



An Education Inspired by Industry
FABTECH TECHNICAL CAMPUS
COLLEGE OF ENGINEERING & RESEARCH

(Approved by AICTE, New Delhi; DTE., (M.S.), Mumbai &
Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere, Dist.- Raigad)
NAAC Accredited 'B' Grade ISO 9001: 2015 Certified Institute
Pandharpur Road, Gat No. 565/1, Sangola, Taluka:- Sangola, District:- Solapur. - 413 307. P.O. Box No. 04
Contact No. : 8408888657 Website: www.fabtecheducation.com E-mail : ftc.coer@gmail.com

Training and Placement Department

Date: 29.12.2021

RADIANT INDUSTRY CAMPUS DRIVE

SELECTED STUDENTS FROM MECHANICAL ENGINEERING DEPARTMENT

Sr. No	Candidate Name
1	Ajit Gutukade
2	Sujitkumar Kadam
3	Sanket Pawar
4	Ganesh Sagar
5	Sadip Lavate
6	Vaibhav Dighe
7	Anil Sable

S. S. Sangaregouder
Degree TPO Coordinator

S. S. Sangaregouder
Training and Placement Officer

[Signature]
Dean Academic

[Signature]
Principal/PAL

Copy to:
Campus Director
Dean Academic,
HOD (Mech Engg Dept)
TPO Coordinators, Office copy.

Fabtech Technical Campus
College of Engg. & Research,
Sangola



11/26/2021, 8:58 AM

Subject: **Re: Manpower requirement - Radiant Industries, Kharadi.**
 From: Radiant Industries <ri.industries.hr@gmail.com>
 To: Abhay Utpat <tpo@fabtecheducation.com>
 Cc: <marketing@radiantind.com>
 Date: 2021-11-26 07:25



Dear Sir,

The purpose of my writing today is regarding the campus interviews held in Fabtech College of Engineering, Sangola. On 23rd Nov 2021,

I am sending you to the list of Shortlisted candidates, please confirm the same.

Request you to make sure the date of joining will be 01/12/2021 of Shortlisted candidates.

Sr. No	Candidate Name
1	Ajit Gutukade
2	Sujitkumar Kadam
3	Sanket Pawar
4	Ganesh Sagar
5	Sadip Lavate
6	Vaibhav Dighe
7	Anil Sable

I am hoping this letter finds you well, Do let me know if Further information is required.

Thanks & Regards,
 Harish Gosavi
 Head Human Capital (HRD)
 Radiant Industries

On Thu, Nov 11, 2021 at 4:53 PM Radiant Industries <ri.industries.hr@gmail.com> wrote:
 Dear Sir,

With reference to our telephonic conversation, I am sharing the requirements of candidates for our organization at Radiant Industries, Kharadi Pune.

Total initial requirement:- 15 Nos.
 Required Qualification:- DME/BE (Mechanical only)
 Experience:- 0-1 Years of experience. (Freshers)
 Role:- GTE - Machine Operating.

Job Description:-

- 1) Minimum aggregate percentage throughout the year - 50%
- 2) No backlog in current year
- 3) Good communication & interpersonal skills
- 4) Should be a good team player.
- 5) Should have basic knowledge of CNC/VMC Machines & its working.
- 6) Working hours: 12 Hrs (Rotational Shift)

Compensation:-

- 1) Salary range : 15K
- 2) Accomodation (Reasonable)
- 3) Canteen

Please let us know the list of interested candidates so we can proceed further accordingly.

Contact Details,
 Radiant Industries, Kharadi Pune.
 website: www.radiantind.com

Mr. Krishna Nikam 8378959321/9673651350
 Mr. Harish Gosavi 9850277327.



