health services
Employee Assistance Program (Self + any 5 family members)	"Your Well-Being Coach"
Creche/Day-Care	Support Parenthood

 | Invest in Your **Growth**

Education Stipend	Yearly eligibility as per policy
CFA	Sponsored program as per policy
LinkedIn Learning	Sponsored membership
Librarywala.com	Book library membership

 | Invest in **Great Talent**

Internal Job Posting	Internal growth prospect
Employee Referral Plan	Additional monetary benefit
Rewards & Recognition	Monetary & non-monetary awards

 | Invest in **Ownership**

Shared Ownership Program	Equity plan with company contribution
Impact Awards	Performance based equity awards

 | Invest in **Your Community**

Matching Gifts Program	Community support
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**Annexure IV**  
**Individual Benefits and Terms & Conditions**

- The Company may or may not pay such additional benefits at its sole discretion.
- As a part of your background verification process, you shall submit your [--insert name of the document--] within a period of [--insert specific time period--] from the effective date of your employment or within such time beyond the specified time as may be communicated to you, in writing, by the People & Culture team at the Company's sole discretion.

## Employment Offer Letter

Dear Mukund,

**Congratulations!** We are pleased to confirm that you have been selected to work for Data Trained Education Pvt. Ltd.

We are delighted to make you the following job offer.

The position we are offering you is that of “**Investment Banking Trainer**” and you will be reporting to the **Designated Manager**.

The compensation and other benefits that you would be entitled to are stated in the enclosure to this letter. Details of the terms and conditions of offer are as under:

1. You will be designated as an **Investment Banking Trainer** and will work from home until further notice.
2. Your date of commencement of employment will be **October 3, 2023**.
3. You will be entitled to a CTC (Cost to Company) of **INR 7,20,000**. The breakup of the CTC can be found in the enclosed **Annexure A**.
4. You will be on probation for a period of 3 months from the date of joining.
5. Your employment would be subject to the Terms & Conditions as explained to you and mentioned in your offer letter, which will be issued to you on completion of probation.
6. You will not be entitled to monetary benefits if you resign within a period of 1 month from your date of joining.
7. You need to upload all the documents as listed in **Annexure B**, before your date of joining. (Joining form link is shared in the email)

The Offer of employment is subject to Verification of the documents/references submitted by you to the Company.

Kindly sign a copy of this letter as a token of your acceptance of this offer within 01 day.

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

We take this opportunity to welcome you and your family into the folds of our company.



Truly yours,

Kaushik Aeri  
AVP - Human Resource  
Datatrained Education Pvt. Ltd.



### ANNEXURE A

Mukund	Annual	Monthly
	720000	60000
<b>EARNINGS</b>		
Basic Salary	482400	40200
HRA	237600	19800
<b>Total Earnings (A)</b>	<b>720000</b>	<b>60000</b>
<b>STATUTORY BENEFITS</b>		
Provident Fund	0	0
ESIC	0	0
<b>CTC</b>	<b>720000</b>	<b>60000</b>
<b>DEDUCTIONS</b>		
PF Employee	0	0
PF Employer	0	0
Insurance Premium	0	0
<b>Total Deductions (B)</b>	<b>0</b>	<b>0</b>
<b>Net Earnings (A-B)</b>	<b>720000</b>	<b>60000</b>

### ANNEXURE B

1. 2 Passport size color photographs - With White Background Only
2. PAN Card – Original and Photocopy
3. Aadhar Card – Original and Photocopy
4. Each of the following (Carry in Original & Photocopy):
  - a) Std. X' th Mark sheet and certificate
  - b) Std. XII' th Mark sheet and certificate
  - c) Mark Sheets / Certificates of all years of Graduation and Post-Graduation
  - d) Medical Fitness Certificate from any MBBS registered practitioner
  - e) Covid Vaccination Certificate (At least 1 dose is advisable)
  - f) Bank Proof - Cancelled Check
  - g) Relieving letter and Resignation acceptance from last employer (if applicable)
  - h) Previous Organizations Experience Certificates (if applicable)
  - i) Copy of your last 3 months salary slip (if applicable)
  - j) Form 16 from your previous employer/salary certificate (if applicable)

**1. Other Benefits:** You shall be entitled to the benefits of PF, ESIC & Gratuity as per the provisions of the act.

You will be entitled for increments in salary, based on your performance and as may be applicable to your job level and will be at the sole discretion of the Management.

On confirmation with the services of the company, you will be entitled to certain benefits and allowances / variables (if any), as applicable to your grade.

**2. Probation:**

You will be on probation for a period of 03 months. During that period, the services may be terminated by giving a notice of 30 (thirty) calendar days by either side.

The probation period may be extended, at the sole discretion of the Management, for a further period not extending six months. Unless you receive an email stating that your probation is being extended, your probation will automatically end after 3 months, and your employment with DataTrained Education will be confirmed.

**3. Incentive:**

If applicable, you will be entitled to Incentive as described in your offer letter.

**4. Provident Fund & ESIC:**

You will be entitled to become a member of the Provident Fund & ESIC. The deductions shall be made as per the provisions of the respective Acts.

**5. Tax and Other Deductions:**

Any tax obligations arising from the receipt of the above remuneration will be your personal liability. The Company reserves the right to deduct from your salary all taxes and dues so required by government or municipal authorities and remit it to the concerned department if so warranted under any statute or circumstances.

Any other mandatory deductions or contributions, such as, Provident fund etc., whichever and whenever applicable to your grade shall be deducted from your salary.

**6. Duties and Transfer:**

i) You will perform duties assigned to you by the Management from time to time.

ii) Your services will be liable to be transferred from one department to another, from one branch to another, from one division to another within the Company and/ or within Associate or Group Companies, within the country or abroad, at the sole discretion of the Management.

**7. Medical Examination:**

Your appointment and continuation thereof, is subject to examination of mental and physical fitness by a doctor, either referred or appointed by the company from time to time, or being advised by the Company accordingly.

**8. Retirement Age:**

You will retire/superannuated from the services of the Company on attaining the age of retirement, namely i.e 58 years, or such as may be fixed from time to time by the Company or earlier if you are found physically or mentally unfit.

**9. Breach of Trust:**

During the course of your employment, you shall not either directly or indirectly, engage in, or be interested in, any service or business or profession other than that of the company, Breach of this condition will entitle the Company to terminate your employment.

**10. Confidentiality:**

You will maintain complete secrecy about the process of manufacture or any data or confidential information, which you may come across during the course of your employment with us. You will also be expected to maintain confidentiality as regards the Terms & Conditions of your Offer Letter.

Divulgence of these secrets to any person outside the organization during and after your services to our competitor or otherwise will result in immediate termination of your services. Needless to say that you will be provided with an opportunity to explain your side, should situations occur.

**11. Company property:**

Any samples, brochures, drawing tools, gadgets and any other Company property, which you may receive during the course of employment, will be used with utmost care and would be produced for inspection when demanded. You will return any of the above, given to you during the course of your employment, at the time of separation from the organization.

**12. Disciplinary Action:**

You will be required to fill such forms and reports, which will be designed and made applicable by the Management from time to time for the purpose of MIS activities. Delay or refusal in submission of these reports may lead to disciplinary action. Similarly, acts of misbehavior, insubordination, immoral activities will attract disciplinary action.

Management will be entitled to suspend you from service without notice or salary in the event of disciplinary action being initiated against you for misconduct and pending result of the same. In case you are found guilty of any misconduct, you will be liable to be dismissed from service with the Company without any notice or any payment in lieu of notice or can be given a lesser punishment, at the Management's sole discretion.

**13. Working Hours:**

You will be required to work such hours as may be specified from time to time for the employees of your category in the establishment where you are posted. When work pressures demand it, you will be expected to work longer hours or on holidays. It is not the practice of the Company to compensate its employees financially for work undertaken outside of any normal working hours.

**14. Leave, Attendance and Compensation:**

In addition to the designated public holidays as listed and approved by the Company's Management, you shall be governed by the terms and conditions laid down in the Company Leave policy. Only Sick leaves can be availed (at the rate of 1 per month) during probation and your Earned Leaves will be accrued at the rate 1.5 per month, which you can avail once you are confirmed. Please refer to Annexure 1 for the detailed Leave, Attendance & Compensation Policy.

**15. Notice Period:**

After confirmation, your services will be subject to termination by 90 days notice or as specified below, in writing, on either side or on payment of 90 days Gross Salary in lieu of notice.

If the resignation is captured in the system before the 10th, then the salary for the previous month will be on hold and released with the Full and Final settlement within 45 business days after clearance from all departments.

**16. General rules:**

All other conditions of your service will be governed by the law and rules applicable to the employees of your category at the place of your posting from time to time. The company has the sole right to change, modify, or alter any employment policy, which shall be made applicable to your grade, shall be informed individually during the time of implementation of the changes.

You are advised and required to visit your HR Portal HROne to visit the HR Handbook, which has the HR Policies and Administration rules of the company. You are also requested to complete your New Hire Induction within 01 days of Date of Joining.

**17. Detailed Employment Terms:**

For further details of your employment terms and conditions please refer to Annexure 1, Annexure 2, Annexure 3 and Annexure 4.

Please refer to each page as a token of your acceptance of the above mentioned terms and conditions.

**The validity of this offer letter is subject to submission of all the requisite documents / testimonials as mentioned in the offer letter. Kindly ensure to submit pending documents, if any.**

**Any missing document if not submitted would be treated as violation of company terms and conditions.**



Truly yours,

Kaushik Aeri  
AVP - Admin & Operations, HR Head  
Datatrained Education Pvt. Ltd.

## Annexure 1

### Employee Leave, Attendance & Compensation Policy

#### 1. Overview

Employees at Data Trained Education PVT. LTD. are expected to be present for work, on time, every day. Regular attendance and punctuality are important to keep your team and company operating. Arriving late, being tardy, or absent causes disruptions and is not acceptable.

#### 2. Leave Policy

- Employees in the non-sales process are entitled to 6 Week Offs in a month or as decided by the management. This could be Sundays or any other day of the week and the same would be communicated to you by your reporting team leader from time to time as per the business requirement.
- In the 1st month of joining no paid leaves are allowed.
- Employees are entitled to 18 Earned Leaves (EL) in a year on a monthly accrual basis. At the end of financial year 2.5 earned leaves can be carry forward to the next year and 2.5 earned leaves can be encashed (i.e. on basic salary).
- Employees are entitled to 12 Sick Leaves (SL) in a year on a monthly accrual basis. Only 1/4 of the balance sick leaves will be carry forward to the next year.
- It is mandatory to submit the required medical documents in case of Sick Leaves for more than 01 day. However, your supervisor may ask for a medical certificate for a one-day sick leave as well.
- During probation if you take sick leave for more than 1 day, then the management holds the right to withdraw your offer without any payout.

#### 3. Calculation of attendance infractions

- Official Shift Timings are 10 AM to 7 PM (9 hours). This is subject to change as decided by the management from time to time. Please note that reporting time is 15 minutes before your official shift start time.
- It's mandatory to Clock in and Clocks Out in the HR portal HROne at the start and end of shift. The salary will be disbursed as per your schedule in the HROne only and your monthly Roster.
- In case of working from home (WFH) employees need to be present with camera "ON" in the meeting at 1PM.
- Any instance wherein an employee is late by more than 15 minutes (after the first 3 instances in a month) will be marked as a half day.
- If an employee is late by more than an hour, a half-day will be marked.
- If required, employees can get their attendance regularized by creating a request in HROne, which can be approved by the manager. In case you missed to mark your attendance in HROne, only 3 attendance regularisations will be entertained.
- Your week off will be counted as leave, if you apply for a leave the day after and before your week off. For eg - If you have a week off on Sunday and you apply for leave for Saturday and Monday then your week off will be counted as leave.

## Annexure 1

### 4. Absence Report Policy

Employees must report each day if they are absent. Failure to call at least one hour prior to the employee's shift will mean **no-call-no-show** and the employee will be marked as unpaid leave. Leaves are to be applied on HROne and are subject to approval by the employee's Team Lead/Manager.

### 5. Overview of disciplinary action for attendance infractions

Attendance issues will result in progressive disciplinary action, which can go up to and including termination based on the following point system:

- Verbal warning
- Written warning
- Meeting with manager/supervisor, possible suspension
- An employee is subject to termination

If an employee is absent for three or more consecutive days, evidence for excusing the absence, such as a doctor's note is mandatory.

If an employee is a no-call-no-show for three or more consecutive days, and hasn't responded to the calls/emails of manager or HR, it will be considered a job abandonment, and the employee can be terminated without notice.

Employees may request exceptions for work absences from HR and Management. These must be approved on a case-by-case basis.

### 6. Excused, unpaid absences without disciplinary action

Excused, unpaid absences can be granted for funerals, jury duty, bereavement, childbirth, accident, medical appointment, and unavoidable emergencies. In these cases, employees must provide documentation to prove a reason for the absence.

### 7. Failure to clock-in or clock out.

Employees must mark their Attendance for each shift on HR Portal HROne. If there is any problem recording their attendance they have to inform their manager immediately followed by raising a ticket on HROne. Employees who consistently fail to mark Attendance may receive disciplinary action, up to and including termination.

### 8. Notice Period in Probation and After Confirmation

Notice Period in Probation is 30 (thirty) working days and post probation the notice period will be 90 days. If the employee does not serve the notice period, the shortfall will be recovered from the employee.

You will not be eligible for any monetary settlement if you leave the organization within 1 month from the date of joining and if you are unable to clear your final assessment (mock call).

Any leaves taken during the notice period would be marked as Loss Of Pay. EL's can be used subject to management approval and for SL it is mandatory to provide supporting documents.

## Annexure 2

### Non-Disclosure Agreement

In consideration of the remuneration paid by the Company, the receipt and adequacy of which is hereby acknowledged, the Employee hereto agree as follows:

1. **Confidential Information:** The Parties agree that information disclosed orally or in writing or made available by Data Trained Education Pvt Ltd to the employee, including, but not limited to:

- a) Information acquired from employees/clients/students
- b) Trade secrets
- c) Strategic plans
- d) Invention plans
- e) Disclosures
- f) Customer information
- g) Computer programs
- h) Software codes
- i) Databases
- j) Suppliers
- k) Software
- l) Distribution channels
- m) Marketing studies
- n) Intellectual property

Information relating to process / products / designs / business plans / business opportunities / marketing plans / finances / research / development / know-how or personnel / confidential information originally received from third parties / information relating to any type of technology and all other material whether written or oral, tangible or intangible, shall be deemed "Confidential Information". In addition, the existence and terms of this Agreement shall also be treated as Confidential Information. The parties agree that any Confidential Information disclosed prior to the execution of this Agreement during the course of employment was intended to be and shall be subject to the terms and conditions of this Agreement.

2. **Restrictions and Exceptions:** The Employee agrees to maintain the confidentiality of the Confidential Information and to prevent its unauthorized dissemination or use for a period of two (2) years from the date of the last disclosure by the Company.
3. **Non-Disclosure:** The Employee expressly agrees that he/she shall not use Confidential Information provided by the Company in the development or delivery or for personal gain from providing any products or services for his/her own account or for the account of any third party. The Employee shall protect the Confidential Information by using the same degree of care, but no less than reasonable care, to prevent the unauthorized use, dissemination or publication of the Confidential Information as the Employee uses to protect its own Confidential Information. The Employee shall limit its internal disclosure of

## Annexure 2

the Confidential Information to only those employees and agents who have a need to know the information for the limited purpose of executing his/her job responsibility.

4. **Ownership of Confidential Information:** All Confidential Information, and all material items delivered by the Company to the Employee, remains the property of the Company and no license or other rights in the Confidential Information are granted to the Employee by this Agreement or by the act of disclosure.
5. **Return of materials and documents:** Upon the written request of the Company, the Employee shall return to it (or, at the request of the Company, erase or destroy) all materials that contain or embody any Confidential Information of the Company, including but not limited to all computer programs, documentation, financial statement, forms, notes, plans, drawings, customer information and copies thereof. Return or destruction of such material shall not relieve the Employee of its obligations of confidentiality. Upon the request of the Company, the Employee will certify that it has complied with the provisions of this paragraph.
6. **Non-Circumvention:** The Employee agrees to not circumvent the Company and work with business associates, clients, and other third-party vendors introduced by the Company. This non-circumvention provision shall expire at the end of two (2) years from the termination of this Agreement.
7. **Non-Solicitation:** For a period of two (2) years after the termination of this Agreement, the Employee agrees that he/she will not solicit for work, or provide service or advice or assist others with the opportunity to do the same, any Client of any Company. For a period of two (2) years after the termination of this agreement, the employee shall not be engaged in any startup or company with the same products as in the current company. The employee agrees that he will not share any trade secrets with a third party for a period of two (2) years after the termination of this agreement.
8. **No Tampering:** While Employee is employed by the Company and for two years following the termination of Employee's employment with the Company, the Employee shall not (a) request, induce or attempt to influence any supplier of goods or services to the Company to curtail or cancel any business they may transact with the Company; (b) request, induce or attempt to influence any customers of the Company that have done business with or potential customers which have been in contact with the Company to curtail or cancel any business they may transact with the Company; or (c) request, induce or attempt to influence any employee of the Company to terminate his or her employment with the Company.
9. **Remedy:** The Employee hereby acknowledges that unauthorized disclosure or use of Confidential Information or a breach of this Agreement is a fraud perpetrated on the Company, which could cause significant and irreparable financial harm. Accordingly, the Employee agrees that the Company shall have the right to seek and obtain injunctive relief from breaches of this Agreement in addition to any money damages in excess of Rs.10



## Annexure 2

lakh per each instance of breach of agreement, other rights and remedies it may have from a court of competent jurisdiction.

10. **Termination:** This Agreement shall survive and remain in effect and expressly terminated in writing and signed by all Parties, or until two (2) years from the date of termination of employment between the Company and the Employee.
11. **General:** This Agreement contains the entire agreement between the parties, and supersedes any prior written or oral agreements between them concerning the subject matter contained herein. The provisions of this Agreement may be waived, altered, amended, or repealed, in whole or in part, only upon the written consent of all parties. The waiver of any party of a breach or violation of any provision of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach thereof. This Agreement constitutes the product of negotiations of the parties hereto and any enforcement hereof will be interpreted in a neutral manner and not more strongly for any party based upon the source of the draftsmanship of this Agreement. If any provision of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions hereof shall continue to be fully effective.
12. Any promotional videos or Photos wherein an employee is engaged with or has been featured will be termed as the property of the company, and the said employee is not entitled to any Royalty or claim in the future.

The Employee acknowledges that the Company shall or may in reliance on this agreement provide Employee access to trade secrets, customers, and other confidential data and goodwill. Employee agrees to retain said information as confidential and not to use said information on his or her own behalf or disclose the same to any third party.

On Behalf Of Data Trained Education Pvt. Ltd.



Human Resources

Employee Signature: \_\_\_\_\_

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

## Annexure 3

### Zero Tolerance Policy - Data Trained Education Private Limited

**Policy Objective:** Data Trained is committed to maintaining the highest ethical and legal standards in the organization practices and thus, ensures maintaining transparency, integrity, and accountability. This Policy of Zero Tolerance is intended to ensure that mutual respect, transparency, and discipline is maintained in the organization at all times.

**Scope:** The Policy applies to all Data Trained employees, regardless of their position/role in the organization and employment type (full-time, contractors, consultants, freelancers, vendors, and any other related parties).

**Policy Definition:**

*(Please note: Each of the below-mentioned points is of the same extreme importance, they are not in an order of preference/significance.)*

**1. Substance Use and Abuse:**

- 1.1. Arriving at work under the influence of alcohol or drugs
- 1.2. Chewing tobacco/Smoking in or around the work areas (Smoking is only allowed in designated Smoking Areas or outside the office premises).
- 1.3. Consuming drugs or alcohol in the company premises.

**2. Sexual harassment/assault/remarks** on a co-worker/customer (covered under the Prevention of Sexual Harassment Act, 2013). Examples of behavior that can constitute sexual harassment include, but are not limited to:

- 2.1. Unwanted touching, patting or leering
- 2.2. Inquiries or comments about a person's sex life
- 2.3. Telephone calls with sexual overtones
- 2.4. Gender-based insults or jokes causing embarrassment or humiliation
- 2.5. Repeated unwanted social or sexual invitations
- 2.6. Inappropriate or unwelcome focus/comments on a person's physical attributes or appearance

**3. Personal Harassment** on a co-worker/customer:

- 3.1. Objectionable conduct/comment
- 3.2. Making display that demeans, belittles, or causes personal humiliation or embarrassment to a colleague

**4. Bullying**

- 4.1. Unjustified criticism
- 4.2. Trivial fault-finding
- 4.3. Humiliating a co-worker (especially in front of others)
- 4.4. Ignoring/overruling/isolating/excluding a coworker
- 4.5. Bullying from a superior: It may include denying necessary information/resources, increasing responsibility while removing authority.

## Annexure 3

5. **Disclosure/theft/sale/ improper handling** of protected or confidential information of clients and/or employees
  - 5.1. Falsification of accounts or any other data/document
  - 5.2. Misappropriation of funds, supplies of other assets, etc
  - 5.3. Impropriety in the handling or reporting of money or financial transactions.
  - 5.4. Receiving false/fabricated invoices/bills/medical proofs etc.
6. **Damaging/Destroying/Sabotaging** the company property (physical or intellectual).
7. **Inappropriate Language/Tone/Gestures:**
  - 7.1. Shaking fists
  - 7.2. Kicking/punching
  - 7.3. Screaming at others, especially in front of others
  - 7.4. Verbal abuse including offensive, profane, and vulgar language
8. Threatening or being Violent with Coworkers/Customers.
9. Carrying any kind of weapons/sharp objects in the office.
10. Uninformed absence for more than 3 days: If the employee hasn't come to the office for more than 3 days, and hasn't informed his reporting Manager/TL in writing.
11. Engagement in any kind of fraud/corruption activity with coworkers/customers/vendors in your own name or the name of Data Trained.  
Offering/giving/soliciting of acceptance of an inducement or compensation including any gift, loan fee, payment, incentive, favor, or advantage which may influence the action of any person; contrary to the proper conduct of their duties.

If any employee is found violating any of the above, it will lead to strict action against them, which may include termination of their employment.

On Behalf Of Data Trained Education Pvt. Ltd.



Human Resources

Employee Signature: \_\_\_\_\_

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

## Annexure 4

### Grievance Policy

Data Trained Education aims to resolve problems and grievances promptly and as close to the source as possible with graduated steps for further discussions and resolution at higher levels of authority as necessary.

#### Statement of General Principles

- ✓ Complaints must be fully described by the person with the grievance.
- ✓ The person(s) should be given the full details of the allegation(s) against them.
- ✓ The person(s) against whom the grievance/complaint is made should have the opportunity and be given a reasonable time to put their side of the story before resolution is attempted.
- ✓ Proceedings should be conducted honestly, fairly and without bias.
- ✓ Proceedings should not be unduly delayed.

#### PROCEDURES

The following is a four level process:

1. The Employee attempts to resolve the complaint as close to the source as possible. This level is quite informal and verbal.
2. If the matter is not resolved, the Employee notifies the Supervisor (in writing or otherwise) as to the substance of the grievance and states the remedy sought. Discussion should be held between employees and any other relevant party. This level will usually be informal, but either party may request written statements and agreements. This level should not exceed one week.
3. If the matter is not resolved, the Supervisor must refer the matter to the Manager (or Board of Directors if applicable). A grievance taken to this level must be in writing from the employee. The Supervisor will forward to the Manager any additional information

## Annexure 4

thought relevant. The Manager will provide a written response to the Employee. The Manager also communicates with any other parties involved or deemed relevant. This level should not exceed one week following the next scheduled meeting.

4. If the matter is not resolved, the Employee will be advised of his / her rights to pursue the matter with legal external authorities if they so wish.

On Behalf Of Data Trained Education Pvt. Ltd.



Human Resources

Employee Signature: \_\_\_\_\_

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



## **TRAINING ASSESSMENT CLEARANCE DECLARATION**

I, \_\_\_\_\_ acknowledge that I have been informed of the severity of training assessment clearance.

### **ASSESSMENT LIST**

<b>DAY</b>	<b>ASSESSMENT NAME</b>
Day 1	Product Training & Overview
Day 2	Open Written Assessment
Day 3	Open Written Assessment
	Closed Written Assessment
Day 4	Mock Calls Assessment

I hereby declare that I have complete understanding and acceptance that my Service Continuity shall be contingent to successful completion & clearance of all the above mentioned assessments.

Note: In case of discontinuance of service due to assessment (mock call) failure or below average performance, the company shall not pay you for the days served.



Human Resource

DataTrained Education Pvt. Ltd.



Dear **Nikita Vaijnath Balkar**

We are delighted to welcome you to **Jio Payments Bank Limited**, an associate company of Jio Financial Services Limited (JFSL).

JFSL aims to democratize digital finance across India and to digitally deliver financial products to every Indian and promote financial well-being. It gives us immense pleasure in extending an offer to you for being a part of this exciting journey towards financing the realisation of dreams of every Indian.

You are requested to go through the content of this letter thoroughly. If you have any queries, please feel free to reach out to the Recruitment Manager Details below :

**Phone Number: +918095936194**

**Email ID: [nikita.kumar@jjobank.in](mailto:nikita.kumar@jjobank.in).**

Once again, we welcome you to join this journey of democratising the digital finance in India. Wish you good luck and a successful career at JFSL.

### **JFSL – The Organisation of Tomorrow**

Our vision is to build a future-ready financial services conglomerate, and we believe that you are an integral part of this journey.

At JFSL, we have outlined the key value propositions which shapes our organization and define our culture:

- **Organization created on Trust:** We prioritize trust and transparency in all our interactions, both internally and externally.
- **Journey towards creating the largest digital financial services entity:** We are dedicated to become the leading digital financial services provider and revolutionize the industry in India.
- **Passionate & Ambitious:** We encourage our employees to be driven by passion and ambition, pushing boundaries and constantly striving for excellence.
- **Appetite for Innovation & Entrepreneurial Culture:** Innovation lies at the heart of everything we do. We foster an environment that encourages creativity and embraces new ideas with an





entrepreneurial culture that empowers our employees to take ownership, make impactful decisions and drive meaningful change.

- **Key focus on Long-Term Gratification:** We value long-term growth and satisfaction, aiming to create sustainable success for our employees and stakeholders.
- **Compliance with Conscience:** Compliance with conscience involves embracing a conscientious approach to doing what is right. It serves as the bedrock of our actions and reinforces our commitment to upholding our reputation and adhering to regulations.

At JFSL, we emphasize the importance of our Values and Behaviours. These six values embody our collective understanding of what we believe, how we aim to behave, and what we aspire to be as an organization:

- **Delivering customer value:** We are committed to delivering exceptional value to our customers, going above and beyond to meet their needs.
- **Ownership mindset:** We encourage every employee to take ownership of their work, displaying a sense of responsibility and accountability.
- **Respect and Integrity:** We value respect, integrity, and ethical conduct in all our interactions, treating everyone with dignity and fairness.
- **Pursuing excellence:** We strive for excellence in all aspects of our work, continuously raising the bar and challenging ourselves to achieve greatness.
- **One team:** We foster a collaborative and inclusive environment, recognizing the power of teamwork and celebrating diverse perspectives.

As you embark on this exciting journey with us, we believe that embracing these values and behaviours will contribute to your personal growth and professional success.

We are excited to extend this offer of employment to you at **Jio Payments Bank Limited (JPBL)**.



## Conditions of the offer

This offer of employment is subject to you completing the following requirements 1-4 and providing all of the below information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent. We reserve the right to withdraw our offer of employment/ terminate your employment with us without assigning any reason whatsoever thereof, or delay your joining date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

1. Confirming your acceptance of this offer of employment, within Seven (07) days of the date of this letter issuance as detailed below in Next Steps. By confirming your acceptance, you are also confirming that you do not have any legal or other restrictions that prevent you from commencing employment with us. This includes any outstanding obligations that you may owe to your current/previous employer
2. Providing evidence (such as your passport, national identity card or work permit) of being entitled to live and work in India for JFSL
3. Clearing the employment reference checks, background checks, medical checks and receiving satisfactory reports. Please note details related to the medical check will be shared with you separately
4. Providing (what the company considers appropriate) evidence of your qualifications if requested

You are requested to go through the content of this letter thoroughly. If you have any queries, please feel free to reach out to Recruiter details below:

**Phone Number: +918095936194**

**Email ID: [nikita.kumar@jjobank.in](mailto:nikita.kumar@jjobank.in).**

**Wish you good luck and a successful career at JFSL.**





## Offer of Employment for Fixed Term Employment

**Nikita Balkar**

**Aug 05, 2024**

**Dear Nikita Balkar,**

We are pleased to offer you in **Band I** in **Business Operations** in **Jio Payments Bank Limited** an associate company of Jio Financial Services Limited on the following terms and conditions:

### 1. Place of Posting

Your initial posting will be at **Mumbai**. However, during employment with the Company, you may be posted at any other location across India based on evolving and growing business needs and requirements. Further your services may be transferred to any other JFSL Subsidiaries or its affiliates.

### 2. Tenure of Employment

Your start date of employment with the Company will be on or before **August 12, 2024**. This employment is for a fixed period and it shall stand concluded at the close of the working hours of **February 12, 2025**. This employment is for a fixed period and it shall stand concluded at the close of the working hours of . It is clarified that this appointment is purely temporary in nature, the company reserves its right to review your tenure and as such the employment may be terminated/concluded at an earlier date than one specified above.

### 3. Compensation

Cost to Company: ₹ **310000/- (Rupees Three Lakhs Ten Thousand Only)** per annum. CTC is the indicative cost to the Company that includes following component:

- a. **Fixed Pay (inclusive of retinals): ₹ 310000/- (Rupees Three Lakhs Ten Thousand Only)** Per annum. This includes Basic Salary and other allowances, benefits, perquisites etc as per the compensation policy of the Company.



**The CTC components along with limits have been detailed in Annexure 1.**

Please note that the components within each category of CTC are discretionary, and the Company has the right to add or remove or change these components any time with or without notice. Your compensation and all other payments received by you will be subject to the applicable tax rules and regulations.

#### **4. Transfer**

Your employment is transferable to any other place of posting/ establishment/ department/ unit/ branch/ subsidiary. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.

#### **5. Representations and Warranties**

The Company's agreement to continue to employ you and the compensation and benefits to be paid to you are in consideration of the terms, covenants, and conditions stated herein, and you represent and warrant to the Company that:

- a. You have full right and authority to execute this employment contract. You are under no contractual or other restrictions or obligations which is inconsistent with the conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;
- b. You are under no physical or mental disability that would hinder the performance of your duties contained herein;
- c. You shall not raise any issue of the reasonableness of the terms, covenants, and/or conditions in any proceeding to enforce these terms, covenants and/or conditions;
- d. You hereby agree and undertake to indemnify the Company, its affiliates and the directors, officers and employees of each of the foregoing and to hold them harmless from and against any and all third party claims they face, which give rise to any liabilities, damages, claims, costs and expenses (including legal expenses), due to any act, omission, violation or breach of any of your representations, warranties, and covenants;



- e. The Company shall indemnify and defend you to the fullest extent permitted by the law of the State of Company's incorporation and the By-Laws of the Company with respect to any claims that may be brought against you arising out of any action taken or not taken in your capacity as an officer or director of the Company; provided, that, the Company shall not indemnify and defend you with respect to any claims brought against you relating to intentional or wilful acts, or to other acts as to which indemnification is not allowable under applicable laws.
- f. These terms, covenants, and/or conditions shall survive till the termination of your employment with the Company; and
- g. The terms, covenants, and conditions set forth herein are essential for the Company's protection; and the Company has relied on these representations, warranties, and agreements by you.

## 6. Duties and Responsibilities

- a. **Exclusivity:** You agree to perform your duties, responsibilities, and obligations efficiently and to the best of your ability. You agree that you will devote all of your working time, care and attention and best efforts to such duties, responsibilities and obligations throughout the term of your employment. You also agree that you will not engage in any other employment or business activities. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules and regulations and directions of the Company and its clients. You are required to engage yourself exclusively in the work assigned by the Company and its client and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head, Compliance Department and Human Resources Department. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized on that behalf. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.



- b. **Non-Solicitation:** You will not, during the course of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the client or any of its associated companies or directly or indirectly induce any such employee to leave his or her employment. This covenant shall survive the termination of your employment with the Company; and prohibits you from directly or indirectly inducing an employee with whom you have worked with or been in association with during your employment with the Company.
- c. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
- d. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial share or other beneficial interest in any business enterprise which is engaged in, or in competition with, any business engaged in by the Company or its clients. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business whose securities are traded on any national stock exchanges or in the over-the-counter market.
- e. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the Company, specified from time to time. However, you may be required to work additional hours, as may be required from time to time, to carry out your duties and responsibilities effectively. You may be required to work on any day of the year in the establishment.
- f. **Non-disclosure:** You shall neither divulge nor give out information to any unauthorized person during the period of your employment or even afterwards by word of mouth or otherwise, particulars or details of our processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which you may know by virtue of your being the employee of the Company.
- g. **Confidentiality:** You shall keep confidential all the information and material provided to you by the Company or by its clients concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not



release, use, or disclose except with the prior written permission of the Company and its clients. Your obligation to keep such information confidential shall remain even on termination of this employment.

You shall not at any time, either during your employment or thereafter, except with prior written consent from the Company, use for yourself or divulge or disclose, either directly or indirectly, to any person, firm or body corporate, any know-how, drawings or any trade secrets or your user ID and password for various IT applications provided to you or any confidential information as to method or process in connection with any activity of the Company or any financial matter of the Company which you may acquire during the course of your employment, concerning the business, activity, affairs or property of the Company or its client or subsidiary companies, nor will you keep in your possession or pass on to others without proper written consent of the Management, any documents belonging to the Company. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the missing of your credentials.

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

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the





Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

- i. **Safe-keeping of Company's property:** You will be responsible for the safe keeping and return in good condition and order of all the properties of the Company, which may be in your use, custody, care or charge. For the loss of any property of the Company in your possession, the Company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
- j. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of Authority or Power of Attorney issued to you or any property / material of the Company in your possession at the time of cessation of your employment with the Company. Also, you shall return to the Company, without condition, all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.
- k. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

- l. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule, or make any statement which disparages or is derogatory of the Company, any of its Group companies or any other employee or business associate of the Company or the Group Company in any public or non-public communication with any customer, client or member of the investment community or media or in any communication.



- m. **Confidential nature of terms of employment:** You agree that, except as may be required by applicable law, you shall not disclose the terms of employment including your compensation package to any person other than your close family members.
- n. **Model Release :** You hereby consent and authorize the Company and its successors, assignees, nominees, designees or those for whom they are acting, the right to copyright, and/or use, and/or publish photographic portraits or pictures of the employee, or in which the employee may be included in whole or in part, or composite, in conjunction with my own or any other picture, name or reproductions thereof in colour or otherwise make through any media at its offices or elsewhere, for art, advertising, business or trade or any other lawful purpose whatsoever. With respect to the foregoing, no promises have been made to the employee to secure his / her consent / authorization to this release. You hereby waive any right that you may have to inspect and approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied. You hereby release, discharge, the Company and its nominees, designees, successors and assigns, or other form whom it is acting, from liability by virtue of any such portraits or pictures, or in any processing tending towards the completion of the finished product.
- o. **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company. You and the Company agree that the restrictions and remedies contained hereinabove are reasonable and that it is your intention and the intention of the Company that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

It shall be your responsibility to initiate legal process and / or lodge complaints in respect of offences committed against the Company or the Company property or the affairs of the Company, as may be necessary, by virtue of the responsibilities attached to the office or role occupied by you in the course of the employment with the Company.



Please note that during the course of your services with the Company you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Company.

Please note that while joining the services of the Company and during the course of your services with the Company, you would be required to notify the Company immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of charge sheet/Arrest/Conviction/acquittal/discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Company.

Please note that during the course of your services with the Company, you will not take part in any demonstration/agitation against the Company and its official/s for or on behalf of any external bodies/political outfits - either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Company leading to initiation of appropriate action.

## 7. Termination of Employment:

- a. **Employment AT-WILL:** You and the Company acknowledge that the employment is and shall continue to be AT-WILL. This means that you have the right to terminate your employment at any time and for any reason. Likewise, the Company may terminate your employment at any time and for any reason. Accordingly, this letter is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.
- b. **Performance:** Your appointment and subsequent continuation of employment with the Company is strictly based on you delivering consistently on the agreed performance parameters and business targets.
- c. **Absenteeism:** If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:



- i. Return to work within 8 days from the commencement of such absence
  - ii. Give an explanation to the satisfaction of the Management regarding such absence.
- e. **Medical Fitness:** The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you may be terminated from employment.
- f. **Notice Period:** Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving 7 days notice in writing or payment of pro rata 7 days Basic Salary, in lieu thereof. Likewise, you may resign from employment without cause by giving 7 days notice in writing or by payment of pro rata 7 days Basic Salary, in lieu thereof. In the event of your resignation, the Company in its sole discretion will have an option to accept the same and relieve you prior to the completion of the stipulated notice period of 7 days, without any pay in lieu of the notice period.
- g. **Termination for Misconduct:** Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any action of indiscipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
- h. **Harassment:** The Company considers harassment and discrimination of any nature to be an unacceptable form of Behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
- i. **Non-compete:** In the event of termination of your services by the Company or your resignation from the services of the Company, you shall not join Financial Services Company for a period of six months from the date of resignation/termination.



- j. **Recovery of Payments:** In the event of separation (excluding death), you shall be required to refund to the Company, a part of Relocation Expenses amount reimbursed; in case you leave the Company within 1 year from the date of disbursement of amount, you shall refund the entire relocation expenses reimbursed to you.

**8. GENERAL:**

- a. **Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on stipulated terms and conditions. You will diligently and beneficially take part in the training and such assignments in accordance with Company policies and directives. The cost of any such training shall be borne by the Company and you may be required to sign a Service Bond for a minimum time for which you will serve the Company. The Company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
- b. **Rules, Regulations, Policies and Guidelines:** You shall be governed by all the policies, rules, regulations, guidelines, procedures, and administrative orders currently in effect and as amended or introduced from time to time in the future. You recognize that the Company is in its growth phase and accordingly its rules, regulations, guidelines, and policies are under development. You will be advised about them as they are finalized. You agree to be bound by such policies, rules and regulations, guidelines or procedures, once you have been advised of them. The Company maintains the right of final interpretation in case any content of a policy, rule, regulation or guideline is ambiguous while being applied to a single case. You acknowledge that you are obligated to read, understand, and follow all the policies, rules, regulations, guidelines, or procedures issued or amended by the Company that are notified to you in the form of written letters, training materials, emails, intranet announcements and any other means that make you informed. Anything that is not covered by this Offer is to be governed by policies, rules, regulations, guidelines or procedures currently in effect and as amended or introduced from time to time in the future, and where such policies, rules, regulations, guidelines or procedures are absent or ambiguous are to be subject to the final decision or interpretation by the Company.
- c. **Code of Business Conduct and Conflict of Interest:** You agree to observe and maintain the highest standards of ethical conduct, consistent with the values of integrity, impartiality, and discretion. You



shall strive to avoid even the appearance of impropriety in your conduct including without being limited to the misbehaviour mentioned in the Code of Business Conduct issued by the Company. You will have an exclusive duty of loyalty to the Company and shall avoid any conflict of interest or the appearance of such a conflict. Should any actual or apparent conflicts of interest arise during your employment, you are required to bring these to the attention of your Manager, Compliance Department and Human Resources Department of the Company. During your employment with the Company, the Company will not employ your spouse, domestic partner or close relatives. You may not be employed by any entities involved in preparation or implementation of any work assignment of the Company during the period of your employment with the Company unless prior consent of the Company is obtained. It is your responsibility to immediately report the matter to the notice of your Manager, Compliance Department and Human Resources Department of the Company for necessary action, if it comes to your notice that: any of your family members or close relatives is employed or engaged in partnership with any entities involved in preparation or implementation of any project of the Company during the period of your employment with the Company; the Company is going to establish any business partnership with a person, company or entity where any of your family members or close relatives is employed or associated. In addition, for a period of two years after termination of such employment, you should not seek or accept work connected with projects or operations where you were a direct concern or making use of material acquired during assignments, unless prior consent of the Company is obtained.

- d. **Media Interaction:** You will not interact with the media - electronic, print or otherwise in:
- i. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the Company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory disclosures or those specifically authorized by the Management is prohibited.
  - ii. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.
  - iii. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage/discrimination.



- iv. You shall not without prior consent of the Company in writing, which will not be unreasonably withheld, publish any book or brochure or article or blog/vlog or use social media, concerning any matter, which relates to any activity of the Company.
- v. Any violation of the Company's media policy, tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.
- e. **Dispute Jurisdiction:** It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
- f. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.
- g. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.
- h. **Change of address:** You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

The various clauses of this letter are to be read, understood, and interpreted in its entirety and none of the clauses are severable from the remaining.

### ANNEXURE 1-A- Compensation Break-up

<b>Name: Nikita Balkar</b>		
<b>Band: Band I</b>		
<b>Department: Business Operations</b>		
		<b>Amount in ₹</b>
<b>Components</b>		<b>Annually</b>
<b>A. Fixed Pay</b>		
1	Basic Salary	180000
2	Residual Choice Pay	79863
3	Medical Insurance Premium (For self, spouse, upto 3 dependent children and dependent parents, as applicable)	27060
4	Group Personal Accident Insurance Premium	165
5	Group Term Life Insurance Premium	1308
<b>B. Retirals</b>		
1	PF - Employer's Contribution (12% of (Basic Salary))	21600
<b>Total Fixed Pay (A+B)</b>		<b>310000</b>
<b>Total CTC [Fixed Pay + Retirals]</b>		<b>310000</b>





- a. The income tax calculation is provisional and is based on the current Income Tax Rules. Any change in the Rules will impact the Income Tax projections.
- b. The insurance premium and coverage amount are subject to revision based on the Company policy.
- c. For computing Provident Fund Contribution, Basic Salary and other statutorily applicable allowances will be considered. Therefore, the actual provident fund contribution may vary from the illustration in Annexure 1-A.