Date:- 13/05/2022

NEEM TRAINEE CONTRACT LETTER

To,
Mr. Rushikesh Pawar,
A/P Dongargaon Tal Sangola Dist Solapur 413309

Dear Rushikesh,

With reference to your application with us for NEEM Trainee, we are pleased to engage you as NEEM Trainee in "AAM Auto Component (India) Pvt. Ltd., Chakan, Pune." subject to the following terms and conditions :

1. The Period of training shall be 12 months with start date 13/05/2022 and end date 12/05/2023.
2. You will be paid consolidated monthly stipend of Rs.14820/-.
3. It shall not be obligatory on the part of the Yashaswi as NEEM Facilitator to offer any employment to the apprentices on successful completion of period of training in his / her establishment nor shall it be obligatory on the part of the NEEM Trainee to accept any employment under the employer. As NEEM Trainee undergoing Training in an establishment you shall be a trainee and not a worker and as such the provisions of any law with respect to a labourer or work shall not apply to or in relation to you.
4. As NEEM Trainee you shall be liable to abide by the rules and regulations of NEEM in all matter of conduct discipline and safety and carry out all lawful orders of the establishment.
5. As NEEM Trainee you shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
6. As NEEM Trainee you shall maintain a record of your work during the period of the NEEM Training in a proforma prepared and approved by Yashaswi as NEEM Facilitator.
7. When the contract of Training is terminated for failure on your part to carry out the terms of contract, you shall refund to the Yashaswi as NEEM Facilitator. In such event, you shall not be entitled to enter into another contract of training under the National Employability Enhancement Mission (NEEM).
8. The Contract of Training can be terminated without compensation payment to the NEEM Trainee -
 - i. If you secure gainful employment (on production of copy of the appointment letter) and
 - ii. If you are unable to continue training on medical grounds (on production of a certificate to this effect from a medical officer not below the rank of a Civil Surgeon/ surgeon attached to any Government Hospital).
 - iii. Absent from on the job training for more than 3 days without permission.
 - iv. Any kind of disciplinary issue
 - v. Any activity which is against the company where you are getting on the job training or against Yashaswi as NEEM facilitator.

YASHASWI ACADEMY FOR SKILLS


CORPORATE OFFICE : YASHASWI HOUSE, LANE NO. 15, PRABHAT ROAD, PUNE-411004, MAHARASHTRA, INDIA
t : +91 20 6749 2727 | e : information@yashaswigroup.in | w : www.yashaswigroup.in CIN : U80903PN2014NPL151080



YASHASWI

9. The contract for On the Job Training can be terminated by giving one month notice or one month stipend pay in lieu of notice to the NEEM trainee with or without reason.
10. Continuance of payment of stipend shall depend on your satisfactory performance during the training period.
11. As per NEEM notification amendment dated 15th June 2017 vide clause no. 15.1 the stipend shall be paid at par with the prescribed minimum wages for unskilled category & 15.2 Remuneration / Stipend shall be paid as a single consolidated amount and such payment will not attract any statutory deductions or payments applicable to regular employees i.e. PF/ESI etc., since the NEEM contract assures training and does not constitute employment.
12. Yashaswi as NEEM Facilitator will formulate a "Training Program" for the training NEEM Trainee and shall make suitable arrangements for facilitating the same.
13. NEEM Trainee shall be imparted training according to normal hours of work of the department in the establishment to which he/she is attached for training.
14. The Stipend for a particular month shall be paid in time.

For Yashaswi Academy for Skills,


Authorized Signatory
Date:- 13/05/2022



ENDORSEMENT

I hereby confirm acceptance of the above NEEM Contract letter, on the terms and conditions stipulated therein. I understand and agree that my signing this contract does not constitute employment by Yashaswi as NEEM Facilitator or any guarantee of employment. I also undertake that I am pursuing my studies and I was never member of Provident Fund.

Accepted & Agreed

(Signature of Trainee)

Date:- 13/05/2022

HAP

Hatsun Agro Product Ltd.
Registered Office:
Domestic Sector, Plot No. 10,
Hatsun City, Gurgaon, Haryana
Corporate Office: 97, India
Plot No. 10, Gurgaon
Gurgaon, Haryana
E: hr@hatsun.com | www.hatsun.com
OFFICE: 01249671146 | 01249671147

15/12/2021

Dear Somanath Koshti

Sub : Offer Letter

Greetings from HAP!!!