Your compensation and all other payments received by you would be subject to applicable tax rules and regulations.

Please review, acknowledge and accept the appointment letter with annexure. These employment terms will be effective from the date of your joining the Company and sets forth the terms and conditions under which Company would employ you and your acceptance of the offer of employment would be on these terms and conditions of employment.

We look forward to your joining our team.

Sincerely yours,

**For Jio Payments Bank Limited**

A handwritten signature in blue ink, appearing to be "H. K. Bhat", is written over a light blue rectangular background.

**Authorized Signatory**

**Acknowledgment & Acceptance**

I have read and understood all terms and conditions relating to my appointment/employment and declare that I hereby unconditionally and irrevocably accept the same.

**Signature:**

**Date:**



## Annexure I-B Components of Compensation

The Company follows a Cost to the Company (CTC) structure that reflects the total cost of an employee to the organization and includes all direct & indirect payments including benefits, perquisites and subsidies. It is so designed to provide you flexibility to structure your compensation package. However, the components within each category of payments are discretionary and the Company has right to add or remove or change these components any time with or without notice.

The main components under Cost to Company Structure are:

**A1. Basic Salary:** This is the base pay component of the fixed pay and is the reference salary for Provident Fund and Gratuity/Ex-gratia contribution.

**A2. Residual Choice Pay (RCP):** Residual Choice Pay is a fully taxable component. After joining, you may choose to distribute residual choice pay among various choice pay components as per your needs. Amount chosen under choice pay components will be reduced from residual choice pay.

Residual Choice Pay components like HRA, Fuel & Maintenance and LTA are reimbursed based on the actual bills/supporting documents submitted. All bills / supporting documents must be submitted by due date, as may be communicated by the Company from time to time. In case the actual bills fall short of the amount chosen, balance amount will be paid as taxable allowance.

The choice pay components offered by the Company are mentioned below. These can also change at any time in line with government regulations and Company policy. Please note that certain choice pay components would be grade based. Please visit policy section on HRMS portal for more details.

1. House Rent Allowance
2. Conveyance Allowance
3. Leave Travel Allowance
4. Company Leased Vehicle (only for applicable Bands)
5. Broadband
6. Travel Assistance
7. Fuel & Vehicle Maintenance Reimbursements
8. Sodexo Card





**A3. Group Hospitalization Insurance (GHI):** GHI provides risk coverage to you and your family members (spouse, upto three dependent children and parents) in event of hospitalization. The coverage and mandatory debits in respect of the same are as follows:

#	Parameter	Description
1	Definition of Family	Self, Spouse, Upto 3 dependent children up to age of 25 years, 2 dependent parents of the employee
2	Floater Coverage (In Lacs)	₹ 2.5 Lacs
<b>Insurance for family</b>		
1	Family Insurance premium per annum	As applicable
2	Self (insurance premium ₹ per annum)	Included in Family
3	Spouse (insurance premium ₹ per annum)	Included in Family
4	Children (First 3 up to the age of 25 years) (Insurance premium ₹ per child per annum)	Included in Family
5	Insurance Top up Type	Optional
6	Top-up coverage for family (In Lacs)	₹ 2.5 Lacs
7	Top-up Premium for family (₹ per annum)	As applicable
<b>Insurance for Dependent Parents</b>		
1	Floater Coverage (In ₹ Lacs)	Included in Family
2	Insurance Premium for both parents (₹ per annum)	Included in Family
3	Top-up Coverage (In Lacs)	Included in Family
4	Top-up Premium for both parents (₹ per annum)	Included in Family
<b>Eligibility</b>		
1	Hospital Room	Up to Non-deluxe AC Single Room

You need to visit HRMS portal post joining to declare your dependents for coverage under Group Hospitalization Insurance. The insurance premium and coverage amount are subject to revision as per Company Policy.



**A4. Group Personal Accident Insurance:** Group Personal Accident Insurance Benefit provides you risk coverage in case of any accidents occurring while working or outside of work resulting in partial or total disablement or casualty. Please visit HRMS portal post joining to add your nominees for GPAI. The insurance premium and coverage amount are subject to revision as per Company Policy.

**A5. Group Term Life Insurance (GTLI):** GTLI provides coverage to your family members in the unfortunate event of death due to either accidents or natural causes. Total sum assured shall be payable to your nominee. However, nothing is payable on survival. You need to visit HRMS portal post joining to add your nominees for GTLI. The Insurance premium and coverage amount is subject to revision as per Company policy.

## **Retirals**

**B1. Provident Fund:** Employer contribution to the Provident Fund @ 12% of Basic Salary. The Company deducts 12% of your Basic Salary and makes an equal contribution, as per PF rules applicable currently. Both are remitted on a monthly basis to the Company's PF Trust / RPFC. A part of the Company's PF contribution is deposited to your PF Pension Fund / RPFC, to provide you with pension on retirement or after completing a specified period of service.

जिल्हा परिषद, सांगली  
सामान्य प्रशासन विभाग

मध्यवर्ती प्रशासकीय इमारत, सांगली - मिरज रोड, पुष्कराज चौक, सांगली ता - मिरज जि - सांगली  
फोन नं. - ०२३३-२३७२७२५ Email ID - deputyceosangali@gmail.com

वाचले :- १) महाराष्ट्र जिल्हा परिषदा जिल्हा सेवा (सेवाप्रवेश) नियम १९६७

२) महाराष्ट्र शासन वित्त विभाग क्र.अनिआ/१००५/सेवा-४ दिनांक ३१.१०.२००५

३) महाराष्ट्र शासन सामान्य प्रशासन विभाग क्र. प्रनिम-२००७/प्र.क्र.(४६/०७)१३अ दि.१९.१०.२००७

४) महाराष्ट्र शासन सामान्य प्रशासन विभाग क्र. एसआरकव्ह-२०१२/प्र.क्र.१८६/१२ दि.२८.०२.२०१३.

५) महाराष्ट्र शासन सामान्य प्रशासन विभाग क्र. क्र.प्रनिम-२००७/प्र.क्र. (४६/०७)१३अ दि.२७.०६.२००८

६) महाराष्ट्र शासन सामान्य प्रशासन विभाग क्र. प्रनिम-१२१४/प्र.क्र. (४६/०७)१३अ दि.०५.०६.२०१४

७) महाराष्ट्र शासन ग्रामविकास विभाग शासन निर्णय क्र.दिव्यांग-२०१९/प्र.क्र.१४१/आस्था-८ दि.१३.०९.२०२१

८) महाराष्ट्र शासन सामान्य प्रशासन विभाग क्र.प्रनिम-१२२२/प्र.क्र.५४/का १३-अ दि. ०४.०५.२०२२.

९) महाराष्ट्र शासन ग्रामविकास विभाग, शासन निर्णय क्र.संकीर्ण२०२२/प्र.क्र.११/आस्था-८ दि.१५.०५.२०२३

१०) जिल्हा परिषद सांगली कडील सरळसेवा भरती २०२३ गट क जाहिरात ०१/२०२३ दिनांक ०५.०८.२०२३.

११) महाराष्ट्र शासन सामान्य प्रशासन विभाग शासन परिपत्रक क्र.राआधी/४०२४/प्र.क्र.१४/१६-अ  
दि.२५.०९.२०२४.

१२) सांगली जिल्हा निवड समिती यांनी निवडीने केलेली शिफारस दिनांक ०५.०३.२०२४

१३) या कार्यालयाकडील मंजूर टिपणी दिनांक :- १५ ०३.२०२४.

जा क्र.साप्रवि/आस्था-१/वशि/ससे/भरती २०२३/ /२०२४  
सामान्य प्रशासन विभाग, जिल्हा परिषद सांगली  
दिनांक :- १५ मार्च २०२४.

**आदेश**

सरळसेवा भरती २०२३ करिता जिल्हा निवड समिती, सांगली कडून शिफारस केलेल्या खालील उमेदवारांची जिल्हा सेवा (वर्ग-तीन) गट-क सरळसेवेने कनिष्ठ सहाय्यक (लि.) या पदावर वेतनश्रेणी एस-६ (१९९००-६३२००) या वेतन संरचनेत अधिक नियमानुसार अनुज्ञेय महागाई भत्ता व इतर भत्ते मध्ये नियुक्ती करण्यात येऊन त्यांची पदस्थापना जिल्हा परिषद अंतर्गत त्यांच्या नावासमोर दर्शविलेल्या ठिकाणी रिक्त पदावर करण्यात येत आहे.

अ. क्र	उमेदवारांचे नांव व मुळ पत्ता	मुळ जातीचा प्रवर्ग	नियुक्तीचा प्रवर्ग	नियुक्तीने पदस्थापनेचे ठिकाण
१	श्री. अजित पुंडलिक पाटील, मु.पो. चांदूर ता.हतकणंगले जि. कोल्हापूर	मराठा	खुला (सर्वसाधारण)	प्रा.आ.के. कवठेपिराठ ता. मिरज
२	श्री.अवधूत बाबूराव भोसले, मु.पो. मळणगांव ता. कवठेमहंकाळ जि. सांगली	मराठा	खुला (सर्वसाधारण)	सामान्य प्रशासन विभाग जि.प मुख्यालय
३	श्री. शुभम राजेंद्र पवार, मु.पो. करजखेडा ता.जि. उस्मानाबाद	मराठा	खुला (सर्वसाधारण)	शिक्षण विभाग पं.स. आठ्याडी
४	श्रीम. अनुजा अभय जोशी, सांगाव रोड गंहनिनाथ रस्ता मु.पो. कागल ता. कागल जि.कोल्हापूर	ब्राम्हण	खुला (महिला राखीव)	शिक्षण विभाग, पंचायत समिती - मिरज

५	श्री. विशाल विलास माने, मु.पो. विसापूर ता.तासगांव जि.सांगली	मराठा	EWS (सर्वसाधारण)	प्रशासन विभाग पंचायत समिती तासगांव
६	श्री. अक्षय नेताजी पालकर, मु.शिरपुर पो.गुंज ता.महागांव जि. यवतमाळ	कुणबी	इ.मा.व. (सर्वसाधारण)	आरोग्य आधिकारी कार्यालय पंचायत समिती क्येडेमहागांव
७	श्री. स्वप्निल संभाजी कदम, वाठार रस्ता मु.पो. वडगांव ता. हतकणंगले जि.कोल्हापूर	मराठा	EWS (सर्वसाधारण)	शिक्षण विभाग पंचायत समिती मिरज
८	श्रीम. विद्याअरविंद गतरे, २३४ डी वार्ड, गंगावेश कोल्हापूर	जैन	खुला (महिला राखीव)	शिक्षण विभाग (प्राथ) जि.प मुख्यालय
९	श्रीम. प्रियांका प्रकाश बोदगिरे, दत्त मठी समोर नंदीवेश मिरज जि.सांगली	माळी	खुला (महिला राखीव)	प्रशासन विभाग पंचायत समिती मिरज
१०	श्री. अमन बळीराम देवळेकर, चांदोली वसाहत मु.पो. ता. वाळवा जि.सांगली	वैश वाणी	इ.मा.व. (सर्वसाधारण)	प्रा.आ.के. हातून ता.तासगांव
११	श्रीम. कविता श्रीमंत पाटील, १०० फुटी रस्ता शांतीसागर कॉलनी सांगली	तेली	इ.मा.व. (महिला राखीव)	ग्रामपंचायत विभाग जि.प मुख्यालय
१२	श्रीम. श्वेता राजगोंडा पाटील, मु.पो. समडोळी ता. मिरज जि.सांगली	जैन	EWS (महिला राखीव)	सामान्य प्रशासन विभाग जि.प मुख्यालय
१३	श्रीम. सपना रमेश सोनटक्के, शिवाजी नगर मनोरा ता. मनोरा जि.वाशिम	महादेव कोळी	अनुसुचित जमाती (महिला राखीव)	प्रशासन विभाग पंचायत समिती खानापूर
१४	श्री. अर्पित प्रकाश महाजन, कलानगर बायपास रस्ता, सांगली	माळी (फूल माळी)	इ.मा.व. (सर्वसाधारण)	शिक्षण विभाग (प्राथ) जि.प मुख्यालय
१५	श्री. आकाश प्रल्हादराव टोंम्पे, श्रीराम मंदीरा जवळ, मु.पो. बेगमपुरा ता. अचलपूर जि. अमरावती	शिंपी	इ.मा.व. (सर्वसाधारण)	शिक्षण विभाग पंचायत समिती खानापूर
१६	श्रीम. पायल यशवंत सुतार, मु. फराळे पो. पनोरी ता. राधानगरी जि. कोल्हापूर	सुतार	इ.मा.व. (महिला राखीव)	प्रशासन विभाग पंचायत समिती मिरज
१७	श्रीम. शुभागी दत्तात्रय माळी, मु.पो. दिघंची ता. आटपाडी जि. सांगली	माळी	इ.मा.व. (महिला राखीव)	प्रशासन विभाग पंचायत समिती आटपाडी
१८	श्री. भगवान शिवाजी पाटील, आमदार गल्ली मु.पो. सरुड ता. शाहूवाडी जि.कोल्हापूर	कुणबी	इ.मा.व. (सर्वसाधारण)	ग्रामपंचायत विभाग जि.प मुख्यालय
१९	श्री. लवकेश किरण तुंगार मु.पो. सांगवी ता.शिरपुर जि.धुळे	कोकणी	अनुसुचित जमाती (सर्वसाधारण)	शिक्षण विभाग (प्राथ) जि.प मुख्यालय
२०	श्री. ओंकार काळूराम निर्मळ, खोली क्र. २ ऐश्वर्या दर्शन अपार्टमेंट तिसगांव पाडा कल्याण (मुं)	महादेव कोळी	अनुसुचित जमाती (सर्वसाधारण)	ए.वा.वि.से.ये पंचायत समिती तासगांव

२१	श्रीम. पूजा लक्ष्मणराव पुंजारवाड, स्वामी विवेकानंद नगर, भवरसार चौक, नांदेड	मनेरवारु ल	अनुसुचित जमाती (महिला राखीव)	प्रशासन विभाग पंचायत समिती कडे ठाणे
२२	श्री. रोशन रामदास चिमटे, गणराज निवास सर्व्ह. नंबर ७२ शिवाजी पार्क नं. ३ व ४ समर्थ नगर नवी सांगवी पुणे ४११०२७	महादेव काळी	अनुसुचित जमाती (सर्वसाधारण)	प्रशासन विभाग पंचायत समिती कडे ठाणे

**नेमणुकीच्या अटी व शर्ती पुढील प्रमाणे.**

- १) जिल्हा परिषदेची नोकरी सोडणेची झालेस एक महिन्याची आगावू नोटीस दयावी लागेल नाही तर त्यांना एक महिन्याचा पगार इकडे जमा करावा लागेल आणि या अटीनुसार उमेदवाराने नोकरीवर रुजू होणेपूर्वी तसे लेखी लिहून द्यावे लागेल.
- २) महाराष्ट्र जिल्हा परिषदा जिल्हा सेवा प्रवेशोत्तर परीक्षा नियम १९८५ अन्वये नेमणुकीच्या दिनांकापासून तीन संधीमध्ये चार वर्षांचे आंत सेवा-प्रवेशोत्तर परीक्षा पास होणे आवश्यक आहे. अन्यथा वेतनवाढ थांबविणेत येईल व जेष्ठता गमवावी लागेल.
- ३) ही नेमणूक हंगामी स्वरुपाची असून कोणतीही आगावू दखलगिरी न देता अगर कोणतेही कारणे न दाखविता त्यांना नोकरीतून केव्हांही कमी करणेत येईल व त्याबाबतीत त्यांची कोणतीही तक्रार विचारात घेतली जाणार नाही. व या अटीनुसार त्यांचेकडून रुजू होण्यापूर्वी लेखी निवेदन घेवून ते त्यांचे सेवापुस्तकांत ठेवणेचे आहे.
- ४) रुजू तारखेपासून दोन महिन्यांचे आंत उमेदवाराने आरोग्य खात्याने ठरवून दिलेल्या वैद्यकीय अधिकारी यांचेकडून स्वखर्चाने जिल्हा परिषदेचे नोकरीत नेमणुस योग्य असले बदल शारिरीक पात्रतेचा दाखला त्यांना हजर करावा लागेल. त्यांनी वरील मुदतीत सदरचा दाखला सादर न केलेस अगर ते जिल्हा परिषदेचे नोकरीत नेमणुस अयोग्य ठरलेस त्यांना नोकरीतून ताबडतोब कमी करणेत येईल. सदरचा दाखला सेवापुस्तकांत जोडणेत यावा.
- ५) महाराष्ट्र जिल्हा परिषदा जिल्हा सेवा (वर्तणूक) नियम १९६७ मधील क्र. २० नुसार ज्यांची पत्नी हयात आहे अशा जिल्हा परिषद कर्मचा-यांस दुसरा विवाह करता येणार नाही. महिला कर्मचा-यांना ज्याची पत्नी हयात आहे. अशा पुरुषाशी विवाह करता येणार नाही. उमेदवाराने हजर होताच त्यांचेकडून भारत सरकार व भारताची घटना याविषयी एकनिष्ठ राहून अशा आशयाचे प्रतिज्ञापत्र ठराविक नमुन्यांत भरून घेऊन ते त्यांचे सेवापुस्तकांमध्ये जोडावे.
- ६) वरील उमेदवाराची नेमणूक ही पोलीस खातेमार्फत त्या उमेदवाराच्या पूर्व चरित्र व चारित्र्य याबाबतचा दाखला येण्याचे अटीवर केली असून याबाबत पोलीस खातेकडून प्रतिकूल शोरा आलेस त्यांना नोकरीतून ताबडतोब कमी करणेत येईल.
- ७) शासना कडून आकृतीबंध कोणत्याही कारणास्तव पद संख्या कमी अथवा व्यपगत झालेस सेवेने कनिष्ठ कर्मचाऱ्याला नोकरीतून कमी करणेत येईल याबाबत सदर पदावर कोणत्याही प्रकारचा हक्क सांगता येणार नाही अथवा दावा दाखल करता येणार नाही उमेदवारांनी नोकरीवर रुजू होणेपूर्वी तसे लिहून द्यावे लागेल.
- ८) प्रस्तुत उमेदवार हे नोकरीवर रुजू झालेनंतर त्यांना प्रथम पगार आदा करताना प्रस्तुत उमेदवार हे नेमणूक नियमानुसार शैक्षणिक पात्रतेनुसार लायक असलेबाबतचा जरूर तो दाखला त्यांचे प्रथम पगार पत्रकात न चुकता टाखल करणेचा आहे