Further to the discussions you had with us, we are pleased to offer you the position of "Assistant - QA" in the QA department. Your place of work will be in Shirashi Plant & you may be required to travel anywhere in India based on the exigency of work. Your formal appointment order will be issued upon joining. At the time of joining, you are requested to produce the following documents:

1. Photocopies of your educational qualification certificates (Please produce the original certificates at the time of joining for verification)
2. Age proof (Birth certificate/School certificate) & 3 recent passport size photographs.
3. Appointment letter, latest increment letter, experience certificate, relieving letter from your current employer and previous Company PF/UAN number
4. Copies of Aadhar Card, valid Driving License (If applicable) and Pan card
5. Fitness Certificate from a Registered Medical Practitioner & Professional reference letter
6. Family Photo, if covered under ESI
7. Bank Passbook & cancelled cheque.

We request your acceptance and expected joining date by mail on or before 16/12/2021. Please note that the above offer is invalid after 31/12/2021.

Looking forward to a long-term association, which will be mutually beneficial.

Yours truly,
for Hatsun Agro Product Ltd.,


Mangai.P
Manager – Talent Management
Encl: Salary Structure




HAP

Annexure to Offer Letter Dated 15/12/2021

Name	Somanath Koshti	
Designation	Assistant - OA	
Department	CA	
Location	Shirashi Plant	
Level	T3	
S.No	Salary Component	Salary Structure (Monthly)
1	Basic	4,440.00
2	HRA	2,220.00
3	Special Allowance	4,440.00
Subtotal-A		11,100.00
Statutory Benefits		
4	PF	1,066.00
5	Gratuity	214.00
6	ESI	361.00
7	Bonus	888.00
SubTotal-B		2,529.00
CTC- Per Month		13,629.00
CTC Annually		INR 163,548.00

Note : The salary structure, both monthly and annual is subject to change. However the total CTC will remain the same. Further to the above, you and your family will be covered under Group Medclaim & Group Personal Accident policy as per the company norms.

For Hatsun Agro Product Limited


Mangai.P
Manager - Talent Management





Job Offer from MSys Technologies for Software Engineer Trainee Position

Dear Akanksha Babar,

Congratulations! You have been selected as the best candidate for the **Software Engineer Trainee position** and I am pleased to extend the following offer of employment to you on behalf of **MSys Technologies**.

We believe that your knowledge, skills, and experience would be an ideal fit for our **Freshers Hiring -2022 team**. We hope you will enjoy your role and make a significant contribution to the overall success of **MSys Technologies**.

It includes important details about your compensation, benefits, and the terms and conditions of your anticipated employment with MSys Technologies.

Commencement Date & Location

As we discussed, your employment will commence on **Jun 1, 2022** and you will be based at **Any Location** but may be required to work at such other locations determined by the needs of the business.



Date: 26/07/2022

Intent to Offer

Dear Tejal Dhandore,

Syntellect ID: ASBE202021247161

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (GCM 1)** with Syntel Private Limited ("Company").

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a offer letter this intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

- a) Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **60%** and no standing backlogs
- b) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit
- c) You producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.

If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,

For Syntel Pvt. Ltd,

I have read this Offer of Intent and accept the stipulated terms and conditions

Signature



Letter of Intent Functional
(LOI)- Digital Quality
Engineer - Qualitykiosk
Technologies Pvt. Ltd. Inbox



Lakshmi Dubey 8:10 PM

to shantanupatil6222.sp...



Dear Students,

Wishing you Heartiest Congratulations on your Selection for the Digital Quality Engineer Role at Quality kiosk Technologies Pvt. Ltd.

Further to your selection we would like to on-board you in the month of August. There are some prerequisites to the joining, hence to ensure that there is a smooth transition requesting you to **please read the below pointers carefully.**

1. There will be a 2 year bond. I am attaching the bond, please note that the bond also has to be signed and sent by given time lines. The bond will begin from the date of joining the organization (A guide is provided for the bond as well).
2. Your job location will be Mumbai.
3. Joining date we'll confirm you shortly.