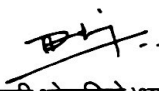
- ९) महाराष्ट्र शासन सामान्य प्रशासन विभागाकडील शासन निर्णय एसआरव्ही २०२३/प्र.क्र.१/कायारसन १२ दिनांक १२ जानेवारी २०२३ नुसार मराठी/इंग्रजी भाषेची टंकलेखनाचे विहित गतीचे शासकिय वाणिज्य प्रमाणपत्र, दोन वर्षांचे आत सादर करणे बंधनकारक राहिल अन्यथा अनुकंपा तत्वावर दिलेली वर्ग-३ च्या पदावरील नियुक्ती संपुष्टात येईल.
- १०) महाराष्ट्र शासन सामान्य प्रशासन विभागाकडील दिनांक २५ जानेवारी १९९९ च्या अधिसूचनेनुसार व सामान्य प्रशासनविभागाकडील शासन निर्णय क्रमांक प्रशिक्षण/२०००/प्र.क्र.५/२००१/३९ दिनांक २० जुलै २००२ मधील पॅरा.क्र.३ मधील(३) अन्वये वरीलपैकी ज्या कर्मचा-याचे वय सदर आदेशाच्या दिनांकास ५० वर्षे पुर्ण पेक्षा कमी आहे. अशा कर्मचा-यांस संगणक एम.एस.सी.आय.टी. परिक्षा हजर दिनांकापासून दोन वर्षांच्या आंत पास होणे आवश्यक आहे. अन्यथा त्यांची सेवा संपुष्टात येईल.
- ११) महाराष्ट्र शासनाच्या वित्त विभागाकडील शासन निर्णय क्रमांक अनियो १००५/१२६/सेवा ४ दिनांक ३१/१०/२००५ अन्वये लागू करणेत आलेली १ नोव्हेंबर २००५ नंतर शासकीय सेवेत नियुक्ती होणेच्या कर्मचाऱ्यास नविन परिभाषित अंशदान निवृत्तीवेतन योजना लागू राहिल. मात्र सद्या अस्तित्वात असलेली निवृत्ती वेतन योजना (म्हणजे म.ना.से.(निवृत्ती वेतन) निमय १९८२ व म.ना.से.(निवृत्तीवेतनाचे अंशराशीकरण) निमय १९८४ आणि सद्या अस्तित्वात असलेली सर्वसाधारण भ.नि.नि. योजना त्यांना लागू राहणार नाही. त्यानुसार प्रस्तूत उमेदवारास नियुक्ती झालेस जरूर ती कार्यवाही अवलंबिणेत येईल.तसेच शासन स्तरावरून वेळोवेळी निर्गमित होणारे शासन निर्णय लागू राहतील.
- १२) महाराष्ट्र शासन सामान्य प्रशासन विभागाकडील शासन निर्णय क्र.डिमाप१९७६-२८ दिनांक १० जून १९७६ , सामान्य प्रशासन विभागाकडील शासन निर्णय क्रमांक मभाप-१०८७/१४/सीआर-२/८७/२० , दिनांक ३० डिसेंबर १९८७ आणि सामान्य प्रशासन विभाग परिपत्रक क्रमांक/मभाप-२००१/प्र.क्र.६८-२००१-२०-ब दिनांक २५ सप्टेंबर २००१ अन्वये कर्मचारी यांना एतदर्थ मंडळाच्या मराठी भाषा परिक्षा तसेच हिंदी भाषा परिक्षा (निम्नस्तर/उच्चस्तर) टप्या टप्याने उतीर्ण होणे अगर त्यामधुन सुट घेणे बंधनकारक आहे.
- १३) महाराष्ट्र शासन सामान्य प्रशासन विभागाकडील शासन निर्णय क्रमांक बीसीसी /२०११ /प्र.क्र .१०६४ /२०११ /१६ - ब दि.१२ डिसेंबर २०११ प्रमाणे सदर उमेदवारांनी त्यांचे हजर दिनांकापासून सहा महिनेचे आत जात वैद्यता पडताळणी प्रमाणपत्र सादर करणेचे आहे. जात वैद्यता पडताळणी प्रमाणपत्र विहित मर्यादेत प्राप्त झाले नाही अथवा सदर प्रमाणपत्र अवैद्य ठरविण्यात आले तर ते नोकरीतून कार्यमुक्त करणेस पात्र ठरतील.
- १४) संबंधित उमेदवारांने नियुक्तीचे ठिकाणी मुख्यालय वास्तव्य करणे बंधनकारक राहिल.
- १५) उमेदवार सांगली जिल्हा परिषदेच्या अधिनस्त जिल्हयातील कोणत्याही कार्यालयाअंतर्गत बदलीस पात्र राहिल.
- १६) उमेदवारास महाराष्ट्र शासन, सामान्य प्रशासन विभाग,शासन निर्णय दिनांक २८ मार्च, २००५ आणि शासन परिपत्रक दिनांक ०१ जुलै, २००५ मधील नमूद महाराष्ट्र नागरी सेवा (लहान कुटुंबाचे प्रतिज्ञापत्र) नियम २००५ मधील तरतुदींचे पालन करणे बंधनकारक राहिल. व सेवा कालावधीमध्ये मर्यादीत कुटुंबाचे उल्लंघन केल्यास सेवा करणेस अपात्र ठरविणेत येईल.
- १७) महाराष्ट्र शासन सामान्य प्रशासन विभागाकडील शासन निर्णय क्रमांक वशिअ/१२१४/प्र.क्र.२६/११ दिनांक २ जून २०१४ नुसार संबंधित उमेदवारांने प्रथम नियुक्तीचे वेळी नियुक्तीच्या दिनांकापासून दोन महिन्याचे

कालावधीत त्यांची स्वतःची मक्ता व दायित्वे या बद्दलची विवरणे प्रपत्र १, २ व ३ या एकूण ३ प्रपत्रांमध्ये (म्हणजे :- (अ) अचल मालमत्तेचे विवरणपत्र (ब) चल मालमत्तेचे विवरण पत्र आणि (क) कर्ज व इतर दायित्वे याबद्दलचे विवरणपत्र ) कार्यालयास सादर करणेचे आहे. तसेच यानंतर प्रत्येक वर्षी त्या त्या वर्षाच्या ३१ मार्चच्या स्थितीत अनुसरून ३१ मे अखेर सादर करणे बंधनकारक राहिल.

१८) सदर आदेशाने नियुक्ती दिल्यानंतर संबंधिताचे नियुक्तीबाबत कोणी आक्षेप घेतल्यास व प्राथमिक चौकशी अंती त्यात तथ्य दिसून आल्यास अगर नियुक्तीचे वेळी / नियुक्तीसाठी सादर केलेले माहिती व त्या अनुषंगीक शैक्षणिक व इतर कागदपत्रे चुकीची आढळून आल्यास नियुक्ती कोणत्याही टप्पावर व कोणत्याही वेळी रद्द करणेत येईल.

१९) सदर आदेशातील जे उमेदवार मागासवर्गीय प्रवर्गातून असून त्यांना मागासप्रवर्गात रिक्त पद उपलब्ध नसलेने त्यांना खुल्या प्रवर्गातून नियुक्ती देणेत आलेली आहे अशा उमेदवारांना त्यांच्या मूळ जात प्रवर्गातील बिंदू रिक्त होताच त्यांना मुळ बिंदुवरती समायोजित करणेत येईल.

२०) सदर आदेशाची अंमलबजावणी सत्वर होणेची असून नेमणूकीचे ठिकाणी सात दिवसाचे आत हजर होणेचे आहे. यात कसूर झालेस त्यांची नेमणूक आपोआप रद्द झालेचे समजणेत येईल.

  
(तृप्ती धोडमिसे)भाप्रसे.  
मुख्य कार्यकारी अधिकारी  
जिल्हा परिषद सांगली

प्रति,

श्री / श्रीमती-----यांना

प्रतिलिपी माहितीसाठी व जरूर त्या कार्यवाहीसाठी.

- १) मुख्य लेखा व वित्त अधिकारी, जिल्हा परिषद, सांगली.
- २) उप मुख्य कार्यकारी अधिकारी (सा/ग्राप/बाक) जिल्हा परिषद सांगली
- ३) खाते प्रमुख, (सर्व) ----- जिल्हा परिषद सांगली
- ४) गटविकास अधिकारी, पंचायत समिती, (सर्व)
- ५) उप अभियंता (इवद/छोपावि/ग्रापापु), पंचायत समिती, (सर्व)
- ६) गट शिक्षणाधिकारी / बाल विकास प्रकल्प अधिकारी पंचायत समिती (सर्व)
- ७) तालुका आरोग्य अधिकारी, पंचायत समिती, (सर्व)
- ८) वैद्यकिय अधिकारी, प्राथमिक आरोग्य केंद्र, (सर्व)

Date: 15 Aug 2024

Mr SAAJAN ANIL NAIR  
Durga kall colony chaat 3 7  
chinchpada road near arvind classes vithaladalan east kalyan thane maharashtra 421306 421306  
Employee No: 3433383

Dear Mr SAAJAN ANIL NAIR

### **OFFER OF EMPLOYMENT**

We are pleased to offer you employment in our Organization Teamlease Digital Pvt Ltd., (hereinafter “Teamlease” or “The Company” ), as Graphic Designer subject to the following terms and conditions:

1. Your employment with Teamlease will involve deputation to our Client/s, where you will render services to our client, at their premises, subject to the terms and conditions mentioned below and in accordance to the instructions received by you from us or any other authorized person and you will be bound by our rules and regulations. Your date of Joining would be 15 Aug 2024. Your annual CTC would be Rs. 420000/- PerAnnum (Four Lakh Twenty Thousand Rupees only PerAnnum)
2. Your deputation to our client/s may be extended from time to time, as decided by Teamlease for specified duration and location. During the tenure of your deputation, you will continue to be an employee of Teamlease and your compensation and applicable allowances shall be paid by the Company.
3. You hereby agree to be liable for the following terms and conditions:
  - Fully perform the services, in a professional manner, at the Client’s location/s until the completion of the term of the work assignment/ deputation.
  - During the term of the work assignment, you shall render services exclusively to the Client, you are deputed to and in the discharge of your duties, and you shall not have any third party obligation, whatsoever.
  - During the term of your employment, you will be a whole-time employee of the Company and will neither seek nor accept to be employed or engaged in any manner whatsoever, directly or indirectly with any third party either in India or abroad, in any other trade, business, profession or any other employment part time or full time anywhere, in any capacity, either honorary or otherwise, whilst in the services of the Company. The findings of the Company in this respect shall be final and binding. Breach of this condition shall lead to termination of your services by the Company without any notice or compensation.
  - You shall not engage in any conduct which is detrimental to the interests of the Client or Teamlease.
  - You shall not receive payments of any nature directly or indirectly from the Client unless previously agreed to by Teamlease.
  - You shall neither directly nor indirectly accept offers for employment with the Client and/or its affiliates during the period of your work assignment without prior written permission from Teamlease.
  - You shall extend all cooperation to the Client’s employees, consultants, representatives, etc., and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively and efficiently discharge your work.
  - You shall during the course of your employment, you can be transferred to any location within the territory of India or outside India as and when required by Teamlease or its client for executing the services provided herein. Report and be present at the designated location during working hours and abide by the rules and regulations as required by the Client and Company.
  - You shall comply with the safety, health and other rules and regulations of the client establishment and Teamlease.
4. You agree to defend, indemnify and hold Teamlease or its Client/s harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
5. You shall not engage in any act subversive of discipline in the course of your duty/ies for the client within the Client’s organization or outside it, and if you were at any time found indulging in such act/s, the Company reserves the right to initiate disciplinary action as is deemed fit against you.
6. Any dispute between you and Teamlease shall be referred to a sole arbitrator appointed by Teamlease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.
7. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize Teamlease to make all salary payments required to be made to you by Teamlease, which may include reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.
8. You will be entitled to employer’s contribution to Provident Fund and ESI, if and as applicable, as amended by the Government, from

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time to time. It is hereby clarified that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislations, Teamlease shall not incur any liability with regards to any Claims under the said applicable labour legislations.

9. Proprietary & Confidential information, and Non-disclosures :

- You hereby acknowledge that by reason of your services with the Company and/or your deputation to its Client/s, you will have access to records, documents, drawings, forms, reports, studies, memoranda, correspondence, manuals, plans, magnetic media and other information sources.
- Such information or documents received by you shall be deemed privileged, classified and confidential information. You shall not, other than with prior written consent of the client or Teamlease, during or after expiry of your employment or termination, disclose any confidential information directly or indirectly to any person, firm, company or third party and shall use such information only for the purposes of carrying out your work at the said client organization. The confidential information includes, but is not limited to, Teamlease or the client's business/es, technical and non-technical information, research project, work in process, future developments, marketing and customer support strategies; financial information including sales, costs, profits and pricing methods; internal organization, employee and/or customer lists and the client's technology including discoveries, trade secrets, inventions, research and development efforts, firmware, designs, schematics, techniques, manufacturing processes, hardware/software (regardless of media) design and maintenance tools, and hardware/software product know-how and show-how, and all derivatives, developments, improvements and enhancements.
- You shall not claim ownership to any of the work which were created or developed by you, partially or wholly, during the course of your deputation with the client/s. Teamlease and/or its Clients, as the case may be, shall retain exclusive ownership and rights for work products resulting from the services rendered by you during your employment. Confidential information shall also include information marked 'Confidential' or 'Proprietary' or 'Classified'.
- You shall not disclose, reproduce or use any confidential information for any purpose except solely in connection with your performance during the course of your employment/deployment and for no other purpose. Upon conclusion of your engagement by virtue of your resignation and its acceptance, or termination or project closure, you shall cease to use all confidential information and handover all copies of such information in whatever form, in your possession to the assigned representatives of the Client/Company.

10. You are expected to take proper care of the Client's/Company's properties/assets entrusted to you and/or to carry out your work. In the event of your resignation/termination, you are obliged to return all the company's assets such as access/ID cards, documents, machines, data, files, books, laptop, data card, mobile phone (if provided by the company) in your possession in good condition, or reimburse the value of the same. You shall also officially hand over your job responsibilities to your immediate supervisor, or any other person nominated by the client's management for this purpose.

11. Separation: In the event you wish to leave the services of the Company, you will be required to give a clear written notice of 60 days to the Company. You will be relieved from the services of the Company subject to your:

a. Handing over the project and knowledge transfer to the client's assigned representative/s in respect of the assignments handled by you.

b. Obtaining a "No Objection Letter" from the client as a confirmation of your having complied with (a) above.

You are bound to make good the loss suffered by the Company and/or Client and any other charges/liabilities the Company/client incurs, if you fail to give such written notice and complete the handover within the prescribed time as mentioned hereinabove. Should exigencies of business so dictate, the Company may require you to serve the entire or part of the notice period as mentioned above.

12. The company reserves the right to have your background verified directly or through an outside agency. If, on such verification, it is found that you have furnished false/wrong information or concealed any material information; your services are liable to be terminated forthwith without any notice.

13. In addition to the terms of appointment mentioned above, your employment will also be governed by the standard employment rules of the Company. The combined rules and regulations contained in this letter and communicated to you through any associate policy handbook shall constitute the standard employment rules. You are required to read both of them in conjunction.

14. In accordance with the provisions of the above Act and the Policy of the Company to create awareness on prevention of sexual harassment at workplace, we urge you to undergo an online training programme, on the subject matter.

Please note that undergoing online training and successfully completing the training programme, after evaluation, is mandatory for this engagement.

The link to undergo the programme and complete the evaluation is given below.

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Link : <https://tconnect.teamlease.com/Learning>

(Navigate to Learning > Courses > POSH Mandatory Module and View the Video completely)

(Navigate to Learning > Courses > POSH Mandatory Module > Q&A and Feedback to complete the Course and assessment)

The training programme shall be conducted on a regular basis every year. Please complete the training programme within 15 days of receipt of this letter, after which it shall be treated as a deemed confirmation that you have understood your responsibilities in ensuring a safe workplace.

15. Addresses for communication: The address for service of notice and other official communication to the Company shall be the address of the Registered Office of the Company. The address of communication for service of notice and other official communication is the address set out as above and your present residential address, as per our records. In the event there is a change in your address, you shall inform the same in writing to the Company. The address last furnished by you shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

15. You are requested to submit attested photocopies of the following documents:

- Education Certificates - Mark Sheet and Degree / University Certificates of 10th Std, 12th Std, Bachelor's / Master's Degree
- Appointment / Salary Revision / Experience / Relieving letter of previous employers
- Last 3 months' pay slips
- Photo ID Proof, Address Proof, Date of Birth Proof
- Copy of resume
- Passport Copy, PAN Card Copy, Aadhar Card Copy
- Previous UAN No.
- Passport size photographs

We at Teamlease would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy signifying your consent for having read, agreed, fully understood and accepted the terms and conditions of appointment. Please send in the signed acknowledgement to our Bangalore Address, mentioned below. In the event, we do not receive your acknowledgement copy within a period of 15 days from the date of joining; your assignment at Teamlease with the acceptance of your first salary from Teamlease will be conclusive proof of your acceptance in accordance of terms and conditions.

Teamlease neither accepts any consideration in the form of cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of Teamlease kindly bring the same to the immediate notice of your superiors or report the same to Teamlease through email or through the numbers provided to you.

Wish you all the best.

#### ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

For Teamlease Digital Pvt Ltd

Accepted and Agreed



Neeti Sharma

(Authorized Signatory)

Signature and date:

Name: SAAJAN ANIL NAIR

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**TeamLease Digital Private Limited. CIN No. U74999MH2016PTC283227**

6th Floor, BMT Commercial Complex, 80 Feet Road, Koramangala, Bangalore – 560095

Ph: (91-80) 67995599 Fax: (91-80) 67995599 E-mail: [corporateaffairs@teamlease.com](mailto:corporateaffairs@teamlease.com) / [www.teamlease.com](http://www.teamlease.com)

Salary Annexure

Employee No: 3433383

<b>Particulars</b>	<b>Amounts</b>
Basic	210000
House Rent Allowance	105000
Special Allowance	69312
Employer PF Contribution	21600
Statutory Bonus	13512
Employee Compensation	576
<b>TotalAmount</b>	<b>420000</b>
Amount In Words(Rs)	Four Lakh Twenty Thousand Rupees

<b>Particulars</b>	<b>Amount</b>
Basic	17500
House Rent Allowance	8750
Special Allowance	5776
Employer PF Contribution	1800
Statutory Bonus	1126
Employee Compensation	48
<b>TotalAmount</b>	<b>35000</b>
Amount In Words(Rs)	Thirty Five Thousand Rupees

Net Pay Annexure

<b>EARNINGS</b>	<b>Amount</b>
Basic	17500
House Rent Allowance	8750
Special Allowance	5776
Statutory Bonus	1126
<b>Gross Earnings</b>	<b>33152</b>
<b>DEDUCTIONS *</b>	<b>Amount</b>
Employee PF	1800
Professional Tax	200
<b>Total Deduction</b>	<b>2000</b>
<b>Net Salary</b>	<b>31152</b>

\* Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961

\*\* Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

Note : This statement is only for the purpose of information and is illustrative in nature

\* Apart from you salary, you are eligible for variable pay of Rs. Per Annum based on your performance.

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Date: 15 Aug 2024

Mr SAAJAN ANIL NAIR  
Durga kall colony chaat 3 7  
chinchpada road near arvind classes vithaladalan east kalyan thane maharashtra421306 421306  
Employee No: 3433383

Dear Mr SAAJAN ANIL NAIR

**Letter of Deployment**

We are pleased to deploy you to our client Accenture Solutions Pvt Ltd effective 15 Aug 2024 at Mumbai, subject to the following terms and conditions:

Further to the conditions set out in your offer of employment, you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 15 Aug 2024, until further notice.

In the day-to-day functioning or carrying out your responsibilities and duties, you will receive instructions from our client/s through their assigned representative/s and hereby agree to follow the client's workplace rules and regulations; and agree to undertake any suggestions during the course of your work, throughout the tenure of your deployment.

You will be bound by the working hours of the Client's organization.

You are mandatorily required to fill timesheets as per the client policy and have it be your responsibility to have the same approved by the assigned representative at the Client organization, in a timely manner and by the prescribed cut-off date/s and time/s, without any follow-up to do so. You shall ensure that the hours filled-in are accurate, and based on actual hours. Salary is payable only for efforts approved by the Client.

At the client location, you will be issued an Employee/Contractor ID. You will be required to use the same to log-in to submit your timesheets on the client portal and for daily tracking/reporting of your work. Your tasks will be identified against a work order number, at all times.

For Teamlease Digital Pvt Ltd

Accepted and Agreed



Neeti Sharma

(Authorized Signatory)

Signature and date:

Name: SAAJAN ANIL NAIR



20-Dec-2024

**Samruddhi Kokate**  
**Kalyan West**  
**Thane - 421301,**  
**India.**

Dear **Samruddhi,**

**Sub: Employment Letter**

With reference to your application and subsequent interactions we are pleased to offer you an Employment as **Executive** in the **Operations Function** with **Quess Corp Limited (Division - Conneqt Business Solutions)** (The Company) with effect from **20-Dec-2024** on the following terms and conditions.

You will be paid an Annual Gross Salary of **₹ 2,77,104/-**. In addition to the above, you will be covered under PF, ESI, Bonus, Gratuity etc., if applicable as per law. Based on the present applicability your annual CTC would be **₹306000/-**. This may undergo change in view of the changes in the laws. Detailed break-up of the monthly and annual CTC is annexed to this letter as "annexure A".

Please note that the information pertaining to remuneration and benefits payable to you is **CONFIDENTIAL** and should not be shared with anyone other than the authorized representative(s) of the Company.

The above-mentioned offer shall be valid if you join us on **20-Dec-2024**. Should you have any further queries, please feel free to contact our Recruitment Team.

You will initially be posted at our **Maharashtra / Thane - Dombivali** Office. The Company may transfer your services to any of the existing office(s)/ department(s) / division(s) / Section(s) / establishment(s) of the Company including any of its subsidiaries / holding / associate company or that may come into existence in the future in India or abroad. Your transfer shall be governed by the Company's Transfer Policy and Regulations, as may be in force from time to time.

You will be working on flexible timings as may be decided by the Company.