Please send me the below mentioned documents on or before by **August, 2022 by 12:00 PM**

1. Please send a professional photo of

**BOSCH**

* Personal and Confidential *

Ms. Harshada Shivaji Ingawale

Fabtech Technical Campus College of Engineering and Research sangola,
Candidate Id: 7105861,

Bosch Global Software Technologies
Private Limited, 123 Industrial Layout,
Hosur Road, Koramangala, Bangalore -
560 095, India. Tel: +91 80 6657 5757
Fax: +91 80 6657 1404 CIN:
U72400KA1997PTC023164
www.bosch-softwaretechnologies.com

Our reference: TN/64741/2022

Date: 16-Aug-2022

Dear Ms. Harshada Shivaji Ingawale,

This has reference to your application and the subsequent interviews you had with us. We are pleased to appoint you as '**Associate Software Engineer**' at BGSW in "Level 50" as detailed below.

1. Compensation

- a. Your annual CTC (Cost to Company) will be Rs.5,00,000/- (Rupees **Five Lakhs** only) per annum. In addition you will be entitled to benefits as detailed below, **Annexure I**.
- b. Please refer to **Annexure I** to know more details about your compensation package.
- c. The variable portion of your compensation shall depends upon achievement of company goals. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus, if applicable to you.

Your remuneration is strictly confidential between you and the Company and has been arrived on the basis of your specific background and professional merit. You are obliged to maintain absolute secrecy of the terms and conditions; failure to do so will invite disciplinary action and may even result in termination of your services.

2. Retirement

You will retire from the services of the company on attaining the age of retirement. The retirement age is 58 years with an option to retire at 55 years, basis mutual discussion and agreement subject to company retirement policy.

Registered office: Robert Bosch Engineering and Business Solutions Private Limited, 123, Industrial Layout, Hosur Road, Koramangala, Bengaluru - 560095, India

Managing Director: Mr. Datta Salagame

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Date: 17/05/2022

Intent to Offer

Dear Manisha Mane,

Syntellect ID: ASB22328639

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (GCM 1)** with Syntel Private Limited ("Company").

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

- a) Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **60%** and no standing backlogs
- b) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit
- c) You producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.

If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,

For Syntel Pvt. Ltd,

I have read this Offer of Intent and accept the stipulated terms and conditions

Signature

Encl: Annexure

ANNEXURE A

SALARY DISTRIBUTION

Name:	Manisha Mane	
Designation:	Associate Consultant	
Band & Grade:	GCM 1	
Pay and Allowance	Monthly	Yearly
Basic Pay	11,667	1,40,000
Basket of Allowances (BOA)	12,308	1,47,700
Gross Pay & Allowances	23,975	2,87,700
Provident Fund (PF)	1,800	21,600
Statutory Bonus	2,558	30,700
Statutory & Retirals Benefits	4,358	52,300
Cost to Company (OTE)	28,333	3,40,000

ANNEXURE B

We would also like you to brush up your concepts on the below foundation skills - your expertise on the aforesaid topics could enable you get an opportunity to work on some in-demand skills which are critical to the organization. You would have an opportunity to be fast tracked into training and get assigned to projects sooner.

SQL	DML, DDL, DQL, TCL, DCL, Sub Query, Joins, Sets, Date & String Functions, Constraints
HTML5	Form Elements & Attributes, Video, Audio, Events, Doctypes
CSS3	Selectors, Box Model, Backgrounds
Java Script	Statements, Functions, Events, Array, Date, Conditions
JS JSON	JSON basic, JSON vs XML
Core Java	OOPS concepts, Access Specifiers & Modifiers, Packages, Exception Handling, Collections, JDBC



To,
Mr. Shrinath Gavhane

Date: 29- 11-2022

Offer cum Appointment Letter

With reference to your application and the subsequent interview you had with us, we are pleased to offer you as “Civil Engineer” with our company on the following terms and conditions.