Your joining shall be subject to you submitting the following documents (originals to be presented)

<b>Photo ID &amp; Address Proof:</b>	<ul style="list-style-type: none"><li>• <b>Passport Size photo   PAN Card   Aadhar Card  Voter ID  Driving License  Passport  Leave and License Agreement copy where applicable.</b></li></ul>
<b>Education Proof:</b>	<ul style="list-style-type: none"><li>• 10th and 12th Marksheet/Board Certificate.</li><li>• For Diploma/Graduation/PG require Semester wise marksheets &amp; Passing Certificates.</li></ul>
<b>Experience Proof:</b>	<ul style="list-style-type: none"><li>• Offer Letter &amp; 3 Month Salary Slips / Reliving Letter / Experience Letter.</li></ul>
<b>Bank Account Details:</b>	<ul style="list-style-type: none"><li>• Passbook / Cancelled Cheque with your name printed on the cheque.</li></ul>

For Quess Corp Limited



**Anuja Niyogi**  
Associate Vice President | Human Resource  
Conneqt Business Solutions

**Quess Corp Limited**

REGD, OFFICE: Quess House, 3/3/2, Bellandur Gate, Sarjapur Main Road, Bangalore-560103, Karnataka, India| TEL: +91 80 6105 6001  
DIVISIONAL OFFICE: Krimson Square, 31/9, 3rd floor, Roopena Agrahara, Hosur Road, Bangalore-560068 | TEL: +91 40 66951733  
CIN: L74140KA2007PLC043909



You will be on probation for a period of **3 Months** months from the date of your joining the Company, post which you will be deemed confirmed unless you receive an extension of probation in writing. During Probation period your notice period would be for **15 days** prior notice by either side. Upon completion of Probation period; your employment with the Company can be terminated upon **30 Days** prior notice by either side. However, the Company reserves the right to, at its sole discretion; substitute the **30 Days** prior notice by paying you salary for **30 Days** in lieu thereof. Though if not certified during the training period the company has the complete rights to terminate the employment without any prior notice. Your termination/ resignation letter, (by whatever name called) will be accepted by the Company only on your satisfying the **30 Days** notice period as stated in this Clause. Further, till such time as the Company accepts your separation & relieves you of the responsibilities, you will be deemed to be an employee of the Company and the terms and conditions of your employment shall continue to bind you.

In the event of separation, for any reason whatsoever, within a period of 12 months from your date of joining, all expenses incurred by company or reimbursed to you upon joining/ in connection with your joining shall be recovered from you. The company also reserves the right to recover the training expenses incurred.

You will be on probation for a period of **3 Months** months from the date of your joining the Company, post which you will be deemed confirmed unless you receive an extension of probation in writing.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

Looking forward to a mutually beneficial association.

Welcome once again and wishing you the best time ahead!!!

For **Quess Corp Limited**



**Anuja Niyogi**  
**Associate Vice President | Human Resource**  
**Conneqt Business Solutions**

I accept the terms of this letter

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**Quess Corp Limited**

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CIN: L74140KA2007PLC043909

**ANNEXURE A**

You will be entitled to the following remuneration effective your date of joining.

Component	Amount (₹) Per Month	Amount (₹) Per Annum
<b>A. Fixed Pay</b>		
Basic Salary	8,925	1,07,100
House Rent Allowance	4,462	53,556
Advance Statutory Bonus	1,234	14,808
Other Allowance	7,322	87,864
<b>B. PERFORMANCE INCENTIVE PMI : This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your Performance Rating. You will start earning PMI after 2 months post completing your Training and OJT Certification.</b>		
	0/- per annum	
<b>PERFORMANCE PAY</b>	1,148	13,776
<b>C. GROSS (A+B)</b>	23,092	2,77,104
<b>D. BENEFITS</b>		
<b>PROVIDENT FUND - Company Contribution</b> (As per the PF Act; 12% of salary components specified by PF authorities and it will be paid to PF Department towards Company's Provident Fund Contribution. As per the act, you will contribute the same amount as employee contribution)	1,800	21,600
<b>GRATUITY</b> (As per the Gratuity Act. This amount will go towards the gratuity fund and will be paid to you on completion of 5 years with the company) - 4.81% of Basic Salary	429	5,148
<b>Insurance</b> (You will be covered under insurance as per the company policy and can change as per the management discretion)	180	2,160
<b>E. Employee Contribution</b>		
<b>PROVIDENT FUND - Employee Contribution</b> (As per the PF Act; 12% of salary components specified by PF authorities and will be paid to PF Department towards employee's Provident Fund Contribution.	1,800	21,600
<b>Insurance Contribution : Self + Spouse + 2 Children</b>	150	1,800
<b>F. Net Salary.</b>		
<b>TAKE HOME - With Average PMI : (C - E)</b>	21,142	2,53,704
<b>TAKE HOME - Without PMI : (C - B - E)</b>	19,994	2,39,928
<b>G TOTAL COST TO COMPANY (C+D)</b>	25,500	306000

Note : # Performance Pay shall vary based upon your Performance Rating.

# Other Statutory deductions Like (P-Tax / Income Tax) will be deducted as per Government norms OR basis your taxable income,

For Quess Corp Limited



Anuja Niyogi

Associate Vice President | Human Resource

Conneqt Business Solutions

I accept the terms of this letter

-----

**Quess Corp Limited**

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CIN: L74140KA2007PLC043909

### Terms and Conditions of Employment

This appointment is subject to your not being a partner or relative of a Director of the Company within the meaning of Section 314 of the Indian Companies Act, 1956. Should any such relationship exist, you will bring forth the same to our notice immediately and we shall intimate to you the necessary approvals/ permissions required for your employment. In such an event you will be able to join the company only after all permissions/ approvals are obtained.

As an employee, you will be privy to sensitive and commercially valuable information concerning company and business. Such information is deemed to be the property of the company and must not be disclosed during or after this employment to any third party without prior written consent of the company. Hereby, you undertake to indemnify the company and its affiliates from any loss or damage arising from any breach of this undertaking.

You are forbidden to engage yourself in any other trade, or profession directly or indirectly and whether for gainful purpose or otherwise. Should you wish to pursue academic advancement, you will have to obtain a written permission for the same and ordinarily it shall be allowed provided it does not adversely affect your work-place responsibilities/ discharge of duties.

Please note that in the event of misconduct on your part, including but not limited to absenting yourself without prior sanctioned leave or harassment (sexual or otherwise) meted out to any other employee, the company may terminate your employment. Please note that if the employment is terminated on account of disciplinary action against you, the clause relating to **30 Days'** notice period is not applicable.

During the period of your employment inventions, creations, discoveries, patents, copyrights, shall become the property of the Company. You will not have any right to claim the ownership of it and assign the same to the Company.

Your appointment is contingent upon successful completion of Background verification. The background checks are not restricted to education and employment but to all aspects as per the appropriate selection procedure. Please note that furnishing of false information or suppressing any facts is a disqualification for employment in this Company. Should such an act come to our notice at any time during the period of your employment in the Company, your services will be liable to be terminated with immediate effect.

If you are found guilty of producing fake documents or misleading information, your services are liable to be terminated forthwith, and any compensation paid to you would be recovered without prejudice to the rights of the company to take legal action.

You will superannuate from the services of the company on attaining the age of 58 years without any notice whatsoever from the company in this behalf.

The above-mentioned does not purport to be exhaustive employment terms. You will be governed by the rules and regulations laid by the company from time to time. The afore mentioned terms and other rules & regulations shall remain current and binding until you are separated from the Company by way of a written agreement/ letter issued to you.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter. Should there be any dispute with regard to the terms stipulated herein, the same shall be resolved in accordance with the laws of India and any dispute/ reference to this shall be dealt at Hyderabad (Telangana) under the exclusive jurisdiction of the Courts of India.

**I have read through the above terms and conditions of employment and hereby accept.**

**Name: Samruddhi Kokate**

**Signature:**

**Date:**

**For Quess Corp Limited**



**Anuja Niyogi**

**Associate Vice President | Human Resource**

**Connq Business Solutions**

**Quess Corp Limited**

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CIN: L74140KA2007PLC043909

**Nomura Services India Private Limited**

Winchester - 10<sup>th</sup> Floor, Powai Business District, Powai,  
Mumbai - 400 076, India

**Telephone** +91 22 3053 4626

**Facsimile** +91 22 3053 2111

**Website** www.nomura.com

18 April 2024

Soham Prashant Chaudhari  
07/201, Royal Residency,  
Aadharwadi, Jail Road,  
Kalyan (West) - 421 301

Dear Soham,

We are pleased to extend to you this conditional offer of employment to join Nomura Services India Private Limited (the "Company", which together with Nomura Holdings, Inc. and certain of its subsidiaries is referred to as "Nomura"), on the terms and conditions set out in this Agreement.

Your title and start date will be as indicated in **Annexure A**. You will be based in Mumbai and will be reporting to such person as may be indicated by the Company from time to time. You are required to work exclusively for the Company unless you obtain prior written consent from the Company with respect to outside employment or business activities. Although your employment will be with the Company, you may be seconded to other companies within Nomura from time to time at Nomura's discretion. During your employment, you may be also required to work in any other office Nomura may have or establish in India, and to work on a temporary basis in any of Nomura's international offices for training or other purposes. In such circumstances, Nomura will provide you travel assistance in accordance with applicable travel policies.

So long as you remain actively employed by the Company, you will be eligible for the compensation indicated in the attached **Annexure A**, subject to the following terms and conditions:

- The fixed pay is set out in **Annexure A** hereto. Your fixed pay less applicable deductions will be paid in accordance with Nomura's normal payroll practice.
- Your fixed pay may change at the discretion of the Company, upon advance written notice to you. Please note that your fixed pay includes certain monthly allowances, as specified in **Annexure A**. Certain of these allowances may qualify for tax benefits upon submission of appropriate receipts and other documentation, in accordance with Company policy and applicable tax regulations. For further information, please contact Human Resources.
- All payments described in this letter and **Annexure A** will be made less taxes and other applicable payroll deductions.
- You will also be eligible to participate in the Company's discretionary bonus award program in effect from time to time. Please note that bonus awards are determined at the Company's sole discretion, based on numerous factors as determined by the Company from time to time. These factors may include, but are not limited to, Nomura's performance and profitability, business unit performance and profitability, individual performance and contribution and other factors, which Nomura deems relevant in a given year and for each business. To be eligible for a bonus award under this program you must be employed with the Company and must not have given or received notice of termination of your employment, at the time the bonus awards are made. Entitlement to a bonus payment is, therefore, not automatic and no single award or series of awards, creates an entitlement for further bonus awards. In addition, the entitlement to be considered for the payment of a discretionary bonus award does not confer any entitlement to a payment which accrues on a daily basis.
- The nature and amount of such bonus (if any) will be determined at the discretion of Nomura. The payment of any bonus in respect of any year and the amount of such bonus, if paid, shall not give rise to any expectation for the payment or amount of any bonus in any future year of employment. You acknowledge that no representation, assurance or guarantee has been provided by or on behalf of Nomura with respect to the payment of any discretionary bonus and you also acknowledge that you may receive a nil bonus.



**Nomura Services India Private Limited**

Winchester – 10<sup>th</sup> Floor, Powai Business District, Powai,  
Mumbai - 400 076, India

**Telephone** +91 22 3053 4626

**Facsimile** +91 22 3053 2111

**Website** [www.nomura.com](http://www.nomura.com)

- Nomura reserves the right to defer all or part of any bonus award payable to you, either as cash or stock, subject to the rules of the relevant bonus plan in force, from time to time, and to impose reasonable conditions, on the future payment of any such deferral, as Nomura considers appropriate.

In addition to the total compensation indicated above, you will also be eligible for Company contributions to the Provident Fund as indicated in Annexure A.

You would be on probation for a period of six months following the commencement of employment. Your confirmation at the end of the probation period is subject to successful completion of employee confirmation review. The notice period applicable during probation for all employees across all titles joining the Company is 1 month. The notice period after confirmation is 3 months.

If you resign from your position with the Company, you are required to provide written notice of resignation and serve a notice period as stipulated above. Further if the Company asks you to leave, it shall follow the process with regard to the notice period as stipulated in the India Employee Handbook. The Company may elect (but shall not be obliged) to terminate your employment prior to the expiry of the notice period and make a payment in lieu of notice, unless your employment is terminated for "Cause".

For purposes of this letter, "Cause" means (i) your material neglect or material failure to perform your job duties and responsibilities, (ii) your failure or refusal, after due notice, to comply with lawful policies or directives of Nomura, (iii) your material breach of any contract or agreement between you and Nomura or your material breach of any statutory duty, fiduciary duty or any other obligation that you owe to Nomura, (iv) your commission of an act of fraud, theft, embezzlement or other criminal offence against Nomura or your engaging in unprofessional, unethical or other intentional acts that materially discredit Nomura or are materially detrimental to the reputation, character or standing of Nomura, or (v) your indictment, conviction or nolo contendere or guilty plea with respect to any felony or crime of moral turpitude.

You will also be eligible for certain other discretionary benefits, as may be announced by the Company during your employment. Such discretionary benefits shall accrue to you subject to the terms and conditions of such benefit programs (which may be withdrawn or varied by the Company from time to time).

You agree that during the term of your employment with the Company and for three (3) months after the cessation thereof, regardless of the reason for the cessation of your employment, you will not, directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee of the Company, to cease their employment relationship with the Company.

Please note that this offer and any subsequent employment, is conditional upon the following terms and may be withdrawn, rescinded, or terminated as applicable, without liability on our part, should any or all of them not be met.

1. You having successfully cleared the examination(s) required to meet the specified educational criterion and provision of a valid copy of your mark sheet to the Company, in support of the same within the period mentioned below from the start date.
2. Successful completion of a background investigation, as well as on your satisfactorily meeting all pre-employment requirements. This background investigation will include verification of identity and information provided by you to the Company as part of the application process. The provision of false or misleading information may be grounds for the withdrawal of this offer or once your employment has begun, for disciplinary action against you including termination of employment.



**Nomura Services India Private Limited**

Winchester – 10<sup>th</sup> Floor, Powai Business District, Powai,  
Mumbai - 400 076, India

**Telephone** +91 22 3053 4626

**Facsimile** +91 22 3053 2111

**Website** [www.nomura.com](http://www.nomura.com)

3. Your agreement to comply with and compliance with our policies, which may be amended from time to time, including but not limited to, the "Staff Dealing Rules", "Chinese Wall Policy", "Gifts and Entertainment Policy", "Policies and Procedures for Prevention of Money Laundering and Terrorist Financing", "Code of Ethics" and such other applicable policies (collectively referred to as the "Policies")
4. Your agreement to comply with and compliance with applicable Nomura policies in effect from time to time during your employment, including without limitation to provisions of the India Employee Handbook. It is hereby clarified that the terms of the India Employee Handbook (which includes provisions relating to notice period) may be amended by the Company, in its sole discretion, from time to time and the same shall take precedence over the terms set out in this Agreement. Please take the time to familiarize yourself with these policies and guidelines as they are made available to you.
5. Your agreement to comply with and compliance with the Confidentiality Undertaking and Intellectual Property Agreement both of which are included with this letter.
6. You being free of any restrictions imposed by any current/ previous employer. It is your responsibility to promptly advise us if there are any potential difficulties in this respect, including any notice requirement you may have with your current employer. By signing this letter you are confirming to us that you are not subject to any duty or obligation that would prevent you from taking up employment with us on your start date or which would prevent you from performing all or any duties for the Company relating to your position.
7. Proof of entitlement to work in India.

Please note that, in the event of your failure to meet the aforementioned educational criterion and/or provide copy of your mark sheet(s) /transcripts and/or provisional certificate/convocation certificate, as applicable, to the Company, as may be required by the Company, within one (1) month from the date of completion of such educational examination/course, this offer and any employment pursuant to it, shall automatically stand revoked or terminated, without the Company being required to provide you any further notice in writing for the same.

Please note that employment is for no fixed term and either you or the Company may terminate the employment relationship at any time for any reason, in accordance with applicable Company policy, guidelines and law. Any payments that may be due to the Company by you may, upon the termination of your employment with the Company, be reduced from any amount payable to you by the Company, at the Company's discretion.

The Company's normal working hours will apply to your employment. Due to business requirements, working hours may vary in different teams or departments which will be informed to the employees from time to time by the reporting manager as required. You agree to provide services exclusively to the Company and not to enter into any form of employment or contract with other organizations. You may also be required to perform services not only for the Company, but also for any company affiliated with the Company without further remuneration.

You are required to comply with the Company's Employee Handbook and any other rules, policies or procedures of the Company as issued and/or amended from time to time. Application of such rules, policies or procedures is at the Company's discretion and is not a contractual entitlement unless otherwise specified in the India Employee Handbook. The Company reserves the right to supplement, change, amend, withdraw or discontinue its policies, guidelines and procedures at its discretion and in accordance with applicable law. Please take the time to familiarize yourself with these policies and guidelines as they are made available to you.

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You will keep in strictest confidence the existence, all past and present discussions or correspondence relating to your candidature, this letter, as well as and the terms of this letter and will not disclose this letter or its terms to anyone other than your spouse, parents, attorney or accountant, without the Company's consent. This agreement constitutes the entire agreement between the parties and supersedes any previous written or oral agreement or understanding between them in relation to the matters dealt with in it (including any statements made during your interviews or other recruitment process). You acknowledge that you have not been induced to enter into this agreement by any representation, warranty or undertaking not expressly incorporated into it. No variations to the terms will be valid unless they are authorized in writing by Human Resources.

The terms and conditions of this contract of employment shall be governed and interpreted according to the laws of India. Any dispute, controversy or claim arising out of or in connection with this contract of employment shall be resolved by binding, final arbitration in Mumbai, pursuant to the Rules of Arbitration of the International Chamber of Commerce. The language of the arbitration shall be English.

We are enthusiastic and pleased that you are going to be a part of our organization. To accept this offer of employment, you will need to sign this offer letter, complete all the attached employment forms indicated below and return the materials indicated below to the representative of the HR Shared Services Team, Human Resources, Winchester – 10<sup>th</sup> Floor, Powai Business District, Powai, Mumbai - 400 076, India, within such time as requested by the Company. All additional pre-employment documentation provided to you by the Company must be completed and returned on or before your start date.

Please note that you need to meet the concerned person from the HR Operations Team on your first day, to complete your joining formalities. The details of the concerned person from HR Operations will be provided to you by the Company.

We look forward to your joining the Company.

Sincerely,

**Reshma  
Khanna**

Digitally signed by


Reshma Khanna

Date: 2024.04.19

17:32:01 +05'30'

Reshma Khanna  
Executive Director – Human Resources

Accepted by:

  
\_\_\_\_\_  
Sohain Prashant Chaudhari

22-04-2024  
Date



**Nomura Services India Private Limited**

Winchester – 10<sup>th</sup> Floor, Powai Business District, Powai,  
Mumbai - 400 076, India

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**Annexure A**

The following compensation items are subject to the terms and conditions of your offer letter, to which this Annexure A is attached. Payments are subject to applicable taxes. Please note that fixed pay and retirement amounts are expressed on an annualized basis.

**Name:** Soham Prashant Chaudhari

**Corporate Title:** Analyst

**Functional Title:** Analyst

**Division:** Operations

**Start Date:** 29 April 2024

		<b>Annum (INR)</b>	<b>Month (INR)</b>
<b>Fixed Pay</b>	Basic Salary	182,500	15,208
	House Rent Allowance	91,250	7,604
	Special Allowance*	91,250	7,604
	<b>Total Fixed Pay</b>	<b>365,000</b>	<b>30,417</b>
<b>Retirement</b>	Company's Contribution to Provident Fund	21,900	1,825
	<b>Total Fixed Pay + Retirement</b>	<b>386,900</b>	<b>32,242</b>

\* As part of the Special Allowance, you will be able to declare Leave Travel Allowance (LTA) amount of up to 8.33% of your basic salary. Such expenses will be exempt from taxes and paid to you upon submission of documentary evidence of incurring these expenses in accordance with Nomura's policies.

\*As part of special allowance, employees who are "blind or orthopedically handicapped with disability of lower extremities are eligible for an allowance exemption of INR 3,200 per month, subject to submission of requisite documentary evidence.

\*You may also contribute up to 10% of your basic salary towards "Corporate National Pension System" which will be deducted from your Special Allowance.

**Other Benefits:** (These benefits are subject to change and will be in accordance with Company's policies as may be applicable from time to time)

- Employer Contribution to Provident Fund will be as per Provident Fund Act
- Eligibility for Gratuity as per the Payment of Gratuity Act
- Medical Insurance for self, spouse, children and any two persons amongst your parents or parents-in-law upto INR 600,000/- per year
- Personal Accident Insurance for self only (up to 5 times of Total Fixed Pay + Retirement in case of permanent disability / death)
- Life Insurance for self only (5 times of annual fixed pay + retirement (PF)), contingent upon medical clearance, if applicable. It is clarified that the employees who's 5 times annual fixed salary + retirement (PF) is below INR 50 Lacs, will be covered up to minimum of INR 50 Lacs



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**Annexure B**

**Documents Required:**

1. Signed copy of Offer Letter along with signed Annexure A;
2. 2 passport size photographs;
3. Forms, statements and agreements:
  - a. Employment Application Form;
  - b. Letter of Authorization;
  - c. Confidentiality Undertaking;
  - d. Compensation Information Confidentiality Form;
  - e. Intellectual Property Agreement;
  - f. Questionnaire – New Employees Form; and
  - g. Personal Information Collection Statement.

Please carry the relieving letter from your current employer (if applicable) on your date of joining.



## AWAAZ LABS PRIVATE LIMITED

registered office at A-602, Ruby Park, Park Street,  
Wakad, Pune, Maharashtra, 411057

### PRIVATE & CONFIDENTIAL

1<sup>st</sup> October 2024

Dear Prithish Sumeet Mishra,

Welcome to **AWAAZ LABS PRIVATE LIMITED!**

We are pleased to offer you the position of **Data Scientist** with AWAAZ LABS PRIVATE LIMITED, a private limited company incorporated under the Companies Act, 2013 having its registered office at A-602, Ruby Park, Park Street, Wakad, Pune, Maharashtra, 411057 on the terms described below.

The total CTC will be [REDACTED] per annum in which [REDACTED] is fixed and [REDACTED] by way of Employee Stock option plan (**ESOP**) / Share-Based Compensation. Salary breakup is detailed in the Annexure 1.

The terms and conditions of the offer of employment are detailed in the enclosed Annexure 2.

At AWAAZ LABS, we have a historic opportunity to build a world-class company. We are unique in several ways: being a flat, open, and communicative organization; our ethos that encourages, promotes, and rewards empowerment; initiative; flawless execution and leadership. In return, we promise to provide you with a platform to grow and fulfill your personal and professional goals. We look for professionals like you who would partner with the organization's future growth. With your skills, competencies, and capabilities, we are confident you will be a valuable addition to the team.

We are excited to have you join our team and look forward to your contributions to AWAAZ LABS PRIVATE LIMITED. Your employment start date with AWAAZ LABS will be 15<sup>th</sup> October 2024

Please endorse your acceptance by duly signing the duplicate copy of this letter and by mailing it or handing it over to us on or before 5<sup>th</sup> of October 2024.

Yours Sincerely,  
For **AWAAZ LABS PRIVATE LIMITED,**

**SUDARSHAN ANAND KAMATH**  
CEO

**PRITHISH SUMEET MISHRA**

Date: 10<sup>th</sup> June 2024

Name of Candidate: **Mr. Harsh Tiwari**

Subject: Offer Letter

Dear **Harsh**,

We have pleasure in offering you a position of “**Assistant Manager - Operation**” at **CBD Belapur** Office of PropertyPistol Realty Pvt. Ltd.

Your compensation in terms of "Cost to the company (CTC)" and detailed breakup will be as per attached annexure. Over and above this you are entitled for annual performance based incentives of ₹ 50,000(Fifty thousand only) upon achievement of targets.

The management may place you on any assignment in any unit/department / associate concern of the company in any other location as it may consider necessary in its absolute discretion from time to time.

Your probation period is 03 months from the date of joining and on successful completion of the same you would be confirmed by the issue of a Confirmation letter. In case at any point during probation period, you wish to discontinue your services, you shall be required to serve notice period of 1 month.

Your proposed date of Joining is **11<sup>th</sup> June 2024**.

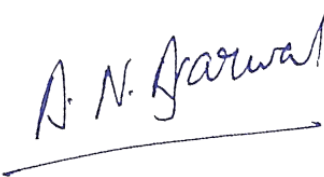
You are required to adhere to all company policies both during your probation and after confirmation period.

We look forward to a long and fruitful association with you.

Kindly acknowledge the copy as an acceptance of the offer letter.

**PropertyPistol Realty Pvt. Ltd.**

I **accept** the above offer of employment



**Ashish Narain Agarwal**  
**Authorized Signatory**

Name of candidate **Mr. Harsh Tiwari**

Annexure I

<b>Details Of Remuneration</b>	<b>Monthly</b>	<b>Annually</b>
Basic Salary	17190	206280
HRA	6876	82512
Conveyance	1600	19200
Others	12534	150408
<b>Gross CTC</b>	<b>38200</b>	<b>458400</b>
EPF Contribution (Employer)	1800	21600
<b>CTC</b>	<b>40000</b>	<b>480000</b>



Telephone: 022-42750100  
Website: www.saarit.in

SAAR IT RESOURCES PVT. LTD.  
Corporate Head Office 1206, DLH Park, Near MTNL Staff Quarters,  
S.V. Road, Goregaon West, Mumbai- 400062 India  
Email Us: info@saarresources.in

Connect us:  
saarresources

## LETTER OF INTENT

**Name: Dhanshree Rajput**

**Date: 28<sup>th</sup> October 2024**

**Dear Dhanshree,**

With reference to the interviews that you have had with us, we are pleased to select you in our organization for the position of **AI Engineer**.

**Your date of joining is 28<sup>th</sup> October 2024.**

Your Compensation details are as follows:

**CTC: Rs. 4, 00,000/- (PA)**

This letter is issued on the basis of scrutiny of the documents that you had submitted.

Documents submitted are as follows: -

- Employment proof: Appointment/Offer Letter with resignation acceptance on letter head or, Appointment/Offer Letter with last 3 months Salary slip or, Relieving Letter/ Experience Letter of Bank Statements showing salary credit.
- Education Proof: SSC, HSC, Graduation, Post-Graduation (Mark sheet/Certificate)
- PAN Card
- Address Proof (Addhar Card/ Election Card/Electricity Bill/Ration Card/ Driving License)
- 4 Passport size photographs.

Your appointment at SAAR is subject to confirmation only once you complete a tenure of one month from your date of joining.

If the above terms and conditions are acceptable to you, kindly sign and return the duplicate copy of the Letter of Intent.

**We welcome you to SAAR.**

Best Wishes,

**FOR SAAR IT RESOURCES PVT.LTD.**

HRD





Capgemini Technology Services India Limited,

Registered Office No. 14, Rajiv Gandhi Infotech Park, Hinjawadi Phase-III,  
MIDC-SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India.  
CIN: U85110PN1993PLC145950  
E: cgcompanysecretary.in@Capgem-ini.com  
www.capgemini.com/in-en

## EMPLOYMENT OFFER LETTER

Capgemini Ref: 1213519/106401,

11/22/2024  
Saniya Sunil Gawas

1/4, JAGAN PAWSHE CHAWL, HANUMAN NAGAR, NEAR NEW SANJAY APARTMENT, KALYAN EAST

India.

### Confidential

Dear Saniya Sunil Gawas,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited** ('Capgemini' or 'Company') starting from **12/05/2024** (or such other date as may be communicated to you by the Company), as per details given below.

- A) Your current designation will be **Analyst / A4**.
- B) You will be required to work at the Company's offices in **Mumbai**.
- C) You have to report by 9:00 A.M. at **Mumbai** office to complete your on-boarding and joining formalities. In this regard, you may contact security at the main gate for your entry

**Address:** Capgemini Technology Services India Limited, CAPGEMINI Knowledge Park (SEZ), IT 3 / IT 4, Airoli Knowledge Park, Thane-Belapur Road, Airoli, Navi Mumbai - 400708, Maharashtra

Please note that your name mentioned in the offer letter will be used to create your employee records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please contact your recruiter before your DOJ. Please note that post joining, no changes can be made. The name provided by you should match with the documents submitted to the Company at time of joining, such as Education certificate, Experience letters, Relieving letters, PAN card, Passport, etc.

D) Your all-inclusive annual target compensation (on a cost to company basis) will be **₹400,000.00/-** (Rupees Four Lakh Only) which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives/skill based allowance as applicable to you. The Company shall deduct tax at source and any other applicable taxes at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

:

**Analyst****Total Cost to Company (CTC).****₹400,000.00**

Monthly Components	Per Month	Annualized
Basic	₹21,200.00	₹254,400.00
House Rent Allowance	₹7,501.00	₹90,012.00
Gross monthly salary	₹28,701.00	₹344,412.00
Statutory payments ++		
Capgemini's contribution to PF *	₹2,544.00	₹30,528.00
Gratuity (accrual only)		₹12,240.00
Total Fixed Compensation		₹387,180.00
Total Cash Compensation		₹387,180.00
Benefits		
Medical, Accident & Life Insurance Premium		₹12,820.00
Total Cost to Company		₹400,000.00

**Note:**

1. The payroll processing will be as per Company policy notified from time to time.
2. For claiming tax benefit in case of admissible allowances and reimbursements (e.g. Leave Travel Assistance, Vehicle and Driver Reimbursement etc), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
3. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
4. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.

+ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.

\* Employee's contribution towards PF will be made from the monthly salary as defined by Law. The Benefits (Accidental, Medical & ESI as applicable) amount has been arrived at by considering the maximum eligibility under each of the components.

E) The following elements are included in the compensation package stated above:

1. Provident Fund- You will be covered under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 and the Schemes framed thereunder. Under the provisions of the above mentioned Act, You and the Company will contribute towards PF as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above mentioned compensation.

Note: In the event you are not citizen of India, International Worker (IW) or Overseas Citizen of India (OCI), your PF contribution as mentioned above shall be remitted as stipulated by the Government of India from time-to-time.

2. Gratuity- Gratuity shall be paid as per the Payment of Gratuity Act, 1972

NOTE:

a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment and consequent changes to the statutory deductions from your salary, if any.

F) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.
3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.
4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

G) You shall be eligible for following additional one-time payouts:

- Special Incentive: You shall be eligible for one-time incentive of **₹25,000.00/-** (Rupees Twenty Five Thousand Only) post completion of one year of service from your date of joining with the Company. This payment will be made to you in the subsequent payroll cycle post completion of one year and will fully taxable. However, in the event that you are not an active employee of the Company (i.e. terminated or you resign from employment or for any other reason) post completion of one year but before the disbursement of one-time incentive, you shall not be entitled for this onetime incentive paid.



H) Probationary Period::

1. You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.
2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

I) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

J) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:

- a. You will submit relevant documents as mandated by the Company.
- b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company.
- c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless, you must submit a clear discharge and/or relieving letter within forty -five (45) days of joining the Company.
- d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
- e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
- f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini).
- g. Your background verification check (including address, academics, employment, criminal etc. as applicable) conducted by the Company is cleared; and
- h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
- i. If you are a IW / OCI your employment with the Company is subject and coterminous to valid employment VISA/ employment permit as applicable (conditions, tenure and other terms as may be applicable) for the purpose of employment during your term of employment with the Company. You are required to fulfil all the compliance pertaining to the same including but not limited to the compliances with FRRO and intimate the Company within 2 working days.
- j. Your employment shall be subjected to the below-mentioned additional terms and conditions.
  - a. You should clear the final degree examination and submit your Highest Degree/Provisional Certificate/Consolidated marksheet and/or Final year Mark sheet, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 02/03/2025 (for current year pass outs), our Offer shall stand automatically revoked or otherwise your employment with the Company shall cease immediately without any further obligation or liability upon the Company.

b. You will be required to clear if applicable, the mandatory Entry Level Certification Training Test ("Test") of the Company in the first attempt. In case the Test is applicable, the details of the mandatory certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such Test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company.

k. That you have obtained / scored a minimum percentile in all semesters of your graduation course, as per the eligibility criteria specified to you during the hiring process.

l. You will join our Fresher training if applicable to you and for successful completion of training you will be evaluated upon defined parameters and will be required to score a minimum percentage. Details pertaining to fresher training will be provided to you separately at the time of on-boarding.

2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, fabricated or forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

K) Your employment with the Company will also be governed by the terms and conditions of employment contained in **Exhibit 1** attached hereto.

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited



**Sall Mathew**

**Head - Talent Acquisition**

Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Signature:

Name: Saniya Sunil Gawas

EXHIBIT 1

Terms & Conditions of Employment with Capgemini Technology Services India Limited

**1. CURRENT WORK LOCATION:**

1.1 Capgemini Technology Services India Limited ("**Capgemini**" or "**Company**") may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

- a) one location to another; or
- b) one team/department/account/function/Business Unit to another; or
- c) one project/job to another; or
- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

**2. DUTIES AND RESPONSIBILITIES:**

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

**3. COMPENSATION:**

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

**4. TRAINING:**

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

**5. COVENANTS AND REPRESENTATIONS:**

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

a) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company.

b) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliate.

c) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and

d) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi-judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi-judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi-judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended.

5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedure s/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.4 Cpgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at any time during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Cpgemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Cpgemini and communicated to you in writing.

5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/ audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti-bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

5.15 You hereby represent to the Company that:

- a) you are legally permitted to reside and be employed in India.
- b) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same.
- c) you have accepted these terms and conditions only after having had the opportunity to seek clarifications.
- d) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you.
- e) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and
- f) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

## 6. CONFIDENTIALITY:

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

6.4 You agree and confirm that, you will, at all times:

- a. maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you.
- b. not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent.

- c. treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care.
- d. prevent the unauthorized use, dissemination or publication of such Confidential Information.
- e. not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you.
- f. not share such Confidential Information with any third party (specifically those persons who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company).
  
- g. not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company.
- h. neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
- i. not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

- a. was in your possession before receiving the same from the Company pursuant to this Letter.
- b. is or becomes a matter of public knowledge through no fault of yours; or
- c. is rightfully received by you from a third party without a duty of confidentiality.

6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

## 7. INTELLECTUAL PROPERTY:

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights), including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third-party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all

losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively '**Developments**') that:

- a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith.
- b) results from tasks assigned to you by the Company; or
- c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate, such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively '**Moral Rights**'). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and market the Development, without identifying you or seeking your consent.

7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Capgemini's policy with respect to Intellectual Property.

## 8. CONFLICT OF INTEREST:

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

## 9. RETIREMENT/TERMINATION:

### a) Retirement

- (i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves its right to change the retirement age.

### b) Notice Period/Termination

- (i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

- (ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).
- (iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labor laws and/or in the Company policies.
- (iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.
- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

### c) Effects of Cessation of Employment

- (i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.
- (ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.
- (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

## 10. LIMITATION OF LIABILITY AND INDEMNITY:

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrance by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.



10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

## 11. MISCELLANEOUS:

11.1 Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 Publicity: You shall not use the name and/or trademark/logo of Capgemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 Non-Disparagement: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter along with its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 Dispute Resolution/Governing Law: The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the Arbitrator shall be final and binding on Parties. This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.

## CONSENT LETTER

### For use of Personal Information & Sensitive Personal Data or Information

I, \_\_\_\_\_ residing at \_\_\_\_\_, do hereby provide my express consent to my employer, Capgemini Technology Services India Limited, having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:
  - a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
  - b) payroll processing agencies for processing my payroll (including reimbursement claims),
  - c) law enforcement agencies,
  - d) to comply with a judicial/quasi-judicial order,
  - e) auditor (including internal auditors, statutory auditors or Capgemini clients or their auditor) for the purpose of audit,
  - f) insurance companies for the purpose of group insurance, personal accident insurance etc.
  - g) service providers providing services for biometric access to office premises for monitoring attendance,
  - h) foreign consulates, embassies etc. and service providers (including travel agents) for the purpose of processing of visa, work permits etc.
2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:
  - a) affiliates of the Company for administrative purposes and/or audit;
  - b) clients/prospects in relation to any staff augmentation assignments.
3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.
4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.
5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.
6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.
7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name:

Signature:

Date:

## ANNEXURE I (A)

### Joining Documents

Please carry two set of photocopies along with the original documents for verification as mentioned below:

#### I. Academic qualification (Highest qualification as applicable):

- Highest Academic Qualification – all semester marksheet and certificates
- Provisional Certificate OR Convocation OR Degree certificate.
- If Applicable- Diploma/ Completion Certification(s) for specialized courses

#### II. Employment experience related documents( As applicable):

##### a. Current Employer

(Document mandatorily containing: Emp ID, Designation, Start Date of Employment, End Date of Employment)

- Resignation acceptance letter OR Email confirmation from the HR (official domain) OR Relieving Letter AND Experience Certificate
- Pay slips for last 3 months

##### b. Previous Employer(s)

- Experience Certificate AND / OR Relieving certificate of all employments (ensure the above document specifies start date and end date of your employment (s))

#### III. Mandatory Documents

- UAN card copy with KYC as "YES" ( not required for freshers)
- E-Aadhar card copy
- Passport size photograph – 4 copies (white background)

#### IV. Proof of Identity (Any two):

- PAN Card (Mandatory)
- Valid Passport – All pages
- Driving License
- Voter's Id

## ANNEXURE I (B)

### Background Verification

#### Reference terms:

Capgemini adheres to a strong background verification process. As a part of this process all the personal and professional information provided by you is verified, therefore we request you to provide all the necessary relevant documents as per the information provided. This will help us verify your

- Education Credentials (Bachelor's Degree/Post Graduate Degree etc. whichever is higher)
- Professional Experience & Employment(s) Credentials.
- Database
- Court Record (as applicable)

Note: Based on certain business requirement and statutory rules, Capgemini may initiate additional checks during your tenure in the organization. By accepting this offer you agree to undergo such additional checks as required. Capgemini will not take any individual approval for the same.

Please ensure that the following steps are followed to initiate the process and submit the necessary documents whenever the insufficiency is intimated to avoid delay in onboarding and completion of BGV.

#### **\*\* You are required to submit all the documents at the earliest from receiving this Offer and the NES failing to which offer will be revoked \*\*\***

Fill the standard application form by clicking the New Employee Wizard (NES) link (received from SuccessFactors Onboarding <auto.noreply@capgemini.com>. (You will receive the link to New Employee Wizard portal shortly). In case you have not received this link within the next 3 days, please get in touch with your recruiter immediately.

Download the Address check Form, Database check form, Court record form - from the New Employee Wizard link; update the details in the form with your manual signature and mention the current date on which you have signed this form. You will have to upload the scanned copy of these documents on to the New Employee Wizard link.

- Highest Educational Degree Certificate and Final year Mark sheet
- Submission of all semester/term mark sheets of your highest qualification.
- Any qualification obtained from the Institute which is not recognized by UGC/AICTE **is not considered.**
- Experience letters and relieving letters for last 5 years of employment as applicable

Please note, should you provide any other additional document than the aforesaid, the Company shall not be held responsible for the same

- \* On the date of joining you are required to carry the experience letter/Relieving letter from all your past employers for last 5 years of employment as applicable
- \* These letters should clearly mention your date of joining & last working day with your previous employers

Some organization issue relieving/experience letter along with the full and final settlement in such cases you should submit the resignation acceptance mail authorized by your last employers HR department and you should ensure that the last working day is clearly mentioned on this acceptance letter. Please note that in such cases you will have to upload the original experience/relieving letter in the Background verification Application (Link available on E-mail) not later than 45 days of your joining\*\*\*

\* Campus Hire: For current year pass outs, mandate documents (Final year marksheet/consolidated marksheet and Provisional certificate) to be shared within 60 days of joining Capgemini.

### Court Verification Forms

- \* Court Record form

Note:

All these forms (Address check Form, Database check form, Court record form) are available on the New Employee Wizard link. Please download these forms from the New Employee Wizard link and fill the information in BLUE ink only.

All the above forms will be shared with our empaneled BGV vendors. As part of the verification process, you may be requested to support with verification which could include police and court checks. The forms are further submitted to the respective authorities (Police/Courts etc) and as a part of the verification process the representatives of these authorities may visit your residence for verification; alternatively, they may also call you or ask you to visit the nearby Police Station.

\*\*\*You are required to submit all the documents with 7 days from receiving this Offer, failing which offer will be revoked\*\*\*\*

### Important points to note:

\* In an event you fail to upload the required pending documents in the BGV tool within 7 Calendar days / within 3 reminders. Capgemini reserves the right to hold back your salary and to take disciplinary actions which inter alia include termination from service without notice.

\* You are requested to fill your details diligently in the link provided. If there is a discrepancy in the data provided or the copies of documents / certificates given by you as a proof in support of the above, Capgemini may take disciplinary action which inter alia includes termination from service without notice.

\*\*\*In case your last employer does not provide experience letter, the relieving letter is accepted as an alternate document. Please ensure that the relieving letter has last working day clearly mentioned.

Please note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

In the absence of the above listed documents your onboarding may be delayed or deferred.

Best Regards,  
Team HR

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Corporate Personnel & Administration Dept.

Ref: HK/P&A/CAMPUS-OFFER'2024-25/CN-40

29<sup>th</sup> May 2024

**Dear Mr. Aman Thakur,**

Greetings from Godrej!

We are delighted to have you coming on board with effect from **24<sup>th</sup> June 2024**.

We are sure that you are keenly looking forward to what's in store for you upon your joining us.

To make your transition in Godrej smooth, we have planned a comprehensive Corporate Orientation Program at our Vikhroli Establishment in Mumbai.

To enrich you with knowledge, learning, skills and experience during the traineeship, you will be undergoing a structured Training Program comprising of learning inputs in a phased manner:

**Phase I (At the time of Joining):** - Corporate Orientation Program, followed by:

- Technical Training Program (or)
- Sales, Service and Marketing Training Program (and)
- On-The-Job Training, as applicable.

**Phase II (Mid-Year): - Developmental Program(s)**

- Technical Training Program (or)
- Sales, Service and Marketing Training Program (and)
- On-The-Job Training, as applicable.

**Phase III (Upon completion of the Training):** - Organization Level Development Programs (Common for all) followed by:

- Advanced Programme of Technical Training Program (or)
- Sales, Service and Marketing Training Program (and)
- On-The-Job Training, as applicable.

When you take up the assignment, we have earmarked for you, you will have a 'buddy' to help and guide you in the initial days. Please feel free to speak to / write to us for any information that you may need:

Ms. Rachna Bhuse (rachna@godrej.com; Mobile: 9821490425)

Mr. Tijo Thomas (tijo@godrej.com; Mobile: 9167306115)

We look forward to you becoming part of the exciting growth journey at Godrej!