1. COMMENCEMENT OF SERVICE: With effect from DOJ **18-11-2022**.

It is clearly understood that your Job is and will be on contract basis at site “**Godrej Hill Side 1 - Mahalunge**” Pune

2. POSTING / TRANSFER / TRAVELLING: You may in future be employed/ transferred at any of the offices / sites / branches of this company or sister concerns in India within 7 days from the date of notice. You will be bound to undertake such travelling, as you may be required to do in the company's interest from time to time.

3. REMUNERATION: You will entitle for a Gross Salary of **Rs. 30,000**. (Including Leave encashment, Bonus & statutory deductions as per Act)

4. PROBATION: You will initially be on probation of SIX months. Unless it is informed you in writing or verbally about your extension of Probation period, it is deemed that your probation period is completed itself after six months continuous employment period. On completion of your probation or extension successfully, you will be entitled for leave facility and certain public holidays as per the company / site policy.

5. NOTICE OF TERMINATION: During the period of probation or extension thereof, your services may be terminated at any time without assigning any reason and without notice. During the period of confirmation, the termination of your service, for reasons other than disciplinary action, will be subject to a written notice of 1 month on either side or salary in lieu thereof. You shall be deemed to have voluntarily resigned from the service of the company, if you remain absent for 10 consecutive days or more without prior written permission of the Supervisor/management. If company finds the information and documents provided by you is wrong /fake, then company has right to terminate your services without any notice period.

It is further noted that, at the end of contract, your job will be automatically ceased and company is not bound to extend your Service until you are being informed in writing that your Service is extended.

6. MEDICAL / POLICE VERIFICATION: You will be liable to undergo such medical or other tests or examinations by such authorities as may be decided by the company from time to time. Also you have to submit Police verification copy / Pass port Copy duly signed by the Commissioner of Police.

7. HOURS OF WORK AND WEEKLY HOLIDAYS: Your hours of work will be the same as those of the Office / Site / Branch where you are posted from time to time. Similarly, your weekly holidays will be the same as those applicable at the Office / Site / Branch of your posting.

8. LEAVE FACILITY: In accordance with the company's Policy which has been explained to you & accepted by you in writing.

9. BONUS FACILITY: In accordance with the company's Policy which has been explained to you & accepted by you in writing.

10. EMPLOYMENT OBLIGATION & RESPONSIBILITY: you are responsible to provide necessary information which is required to company time to time. Also if any interest or damages needs to be paid by company to government statutory body or client or any third party due to fault of your's including the none updation of Adhar card which delays activation of UAN & subsequently payment of PF contribution , then Company will deduct / recover from your salary or any due.



LOGICON FACILITY MANAGEMENT PVT. LTD.

Corporate Office : Office No. 610, 6th floor of
Nyati Emporium, S. No.105, Near. Radha Chowk,
Bangalore-Mumbai Highway, Baner, Pune 411 045

Tel : + 91 7887 844 855
E-mail : info@logiconfacility.com
Website : www.logiconfacility.com



11. INCREMENTS / PROMOTIONS: Purely on your overall performance and progress shown, you will be considered for suitable salary Increment / Promotion.

12. SECRECY : You will not disclose any information relating to the company or its associates to any unauthorized person, Firms, Company or any other Agency whatsoever either during the tenure of your employment with the company or after termination .

13. RETIREMENT: You will retire from the service of the company on the day you complete 58 years of age. If company require your service to be extended, it will be communicated to you in writing.

14. COMPANY RULES & REGULATIONS: By signing this letter of appointment, you also certify that you have understood all the rules & regulations of company & you will be bound to follow it.

15. At the time of joining you shall submit the following to HR Department:

Self-attested Xerox Copies of certificate/degree in support with educational qualification and age proof.

Self-attested Xerox Copies of address proof and ID proof.

Six Copies of passport size photograph and relieving letter from current employer.

Resume.

If you agree to above terms and conditions, please return the duplicate of this letter duly signed by you confirming your acceptance. We take this opportunity to welcome you to the organization and hope that your association with us will prove to be mutual benefit.