With best wishes,



**Harpreet Kaur**  
**Executive Vice President & Head-**  
**Corporate Personnel & Administration**

Encl.: Offer Letter



Corporate Personnel & Administration Dept.

Ref: HK/P&A/CAMPUS-OFFER'2024-25/CN-40

29<sup>th</sup> May 2024

**Mr. Aman Sudhir Thakur**  
**Room No. 03 Sai Riddhi Appt**  
**Shastri Colony, Near Gerse Road**  
**Vasind (East)**  
**Shahapur - 421601**

**TR CAT: C-120**

### OFFER LETTER

**Dear Mr. Aman Thakur,**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your selection as **Graduate Trainee** in **Godrej Aerospace Division**. Your appointment is covered under the provisions of **The Apprentices Act, 1961 and its subsequent amendments thereto**. The terms & conditions are as given below:

#### **1. Place of Posting & Period of Training:**

**Your initial place of posting will be at our Vikhroli Establishment.** The training period will be for a period of twelve (12) months from your date of joining, i.e., **with effect from 24<sup>th</sup> June 2024.**

#### **2. Consolidated stipend:**

You will be paid an All-inclusive Consolidated Stipend of **Rs. 25,000/- (Rupees Twenty-Five Thousand only)** per month.

*(In the event of any legislation being enacted/made applicable treating the above mentioned "Consolidated Stipend" as "Salary" for the purpose of calculating Provident Fund, Gratuity, House Rent Allowance, Medical or any other direct / indirect benefit or contribution etc., then in such an event, the said "Consolidated Stipend" shall stand adjusted / modified to the extent so that there is no additional financial burden on the Company on this count i.e., the stipend payable to you by the Company, inclusive of all statutory, direct / indirect benefits or contributions, shall not exceed the above mentioned Consolidated Stipend per month).*

#### **3. Leave Entitlement:**

You will be eligible for Leave as per the Leave Rules of the Organisation applicable to the trainees covered under The Apprentices Act, 1961. The same is subject to change from time to time.

#### **4. General terms & conditions:**

- Although it is not mandatory and / or obligatory on the part of the Company to offer you employment upon completion of the training period, you will be considered for any suitable opening that may arise / exists at that point in time, subject to your overall performance, attitude, conduct, attendance & punctuality besides meeting the requisite selection criteria.
- As a part of the terms and conditions mentioned in this Offer Letter, you will be required to sign a Service Agreement for a period of two years (one year as a Trainee and one year subject to being absorbed in regular employment upon successful completion of the training period).

We are enclosing the soft copy of the Service Agreement which you are required to prepare on a **Stamp Paper of value Rs.200/-** and submit the duly filled-in and signed (by you and the guarantor) Agreement on your date of joining. Please note that it is mandatory to carry the Service Agreement on your date of joining along with the Offer acceptance copy.

Contd....( 2 )



( 2 )

**Mr. Aman Sudhir Thakur, Shahapur - 421601.**

- c) During the training period, you will not be eligible for any Variable Pay (viz., Performance Pay, Sales / Service Incentives etc.).
- d) Your selection as a trainee is subject to you being found medically fit by the Company's Medical Officer or by a Medical Practitioner of Company's choice.
- e) You are liable to be transferred to any of the Company's Establishments / Upcountry Manufacturing Plants / Project Site Office within the territory of India either during your training period or thereafter as per business needs and exigencies. Such transfers will not have any impact on your Consolidated Monthly Stipend. You will follow six days per week work schedule. The salary / stipend disbursement is on the 10<sup>th</sup> day of every month.
- f) The Divisional HR Team, in consultation with the Functional Heads, shall decide your function / profile as per the business need and exigencies either during the divisional induction program or thereafter. The Management's decision in this regard is final and binding on you.
- g) If and when it is required to impart training to you on a non-working day, you will be required to report for training on such days for which you will be given compensatory off. Similarly, as and when required, you may be called upon to report in second shifts when specific / special training opportunities are available.
- h) If you wish to resign from the traineeship of the Company, the notice period is one month during the training period, and you will be permitted to do so subject to your fulfilling the terms & conditions as per the Service Agreement signed by you. The Company reserves the right not to accept the notice period depending upon business needs and requirements. In case you leave the traineeship without fulfilling the terms & conditions as applicable to you, the Management reserves the right to initiate appropriate proceedings as per law.
- i) Your traineeship can be terminated by the Company at any time by giving you one month notice. Upon successful completion of the training and after absorption in regular employment, the notice period is three months on either side.
- j) The Company reserves the right to terminate your traineeship / employment at any time without notice or payment in lieu thereof if you are found guilty of absence from duty without prior intimation and/or permission for a continuous period of seven days or more, insubordination, non-performance, low productivity, disclosing confidential data or information pertaining to the Company, bonafide loss of confidence, misappropriation of Company's funds, causing damage to the property of the Company, non-compliance of Company rules & regulations besides omission / commission of any act on your part which may be prejudicial to the interest of the Organization.

In case you need further information about the pre-joining / joining process, please contact Mr. S G Kannan (Mobile 9820506928, Email id: [sgkannan@godrej.com](mailto:sgkannan@godrej.com)) or Ms. Aliamma (Mobile 9867066396 Email id: [aliamma@godrej.com](mailto:aliamma@godrej.com)).

Contd.... ( 3 )





( 3 )

**Mr. Aman Sudhir Thakur, Shahapur - 421601.**

**5. Qualification Clause (Declaration of Final Year / Semester Results):**

If your selection is being made prior to the declaration of the final semester results of the examination for which you have recently appeared, you are required to inform the Company about the results immediately upon declaration of the same by the University / Institute. You shall submit a copy of the mark sheet / certificate issued by the Institute / University as documentary evidence and produce the original for verification. In case, you do not pass the said degree / diploma examination, your selection / appointment will be deemed to be automatically terminated without notice or payment in lieu of notice with effect from the date of the declaration of the result at the discretion of the Management. Further, if you are unable to submit the official documentary evidence in support of you having secured a final pass in the aforesaid examination prior to the completion of the training period, your appointment will automatically stand terminated without notice at the end of the training period at the discretion of the Management.

**6. Submission of False Documents:**

If at any time in future, the documents submitted by you pertaining to your date of birth, residence, family details, educational qualification and/or external work experience etc are found to be false / incorrect, the Company reserves the right to terminate your appointment forthwith besides initiating necessary legal proceedings against you as per law.

**7. Code of Conduct:**

You will be bound by the Company's Code of Business Conduct & Ethics as applicable from time to time and will be required to sign the `Code of Business Conduct & Ethics upon your joining the Company. In addition, you will be required to sign an `Employee Non-Disclosure & Confidentiality Agreement' upon your joining the Organization, which aims to protect the intellectual proprietary rights and business information of the Company and its clients / business associates.

**8. Conflict of Interest:**

You are expected to carry out your duties and responsibilities diligently, and shall always, safeguard the interest of the Company. During your traineeship / employment in our Company, you are required to devote yourself exclusively to the services of the Company and you shall not undertake yourself directly or indirectly with any business, duties or outside work, either part time or full time, without the prior express permission of the Management. The Company regards conflict of interest as a severe offence, which may lead to strict disciplinary action, including termination of your traineeship / employment without notice.

**9. Indemnity:**

You shall indemnify the Company against any loss / damage, proceedings which the Company may suffer due to any wrongful acts, negligence and/or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Company to terminate your traineeship / employment on such count or the right of the Company to seek other remedies which the Company may have to make good the loss / damage suffered.

**10. The Company reserves the right to add to, amend or vary the forgoing terms and conditions as and when found necessary.**

The formal Letter of Appointment will be issued to you upon completion of the Corporate Orientation Program.

Contd....( 4 )



( 4 )

**Mr. Aman Sudhir Thakur, Shahapur - 421601.**

Please report for the Corporate Orientation Program commencing on **Monday, 24<sup>th</sup> June 2024 at 8.45 a.m.** at the following venue:

**Godrej & Boyce Mfg. Co. Ltd.**  
**Room No.317, Plant 13 Annex, 3<sup>rd</sup> Floor.**  
**Pirojshanagar, Vikhroli East, Mumbai 400 079.**

**Please bring the following with you, when you report for the Corporate Orientation Program:**

- All certificates and marksheet in original pertaining to your educational qualification, along with one set of photocopies (S.S.C. or School Leaving Certificate to be submitted as documentary evidence for date of birth).
- Three passport size photographs (in professional attire)
- Photocopy of PAN Card and Aadhar Card.
- Letter from your present/last employer confirming that you have been relieved from their service (only if applicable).
- Original Service Agreement (made on a stamp paper of value Rs.200/-) duly signed by you and your guarantor in all the pages.
- Copy of Final Vaccination Certificate, if not given earlier.

Any dispute, differences or disagreement arising out of the terms & conditions of this Offer Letter & the Service Agreement entered by you with the Company shall be referred to a Sole Arbitrator nominated by the Company under the provisions of Arbitration & Conciliation Act, 1996, whose decision shall be final and binding. The language of the Arbitration shall be English and the location of the same shall be in Vikhroli, Mumbai.

Please email us a scanned copy of last page (i.e., Page no. 4) of the offer letter with your signature as a token of your acceptance of its terms & conditions, within two days of receipt of this email.

We look forward to your joining Team Godrej for a bright and prosperous career with us.

Yours truly,

**For Godrej & Boyce Mfg. Co. Ltd.**



**Harpreet Kaur**  
**Executive Vice President & Head-**  
**Corporate Personnel & Administration**

Encl.: As above

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I have gone through the terms and conditions of the aforesaid Offer Letter and the Service Agreement. I hereby agree to abide by the same. I will report for the Corporate Orientation Program on \_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

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Date: 05-11-2024

To,  
Miss Siddhi Kale,

Address: Pitrukhaya Samartha Nagar Vasind,  
Tal. Shahapur, Dist. Thane - 421601.

Mob: 88282 92360  
Mail Id: siddhikale221@gmail.com

Appointment Letter

Dear Miss Siddhi Kale,

It is our pleasure in welcoming you to the **CVCPharma family**. We look forward for you to play an important part of the organization to realize the vision of achieving great heights.

We are pleased to appoint you as a **Dot Net & AI Developer** in our company with effect from **6<sup>TH</sup> November 2024**. You will be reporting to **Mr. Vinay Salian**. Your location will be Mumbai head office.

**Your responsibilities will include: -**

- I. Design, develop, and maintain applications using .NET technologies (C#, ASP.NET, .NET Core).
- II. Designing and implementation of machine learning models.
- III. Experimenting with different algorithms and techniques.
- IV. Writing and testing code for model training and evaluation.
- V. Collaborate with business analysts and stakeholders to gather and analyze requirements.
- VI. Write clean, scalable, and efficient code while adhering to best practices.
- VII. Conduct code reviews and provide constructive feedback to team members.
- VIII. Identifying areas where ML/AI can be implemented for the benefit of Customers.
- IX. Troubleshoot, debug, and resolve software defects and performance issues.
- X. Participate in the entire software development lifecycle, from concept to deployment.
- XI. Stay up-to-date with emerging technologies and industry trends to ensure the best practices are implemented.
- XII. Transforming data into a suitable format for analysis.
- XIII. Analysing feature importance and its impact on model performance.
- XIV. Learning new tools and technologies relevant to the field.
- XV. Monitoring model performance and making necessary adjustments.
- XVI. Working with data scientists, engineers, and other stakeholders.

Address: - UNIT 43, NAV NADAVAN IND, NR MONTE PLAZA TOWER  
MOHAN MALAVIYA ROAD, MULUND WEST, MULUND WEST MUMBAI - 400080



The following terms and conditions will be applicable: -

- You will be governed by the company rules and regulations, conditions of service, standing instructions and standing orders that are prevalent or that will be made from time to time by the management as applicable to your group.
- If, however, during the period of employment, should your work or your conduct or your attendance be unsatisfactory your employment will stand terminated with immediate effect without prior notice.
- You will carry out the duties assigned to you from time to time, in addition to your normal duties, diligently, to the best of your abilities and promote the interests of the company.
- Information you have access to during your employment is confidential and proprietary information of the company. You agree not to disclose such information without prior consent from the management.
- Your performance will be reviewed regularly, and opportunities for growth and development will be discussed during these reviews.
- Your standard work hours will be 9:30 am to 6:30, 6 days of the Week.
- Your services may be terminated by giving notices from either side as follow:

0-3 years	2 months	from date of confirmation
3- and above	3 months	From date of confirmation
- You will not without our previous written permission carry on any business or enter for any part of your time in the services of any other organization/Firm/Company or person.
- You shall not either during the continuance of your employment with the company or thereafter, except in proper course of your duties, divulge to any person or whomsoever and shall use your best endeavors to prevent the publications or disclosure of any trade secret or manufacturing process or any information concerning the business or finance of the company or any of the dealings, transactions or affairs which come to your knowledge during the course of your employment with us.
- You will furnish your correct residential address to company and in case of any change of your residential address, the same should be communicated to the company in writing immediately
- On your ceasing to be our employees whether resignation, dismissal or otherwise, however, you or your legal representatives as the case may be shall hand over and surrender to us all our books, papers, documents, samples, moneys, equipment's, articles and assets in your possession or under your control relating to our business before any settlement activities are settled.

Address: - UNIT 43, NAV NADAVAN IND, NR MONTE PLAZA TOWER  
MOHAN MALAVIYA ROAD, MULUND WEST, MULUND WEST MUMBAI - 400080



## CVC PHARMA TECHNOLOGIES LLP



As agreed you are entitled to a consolidated CTC of INR 3,60,000- annually including Bonus with next increment in April 2026.

1. A sum of Rs. 500 per month to accumulate one-month salary over 60 Months. This is your one-month salary kept as a security with us. This amount will be paid in eventuality of you leaving the company and having served your notice period. It is only kept to safeguard that you do not leave things in incomplete state at the time of resignation.

Once again we thank you for considering Our Company and joining us to share in our growth, success and vision. We are excited about the prospect of having you join our team and are confident that you will make valuable contributions to CVCPharma Technologies LLP.

Please confirm your acceptance of above by signing the duplicate copy of this letter.

We now look forward to a fruitful and long association with the company.

Best Regards,

A handwritten signature in blue ink, appearing to read 'G. G. Prabhu', written over a light blue grid background.



**G. G. Prabhu**  
(Chief Executive Officer)

Address: - UNIT 43, NAV NADAVAN IND, NR MONTE PLAZA TOWER  
MOHAN MALAVIYA ROAD, MULUND WEST, MULUND WEST MUMBAI - 400080



# MANAPPURAM FINANCE LIMITED

Make Life Easy: 1

## Background Verification

Date: July 06, 2024

Girish Uttam Rajaram

S/O Uttam Rajaram

Yamekond Kine Ajara

Shippur T/F Nesari

Kolhapur

Maharashtra-416504

Mr/Ms. Girish Uttam Rajaram,

### Sub: Offer of appointment as JR. ASST.

We are pleased to offer you for the post of JR. ASST. in the Company on the following terms and conditions

1. Post offered : JR. ASST.

### 2. Place of posting

You are presently posted at Cv Finance-Mumbai Ho . Your services are liable to be transferred / deputed to any of the branches or subsidiaries or affiliate companies of Manappuram Finance Limited, either in existence now or would come into existence within India or Overseas, in the same or different capacity.

### 3. Date of Joining

You are required to report for duty on July 06, 2024 at Cv Finance-Mumbai Ho , Mumbai-1 , Maharashtra .If you require any change in the date of joining, it should be taken up with Human Resource Management Department at the Administrative office well in advance. Your appointment will be effective from the date of your joining duty.

### 4. Probation/Confirmation

You will be on probation for a period of six months. Based on your performance your services will be confirmed with the company in writing after six months. If your performance is not found to be satisfactory or up to the expected level, your probation period will be extended for a further period of 6 months at the discretion of the Management. During probation period, your services are liable to be terminated without assigning any reason.





# MANAPPURAM FINANCE LIMITED

Make Life Easy

Page: 2

## 5. Background Verification

The Company shall conduct a background check of the employee through an authorized agency. If, as a result of this background check, it is found that any false statement has been made in the personal data relating to educational qualifications etc. furnished to the company or have not disclosed a material information resulting in your being offered this position, the Management may take such action as it deems fit, including termination of your employment with immediate effect.

## 6. Agreement

At the time of joining, you are required to execute an Agreement with the Company along with a surety accepting the terms and conditions of the offer letter etc.

## 7. Eligibility for leave

You will be eligible for leave of one day per month during the first year of service in the Company. Post continuous of 12 months service in the company you will be eligible for leave as per the respective state shop and establishment act.

## 8. Voluntary retirement/Resignation

You are required to give a minimum period of three-month notice if you wish to resign from the service of the Company. In the event of failure to do so, you will be liable to compensate the company with an amount equal to salary and allowance for the actual days of deficiency in such notice period. Employees who are serving as Branch Head or Assistant Branch Head at the time of their resignation shall serve three-month notice period compulsorily upon resignation irrespective of their grade. Provided that, Company shall have the right to reduce the period of notice of three months at any point of time upon resignation of any employee irrespective of their grade in the event that company feels necessary to do so. The security deposit will be refunded after the expiry of twelve months from the date of relieving from the service, after necessary deduction of any sum due to company from the employee. You shall not join any of our competitor company within twelve months of leaving of organization

## 9. Accommodation

The company will provide leased accommodation to the employees (bachelor or family accommodation) as per the rules of the company.

India's First Listed and Highest Credit Rated Gold Loan Company





# MANAPPURAM<sup>®</sup> FINANCE LIMITED

Make Life Easy

Page: 3

Page: 3

## 10. Secrecy Clause

You may kindly note that confidentiality in your work in relation to any information of the Company is paramount and shall not be divulged to any third party unless with prior permission from the Management. In case employee neglects to maintain secrecy and loss/damage is suffered to company, even after termination of employment, you will be held liable for the same and such disputes will be referred to a sole arbitrator appointed by the company whose decision will be binding on both parties.

## 11. Loyalty & Ethics

You may serve the company diligently and loyally and devote your best efforts, full time and energy to such services. You will not engage in any other employment during employment with company and warrants that employee is not subjected to any agreement with a prior employer or other party, which would restrict the performance of his duty in this company. All business activities should be conducted in accordance with the directives, policies and instructions of the company, in a professional manner so as to maintain ethics, professional standards, goodwill and reputation of the company. As an exception, you will be allowed to work additionally as POSP for our Insurance Broking subsidiary, subject to IRDA rules.

## 12. Security Deposit

You will have to deposit an amount of Rs.25,000/- (Rupees Twenty Five thousand only) towards security deposit. This will be deposited with Nationalized /Scheduled Commercial Bank. You will be eligible for interest at the rate applicable to deposits of the Bank and such security deposit will be refunded after expiry of 12 months from the date of relieving from the service. Any sum due to the Company from you will be deducted from the security deposit. This Security amount can be paid in lump sum or in 25 equal continuous monthly Installment of Rs1000/- (One Thousand Only) from your Salary. In case monthly deduction from your salary towards the security deposit of Rs.25,000/- is not yet completed, then you will have to continue to contribute the balance amount or it will be deducted from your salary until the amount reaches Rs.25,000/-.

## 13. Restriction from soliciting with company's clients and business relations

During the course of the employment and thereafter employee shall not engage in any position or activity that would involve in soliciting or knowingly communicating with the company's clients, business partner or entity that the employee had business relations with, during the course of his employment.

**India's First Listed and Highest Credit Rated Gold Loan Company**





#### 14. Gratuity

Gratuity will be paid as per the provisions of the Gratuity Act as and when you become eligible for the same.

#### 15. Safe custody of Company Assets

You will be responsible for safekeeping and return in good condition and order of all company property, which may be in your use, custody or charge.

#### 16. Termination

If at any point of time during your employment with our company, you are found to be a non-performer or guilty of fraud, dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission, failure to produce or non-submission of any certificate in proof of education qualification, experience, police verification certificate, etc. called for by the company at the time of joining or forgery of any of the certificate of documents submitted by you or found to be involved in any criminal case or any other conduct considered by us to be deterrent to our interest or of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission, the company shall be entitled to recover the damages from you.

#### 17. Acceptance of Commission/Gratification

You will not accept any present, commission or any sort of gratification in cash or any kind from any person, party or firm or company having dealing with the company and if you are offered any, you should immediately report the same to the management.

#### 18. Appointment in good faith

This offer of appointment as JR. ASST. is being issued to you on the basis of the information relating to your qualification, experience etc, furnished by you in your application including Bio-data at the time of your interview and subsequent discussion. If it transpires that you have made a false statement or have not disclosed a material fact resulting in your being offered this appointment, the management may take such action as it deems fit in its sole discretion, including termination of your employment.



# MANAPPURAM FINANCE LIMITED

Make Life Easy

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## 19. Dress code

You will comply with the prevailing dress code applicable to employees, while in service with the Company.