Thanking you,

Logicon Facility Management Pvt Ltd



Vishal Kolaskar
Human Resource Department

Acknowledgement Clause: I accept the above terms and conditions set out and discussed

Signature
Mr. Shrinath Gavhane

Date:

HRD/3T/1002797454/21-22

December 26, 2021

Ms. Priyanka Tondale
At.Pt. Shevate,
PANDHRPUR
Pandhrpur-413303
India

Ph: +91-7499212609

Dear Priyanka,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.12.26 22:30:52 IST
Reason: Digitally Signed
Location: Bangalore

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

HRD/1002797454/21-22

December 26, 2021

Ms. Priyanka Tondale
At.Pt. Shevate,
PANDHRPUR
Pandhrpur-413303
India

Ph: +91-7499212609

Dear Priyanka,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **10-Jan-2022**.

Location

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

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

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

Training

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

Probation and Confirmation

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

Leave

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

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

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

Agreement

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

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

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

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

National Pension Scheme

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

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

Notice Period

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

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

Background Checks

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

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

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

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

Other Terms and Conditions

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

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

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

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

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

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

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

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

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

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Priyanka Tondale			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
TOTAL GROSS SALARY				25,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

ANNEXURE - II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Priyanka Tondale			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
4. INCENTIVE COMPONENTS				
		At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)		1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)				26,250
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)				27,500
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)				30,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

Kuubera Motion Controls Pvt. Ltd.

Turnkey Motion Control Solutions

"Kuubera Group", Plot No. 93 & 94,
Old Pune - Mumbai Highway, Indrapuri Area,
Talegaon Dabhade, Pune 410 506. Maharashtra, India.
Landline : +91 8888825190
Email : nsh@softconmotion.com
Web : www.kuuberagroup.com

Ref NO: KMC/HR/ APPOINTMENT/PRC/LHO371

Date: 01st Nov 2022

Mr. Pranav Ravindra Chandanshive
Khardi solapur
Maharastra ,413317

Dear Mr. Pranav

Reference to your application & subsequent interview you had with us, we are pleased to appoint you as Trainee Engineer in our organization w.e.f. 31st Oct 2022 on the following terms and conditions.

- Gross Salary CTC** : Rs 1.8 Lac (1st Year) ,Rs 2.5 Lac (2nd Year), Rs 3.5 Lac(3rd year) Per Annum.
- You will be covered under the Personal Accident Policy round the clock as per the Insurance rules.
- Probation** : After completion of 1 year of Training, you will be on a probation for a period of 6 months, however if your performance is found to be unsatisfactory, the training period/probation period may be extended or your service can be terminated without giving any notice or reason whatsoever, at the discretion of the Management.
During the training period you will not be entitled for any type of leave.
- Bond** : You will be required to sign bond of **900 Working Days**.
- Confirmation** : On successful completion of your period and /or extended period of probation. If your services will be confirmed by an order, until then you shall be deemed to on probation. **Completion of two independent projects on site will be considered as main criteria for confirmation after six months of probation.**
- Transfer** : Your services will be subject to inter-departmental/establishment transfer to any other company within the group on temporary or permanent basis anywhere in India depending upon exigencies of work at the sole discretion of the company without any extra remuneration.
- Notice of Resignation** : In case of resignation or to relieve you from company's services or to waive your notice period will be Management decision. However, you will give notice of three month in writing before leaving our employment.

EMPLOYMENT OFFER LETTER

Capgemini Ref: 5815921/1324029,

05/02/2022,
Prital Dattatraya Khandagale.

A/P-Sangewadi, Tal Sangola , Dist Solapur MH-413307
Solapur, Maharashtra
India.