## 20. Training

You will be provided with necessary training at each phase of your career. The training shall be imparted through the Company's sole Learning Experience Platform-MADU. All your benefits such as, Salary Increment/ Promotion/ Transfer shall be considered only based on the successful completion of the training, within the time frame assigned to you. For accessing MADU, visit <https://lms.manappuram.com/madu/login.aspx>

## 21. Manappuram Employee Welfare Trust

Manappuram Employee Welfare Trust is an entity formed for the welfare of employees. By giving voluntary consent for deducting Rs 100 you will become a beneficiary under this Trust and can enjoy the benefits under existing and future policies subject to the conditions mentioned in each policy. Trust has full authority to modify / amend or introduce policies and utilise funds for its day-to-day operations. I have read and understood, and I give consent to deduct Rs 100 from my salary out of my free will by signing this offer letter.

India's First Listed and Highest Credit Rated Gold Loan Company

Registered & Corporate Office : (CIN-L65910KL1992PLC006623) IV/470A (old) W638A(New), Manappuram House, Valapad, Thrissur, Kerala - 680 567  
Tel : 0487 - 3050100, 3050108 Fax : 0487 - 2399298 E mail : mail@manappuram.com Website : www.manappuram.com





# MANAPPURAM FINANCE LIMITED

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## 22. Salary Stack Up

Remuneration Details	
Employee Name	GIRISH UTTAM RAJARAM
Employee Code	419543
Date of Joining	06-jul-2024
Designation	JR. ASST.
Department	COMMERCIAL VEHICLE FINANCE
Branch	CV FINANCE-MUMBAI HO

Benefits		
	Monthly	Yearly
Basic Pay	8800	105600
VDA	3068	36816
Minimum Wage Adjustment	3567	42804
Outstation Allowance	2250	27000
PF Employer Contribution	1875	22500
Bonus	3087	37044
ESI Employer Contribution	574.76	6897.12
<b>CTC (Cost to Company)</b>	<b>23222</b>	<b>278661</b>
Deductions		
EPF (Employee Contribution)	1800	21600
ESI (Employee Contribution)	133	1596
Staff Welfare Fund	100	1200
<b>Total Deductions</b>	<b>2033</b>	<b>24396</b>
<b>Net Salary</b>	<b>15752</b>	<b>189024</b>
<b>Gross Salary</b>	<b>17685</b>	<b>212220</b>

India's First Listed and Highest Credit Rated Gold Loan Company



# MANAPPURAM FINANCE LIMITED

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## 23 Documents to be Produced

- a) Copies of your certificates, testimonials, proof of age, Mark sheets, Qualification, experience etc duly attested by a Gazetted Officer.
- b) Four Recent Passport size photographs.
- c) Physical Fitness Certificate from a Medical Officer not below the rank of an Asst.
- d) Relieving letter from your present employer, if applicable.
- e) Stamp paper worth Rs.200/-
- f) Police Verification Certificate from the nearest police station.
- g) Copy of Adhar card/ National Population Register (NPR) and Copy of PAN card.
- h) Bank account details with IFSC code.

Please sign and return the duplicate copy of this appointment letter to us as a token of your acceptance of the terms and conditions mentioned therein.

We welcome you to Manappuram family and look forward to a long and mutually beneficial relationship.

With best wishes,

For Manappuram Finance Limited.

Sivaprasad V S

India's First Listed and Highest Credit Rated Gold Loan Company

Ref No: HR/GRL/0824-663

August 14, 2024

Ms. Nidhi Pralhad Govindwar  
Global Reference Lab

**OFFER LETTER**

Dear Ms. Nidhi,

With reference to the interviews and subsequent discussions that you have had with us, we are pleased to offer you the position of “**Scientific Officer**” at **Metropolis Healthcare Ltd** based at **Global Reference Lab**.

You will be paid an **Annual Package in INR** as given below:

Fixed Monthly	Monthly Total	CTC Annual
₹22,801/-	₹22,801/-	₹2,73,612/-

**Note:**

- You will be on probation for a period of Six months. Notice period during probation will be thirty days.
- Medical Insurance - Hospitalization Floating Cover for Self + Spouse + 2 Children, Applicable for non ESIC Members (Insured Sum Amount – 1,00,000/-)
- Any amount incurred by the Company for your relocation expenses or paid to you by the Company in lieu of notice pay buyout or as joining bonus will be recovered in full in case you exit from the Company before completing 1 years (One Year) of service from your date of joining and any taxes paid/payable on the same shall be borne by you.
- Metropolis has a process of background verification and reference check wherein information & all documents provided from your end shall be verified by our third party for its validity & authenticity any information found incorrect shall be critically reviewed as per company policy.
- You will follow the work schedule including the working days and the working hours as assigned to you at your work location. You may have to work in shifts, based on the business requirements. You will be required to work for 6 days for 8 hours every day.

**BLOOD TESTS • DIAGNOSTICS • WELLNESS**

**METROPOLIS**  
The Pathology Specialist

**Metropolis Healthcare Limited**

Registered Office: 4<sup>th</sup> Floor, East Wing, Nirlon House, Dr. Annie Besant Road, Worli, Mumbai - 400030, Maharashtra, India.

Corporate Office & Global Reference Laboratory: 4<sup>th</sup> Floor, Commercial Building-1A, Kohinoor Mall, Vidyavihar (W), Mumbai - 400 070.

CIN: L73100MH2000PLC192798 Tel No.: 8422 801 801 Email: [support@metropolisindia.com](mailto:support@metropolisindia.com)

Website: [www.metropolisindia.com](http://www.metropolisindia.com)



**On the day of Joining, you shall be required to carry originals and Xerox of the following documents for verification process:**

- PAN Card & Aadhar Card copy
- Permanent Address Proof
- Colour Passport Photo with Red Background (5 Copies)
- Cancelled Cheque
- Educational Documents (all marks sheet & degree certificates, in case, missing/lost an FIR copy for the same needs to be submitted)
- Offer & Appraisal Letters (current & past companies)
- Experience & Relieving Letter of the previous companies (Please note the relieving letter from the current company is a must)
- Latest Income Tax Returns

Further to our discussions, this offer is subject to your joining services **on or before August 20, 2024.**

You will be given a detailed Letter of Appointment on your joining.

This offer is valid until **August 15, 2024.** If you decide to accept this offer, kindly send us one signed copy back indicating your confirmed date of joining.

**For Metropolis Healthcare Limited,**



**Ishita Medhekar**  
**Chief People Officer**

**BLOOD TESTS • DIAGNOSTICS • WELLNESS**

**METROPOLIS**  
The Pathology Specialist

**Metropolis Healthcare Limited**

**Registered Office:** 4<sup>th</sup> Floor, East Wing, Nirlon House, Dr. Annie Besant Road, Worli, Mumbai - 400030, Maharashtra, India.

**Corporate Office & Global Reference Laboratory:** 4<sup>th</sup> Floor, Commercial Building-1A, Kohinoor Mall, Vidyavihar (W), Mumbai - 400 070.

**CIN:** L73100MH2000PLC192798 **Tel No.:** 8422 801 801 **Email:** [support@metropolisindia.com](mailto:support@metropolisindia.com)

**Website:** [www.metropolisindia.com](http://www.metropolisindia.com)

Annexure

<b>Name</b>	Ms. Nidhi Pralhad Govindwar	
<b>Department</b>	Lab Operations	
<b>Role</b>	Scientific Officer	
<b>Grade</b>	4A (Executive)	
<b>Location</b>	Global Reference Lab	
<b>DOJ</b>	20-Aug-24	
<b>Monthly Components - Fixed</b>	<b>Monthly</b>	<b>Yearly</b>
Basic	15,626	1,87,512
HRA	5,375	64,500
<b>Monthly Total (A)</b>	<b>21,001</b>	<b>2,52,012</b>
<b>Annual Components</b>		
PF	1,800	21,600
<b>Total Annual (B)</b>	<b>1,800</b>	<b>21,600</b>
<b>Total CTC (C)=(A+B)</b>	<b>22,801</b>	<b>2,73,612</b>
<b>Deductions</b>		
PF	1,800	21,600
<b>Net Pay</b>	<b>19,201</b>	<b>2,30,412</b>

Your compensation structure may be subject to changes as per statutory requirement during the course of the year.

For Metropolis Healthcare Limited.



Ishita Medhekar  
Chief People Officer

Ms. Nidhi Pralhad Govindwar

19-Jun-2024

Payal Dey  
c701 plot B Omsai tower palegaon ambernath east  
Thane - 421501,  
India.

Dear Payal,

**Sub: Employment Letter**

With reference to your application and subsequent interactions we are pleased to offer you an Employment as **CCE** in the **Operations Function** with **Quess Corp Limited (Division - Conneqt Business Solutions)** (The Company) with effect from **20-Jun-2024** on the following terms and conditions.

You will be paid an Annual Gross Salary of **₹ 2,27,676/-**. In addition to the above, you will be covered under PF, ESI, Bonus, Gratuity etc., if applicable as per law. Based on the present applicability your annual CTC would be **₹258000/-**. This may undergo change in view of the changes in the laws. Detailed break-up of the monthly and annual CTC is annexed to this letter as "annexure A".

Please note that the information pertaining to remuneration and benefits payable to you is **CONFIDENTIAL** and should not be shared with anyone other than the authorized representative(s) of the Company.

The above-mentioned offer shall be valid if you join us on **20-Jun-2024**. Should you have any further queries, please feel free to contact our Recruitment Team.

You will initially be posted at our **Maharashtra / Thane** Office. The Company may transfer your services to any of the existing office(s)/ department(s) / division(s) / Section(s) / establishment(s) of the Company including any of its subsidiaries / holding / associate company or that may come into existence in the future in India or abroad. Your transfer shall be governed by the Company's Transfer Policy and Regulations, as may be in force from time to time. You will be working on flexible timings as may be decided by the Company.

Your joining shall be subject to you submitting the following documents (originals to be presented)

<b>Photo ID &amp; Address Proof:</b>	<ul style="list-style-type: none"><li>• <b>Passport Size photo   PAN Card   Aadhar Card  Voter ID  Driving License  Passport  Leave and License Agreement copy where applicable.</b></li></ul>
<b>Education Proof:</b>	<ul style="list-style-type: none"><li>• 10th and 12th Marksheet/Board Certificate.</li><li>• For Diploma/Graduation/PG require Semester wise marksheets &amp; Passing Certificates.</li></ul>
<b>Experience Proof:</b>	<ul style="list-style-type: none"><li>• Offer Letter &amp; 3 Month Salary Slips / Reliving Letter / Experience Letter.</li></ul>
<b>Bank Account Details:</b>	<ul style="list-style-type: none"><li>• Passbook / Cancelled Cheque with your name printed on the cheque.</li></ul>

For Quess Corp Limited



**Anuja Niyogi**  
Associate Vice President | Human Resource  
Conneqt Business Solutions

**Quess Corp Limited**

REGD, OFFICE: Quess House, 3/3/2, Bellandur Gate, Sarjapur Main Road, Bangalore-560103, Karnataka, India| TEL: +91 80 6105 6001  
DIVISIONAL OFFICE: Krimson Square, 31/9, 3rd floor, Roopena Agrahara, Hosur Road, Bangalore-560068 | TEL: +91 40 66951733  
CIN: L74140KA2007PLC043909



You will be on probation for a period of **3 Months** months from the date of your joining the Company, post which you will be deemed confirmed unless you receive an extension of probation in writing. During Probation period your notice period would be for **15 days** prior notice by either side. Upon completion of Probation period; your employment with the Company can be terminated upon **30 Days** prior notice by either side. However, the Company reserves the right to, at its sole discretion; substitute the **30 Days** prior notice by paying you salary for **30 Days** in lieu thereof. Though if not certified during the training period the company has the complete rights to terminate the employment without any prior notice. Your termination/ resignation letter, (by whatever name called) will be accepted by the Company only on your satisfying the **30 Days** notice period as stated in this Clause. Further, till such time as the Company accepts your separation & relieves you of the responsibilities, you will be deemed to be an employee of the Company and the terms and conditions of your employment shall continue to bind you.

In the event of separation, for any reason whatsoever, within a period of 12 months from your date of joining, all expenses incurred by company or reimbursed to you upon joining/ in connection with your joining shall be recovered from you. The company also reserves the right to recover the training expenses incurred.

You will be on probation for a period of **3 Months** months from the date of your joining the Company, post which you will be deemed confirmed unless you receive an extension of probation in writing.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

Looking forward to a mutually beneficial association.

Welcome once again and wishing you the best time ahead!!!

For **Quess Corp Limited**



**Anuja Niyogi**  
**Associate Vice President | Human Resource**  
**Conneqt Business Solutions**

I accept the terms of this letter

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**Quess Corp Limited**

REGD, OFFICE: Quess House, 3/3/2, Bellandur Gate, Sarjapur Main Road, Bangalore-560103, Karnataka, India| TEL: +91 80 6105 6001  
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CIN: L74140KA2007PLC043909

**ANNEXURE A**

You will be entitled to the following remuneration effective your date of joining.

Component	Amount (₹) Per Month	Amount (₹) Per Annum
<b>A. Fixed Pay</b>		
Basic Salary	7,525	90,300
House Rent Allowance	5,268	63,216
Advance Statutory Bonus	1,218	14,616
Other Allowance	3,887	46,644
<b>B. PERFORMANCE INCENTIVE PMI : This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your Performance Rating. You will start earning PMI after 2 months post completing your Training and OJT Certification.</b>	0/- per annum	
<b>PERFORMANCE PAY</b>	1,075	12,900
<b>C. GROSS (A+B)</b>	18,973	2,27,676
<b>D. BENEFITS</b>		
<b>PROVIDENT FUND - Company Contribution</b> (As per the PF Act; 12% of salary components specified by PF authorities and it will be paid to PF Department towards Company's Provident Fund Contribution. As per the act, you will contribute the same amount as employee contribution)	1,369	16,428
<b>GRATUITY</b> (As per the Gratuity Act. This amount will go towards the gratuity fund and will be paid to you on completion of 5 years with the company) - 4.81% of Basic Salary	362	4,344
<b>ESI -Company Contribution</b> (As per the ESI Act, company shall contribute 3.25% of your monthly gross for ESI. This amount is directly linked to your monthly gross and may hence vary. As per the act, 0.75% of your monthly gross will be recovered towards you.	617	7,404
<b>Insurance</b> (You will be covered under insurance as per the company policy and can change as per the management discretion)	180	2,160
<b>E. Employee Contribution</b>		
<b>PROVIDENT FUND - Employee Contribution</b> (As per the PF Act; 12% of salary components specified by PF authorities and will be paid to PF Department towards employee's Provident Fund Contribution.	1,369	16,428
<b>Insurance Contribution : Self + Spouse + 2 Children</b>	150	1,800
<b>ESI - Employee Contribution</b> (As per the ESI Act, employee shall contribute 0.75% of your monthly gross for ESI. This amount is directly linked to your monthly gross and may hence vary.	142	1,704
<b>F. Net Salary.</b>		
<b>TAKE HOME - With Average PMI : (C - E)</b>	17,362	2,08,344
<b>TAKE HOME - Without PMI : (C - B - E)</b>	16,287	1,95,444
<b>G TOTAL COST TO COMPANYY (C+D)</b>	21,500	258000

Note : # Performance Pay shall vary based upon your Performance Rating.

# Other Statutory deductions Like (P-Tax / Income Tax) will be deducted as per Government norms OR basis your taxable income,

For Quess Corp Limited



**Anuja Niyogi**  
Associate Vice President | Human Resource  
Conneqt Business Solutions

I accept the terms of this letter

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**Quess Corp Limited**

REGD, OFFICE: Quess House, 3/3/2, Bellandur Gate, Sarjapur Main Road, Bangalore-560103, Karnataka, India| TEL: +91 80 6105 6001  
DIVISIONAL OFFICE: Krimson Square, 31/9, 3rd floor, Roopena Agrahara, Hosur Road, Bangalore-560068 | TEL: +91 40 66951733  
CIN: L74140KA2007PLC043909

### Terms and Conditions of Employment

This appointment is subject to your not being a partner or relative of a Director of the Company within the meaning of Section 314 of the Indian Companies Act, 1956. Should any such relationship exist, you will bring forth the same to our notice immediately and we shall intimate to you the necessary approvals/ permissions required for your employment. In such an event you will be able to join the company only after all permissions/ approvals are obtained.

As an employee, you will be privy to sensitive and commercially valuable information concerning company and business. Such information is deemed to be the property of the company and must not be disclosed during or after this employment to any third party without prior written consent of the company. Hereby, you undertake to indemnify the company and its affiliates from any loss or damage arising from any breach of this undertaking.

You are forbidden to engage yourself in any other trade, or profession directly or indirectly and whether for gainful purpose or otherwise. Should you wish to pursue academic advancement, you will have to obtain a written permission for the same and ordinarily it shall be allowed provided it does not adversely affect your work-place responsibilities/ discharge of duties.

Please note that in the event of misconduct on your part, including but not limited to absenting yourself without prior sanctioned leave or harassment (sexual or otherwise) meted out to any other employee, the company may terminate your employment. Please note that if the employment is terminated on account of disciplinary action against you, the clause relating to **30 Days'** notice period is not applicable.

During the period of your employment inventions, creations, discoveries, patents, copyrights, shall become the property of the Company. You will not have any right to claim the ownership of it and assign the same to the Company.

Your appointment is contingent upon successful completion of Background verification. The background checks are not restricted to education and employment but to all aspects as per the appropriate selection procedure. Please note that furnishing of false information or suppressing any facts is a disqualification for employment in this Company. Should such an act come to our notice at any time during the period of your employment in the Company, your services will be liable to be terminated with immediate effect.

You will superannuate from the services of the company on attaining the age of 58 years without any notice whatsoever from the company in this behalf.

The above-mentioned does not purport to be exhaustive employment terms. You will be governed by the rules and regulations laid by the company from time to time. The afore mentioned terms and other rules & regulations shall remain current and binding until you are separated from the Company by way of a written agreement/ letter issued to you.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter. Should there be any dispute with regard to the terms stipulated herein, the same shall be resolved in accordance with the laws of India and any dispute/ reference to this shall be dealt at Hyderabad (Telangana) under the exclusive jurisdiction of the Courts of India.

**I have read through the above terms and conditions of employment and hereby accept.**

**Name:** Payal Dey

**Signature:**

**Date:**

**For Quess Corp Limited**



**Anuja Niyogi**

**Associate Vice President | Human Resource**

**Connqqt Business Solutions**

#### **Quess Corp Limited**

REGD, OFFICE: Quess House, 3/3/2, Bellandur Gate, Sarjapur Main Road, Bangalore-560103, Karnataka, India| TEL: +91 80 6105 6001  
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CIN: L74140KA2007PLC043909



**NOCIL LIMITED**

Regd. Office : Mafatlal House, Backbay Reclamation, H.T. Parekh Marg, Churchgate, Mumbai 400 020. India T: +91 22 6636 4062 F: +91 22 6636 4060

Plant-1:C-37, TTC Industrial Area, Post Turbhe, Off Thane Belapur Road, Pawne Village Navi Mumbai - 400 705 India. T: +91 22 6673 0551 / 552 / 553 / 554 / 555 F:+91 22 2767 1865

Plant -2:Plot No. 12-A-1, GIDC, Industrial Area, Dahej, Tal. Vagra, Bharuch, Gujarat-392130 T : +91 02641-208201/227

website : www.nocil.com CIN- L99999MH1961PLC012003



**ARVIND MAFATLAL GROUP**  
The ethics of excellence

**January 6, 2025**

**Omkar Pawar**  
Laxmi Narayan Niwas,  
Joshi Baug, Near Hindi Highschool,  
Kalyan West, Kalyan,  
Thane - 421301  
Maharashtra

**Subject: Offer Letter**

Dear Omkar,

With reference to interview with us on January 2, 2025 we are pleased to offer you employment as "Management Trainee" in our 'Navi Mumbai' location.

You will be governed by the rules, regulations, policies and procedures of the Company. An appointment letter will be issued to you on being certified medically fit by our Company Doctor and on joining your duty.

Please be advised that a Background Verification (BGV) will be conducted through 'Instaveritas', an agency appointed by our organization. Please ensure prompt submission of the required documents through their portal to facilitate this procedure. The link will be shared with you on your personal email id. Your appointment is contingent upon the successful clearance of BGV and medical fitness.


You are expected to join on or before **January 27, 2025** in our Organization as per terms and service conditions of your employment discussed and agreed by you. The acceptance period for this offer is valid for **three working days** from the date of issuance this letter.

You are required to submit the following documents :-

1. Two passport size photos.
2. Cancelled cheque of HDFC Bank
3. Your education certificates and Aadhar & PAN Card documents will be fetched from the BGV Portal

We look forward to welcoming you to NOCIL Limited and believe that your contributions will play a crucial role in our continued success.

Yours truly,  
Nocil Ltd.,

 **Kashmeera Prabhu**  
Head HR



**Responsible Care®**  
OUR COMMITMENT TO SUSTAINABILITY