Confidential

Dear Prital Dattatraya Khandagale,

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 **05/05/2022** (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 8:30 am at **Mumbai** office, for joining formalities and contact security at the main gate for your entry pass at:

Address
CAPGEMINI Knowledge Park, IT 1 / IT 2, TTC Industrial Area, Thane-Belapur Road,
Airoli, Navi Mumbai, Maharashtra - 400708

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) On joining you will be under probation for 6(six) months from the date of joining. During this period your all-inclusive Annual target compensation (on a cost to company basis) will be **INR 300,002.00 (Rupees Three Lakh And Two Only)**. Please refer Annexure-A for details. Subsequent to your successful completion of training and probation after six months from your date of joining, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 380,006.00 (Rupees Three Lakhs Eighty Thousand and Six only)**. Please refer Annexure -B for details. Your compensation shall be paid on a monthly basis, in arrears. The company shall deduct tax at source at the time of making payment.

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

ANNEXURE - A

Analyst

Total Cost to Company (CTC).

Rs.300,002.00

Monthly Components	Per Month	Annualized
Basic	Rs.15,000.00	Rs.180,000.00
House Rent Allowance	Rs.3,395.00	Rs.40,740.00
Advance Statutory Bonus ++	Rs.3,149.00	Rs.37,788.00
Gross monthly salary	Rs.21,544.00	Rs.258,528.00
Capgemini's contribution to PF *	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.8,664.00
Total Fixed Compensation		Rs.288,792.00
Total Cash Compensation		Rs.288,792.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs.11,210.00
Total Cost to Company		Rs. 300,002.00

ANNEXURE - B

Analyst

Total Cost to Company (CTC).

Rs.380,006.00

Monthly Components	Per Month	Annualized
Basic	Rs.15,000.00	Rs.1,80,000.00
House Rent Allowance	Rs.9,000.00	Rs.1,08,000.00
Other Allowances and Reimbursements – 1	Rs.1,057.00	Rs.12,684
Other Allowances and Reimbursements – 2	Rs.5.00	Rs.60.00
Advance Statutory Bonus	Rs.3,149.00	Rs.37,788.00
Total Monthly Gross salary	Rs.28,211.00	Rs.338,532.00
Statutory payments ++		
Capgemini's contribution to PF ++	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.8,664.00
Total Fixed Compensation		Rs.368,796.00
Total Cash Compensation		Rs.368,796.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs.11,210.00
Total Cost to Company		Rs. 380,006.00

You may choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements – 1. Balance amount that is not claimed will be paid as Taxable on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 1	Annualized
Remote Working Allowance	19,800.00
Books and Journals	24,000.00
Professional Pursuit	180,000.00
Conveyance Allowance	63,600.00

+ You may choose any of the following optional instruments that are a part of the Other Allowances and Reimbursements – 2 to avail tax benefits. Balance amount that is not claimed will be paid as taxable personal allowance on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 2	Annualized
Leave Travel Assistance	60,000.00
Meal Card	26,400.00
Vehicle & Driver Reimbursement	21,600.00

Notes:

1. The payroll processing will be as per Company policy notified from time to time.
 2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
 3. 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.
 4. 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.
 5. 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 as applicable) amount has been arrived at by considering the maximum eligibility under each of the components.
- # All components under Other Allowance and Reimbursement - 1 will be paid along with monthly salary. Tax benefit as per proof submission will be passed into tax liability calculation basis bills submission.
- + This is the maximum limit you are eligible for. You may choose any of the optional components under 'Other Allowance & Reimbursements -2' Nontaxable components (except Meal Card) would be paid based on a voluntary claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

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

1. Provident Fund- You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate 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.
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.

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.) 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.

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

I.) 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 Caggemini).
 - 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. 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 07/04/2022(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 the mandatory Entry Level Certification Training Test of the Company in the first attempt. 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.
 - c. As a condition of your employment with the Company, you may be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In case of such consideration thereof, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company for 24 months, failing which there would be certain monetary liabilities that you would need to bear. Prior to acceptance of our Offer, you may request HR Department for more details in this respect including draft of such an agreement, for your review. You fill the complete Background verification link given along with the welcome mail of the offer.
 - j. 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.
 - k. You will join our Fresher training 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.

J.) 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



Anilkumar Singh

Head - Talent Acquisition & Resourcing

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.

Name: **Prital Dattatraya Khandagale**

Date: **05/02/2022**

EXHIBIT 1

Terms & Conditions of Employment with Caggemini Technology Services India Limited

1. CURRENT WORK LOCATION:

1.1 Caggemini Technology Services India Limited ("**Caggemini**" 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 affiliates.
- 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/procedures/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 Capgemini 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 Capgemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini 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, trademark 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 Caggemini'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 labour 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's 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)

Onboarding Documents

Please carry a complete set of original and photocopied documents (2 sets) as specified below.

1.	Hard copy / email copy of Caggemini offer letter shared with you.
2.	<p>Employment Documents:</p> <p>Current Employment(Immediate Previous)</p> <p>a) Relieving letter /Experience Certificate(if both these documents are not there, Resignation Acceptance Resignation acceptance mail is mandatory/Automated Copy of email resignation/Approved mail resignation (mentioning of last working day from the HR is mandatory)</p> <p>b) Payslips for last 3 months</p> <p>c) Form 16/Form 16A</p> <p>d) Salary Account 6 months Bank Statement</p> <p>e) Letter of appointment/Offer letter from employer which captures start date</p> <p>Previous EmploymentService/Relieving Certificate all employments- Mentioning date of joining ,designation and last working day</p>
3.	<p>Education Documents</p> <p>a) 10th Marksheet and certificate.</p> <p>b) 12th marksheet and Certificate.</p> <p>c) Graduation Marksheets and certificate/Diploma certificate.</p> <p>d) Post-Graduation Marksheets and degree certificate (if applicable)</p> <p>e) Any other relevant certificate</p>
4.	<p>Proof of Identity/ Address</p> <p>a) PAN Card</p> <p>b) AADHAAR Card</p> <p>c) Passport In case any of the proof of Identity/Address mentioned above not available then any Two of the below proofs</p> <p>i) Voters Id</p> <p>ii) Driving License</p> <p>iii) Ration card</p> <p>iV) Electricity Bills</p> <p>V) Gas card</p> <p>vi) Notarized Self Affidavit</p>
5.	Passport size photographs (6 nos.)
6.	<p>Self Employed/CO-owner/Freelancing/ Partnership employment(s) (if applicable)</p> <p>a) Form 16/Form 26AS</p> <p>b) Bank statement for 6 months</p> <p>c) Shops & Commercial Establishment Registration Certificate</p> <p>d) Co-Owner/Partnership/Ownership – Required partnership/ownership dissolution deed</p>
7.	Cancelled Cheque of Saving Bank Account having IFSC Code details – Mandatory
8.	Details of your Provident Fund, Employees' Pension Scheme and Universal Account Number, if earlier member PF/EPS scheme Mandatory.

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 (Graduation/Bachelor's Degree/Post Graduate Degree etc.)
- Professional Experience & Employment(s) Credentials.

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks during your tenure in Capgemini and by accepting this offer you agree to undergo such additional checks when 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 within 7 calendar days from the date of receipt of this offer:

- Fill the standard application form by clicking the New Employee Wizard 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 back 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 5 years of employment or past 2 employers whichever is higher.

Form 16 - Part A only.

Bank statement for last 3 months – [Please ensure to mask all other transaction details (whether debit or credit entries) except for salary transfer details of your last employer, such that only salary credits of previous employment are visible.

Please note, should you provide any other additional document than the aforesaid, or provide bank statement without masking other transaction details, 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
- These letters should clearly mention your 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 submit the original experience/relieving letter to Capgemini HR department / email the same to the following email address backgroundverification.in@capgemini.com not later than 14 days of your joining***

Court Verification Forms

- Court Record form

Note:

All of 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 of the above forms are 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 address 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 submit the required documents to the HR department within 30 days of first intimation/date of joining and after 2 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 reserves to take disciplinary actions which inter alia includes termination from service without notice.

***In case your last employer do not provide experience letter you may provide the relieving letter, however 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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