

BCOM STUDENT PROGRESSION DATA FOR PLACEMENTS 2020-21

DETAILS FROM PLACEMENT CELL- 23 STUDENTS

FROM UG PROGRESSION		STUDENTS					
SNO	NAME OF THE STUDENT	ROLL NUMBER	EMAIL ID	PHONE NUMBER	NAME OF THE ORGANIZATION	PACKAGE	DESIGNATION
1	Anu	11222	anuchawfana@gmail.com	9588720227	Teleperformance	2,76,218 lpa	Customer service associate
2	Simran Saini	11187	sainisimran0701@gmail.com	09914190763	Unison Globus Alliances Pvt Ltd	30,000 per month	Accounts Associate
3	Mehak Bhandari	11037	mehakbhandari34@gmail.com	6239448667	Kandor Accounting Services	1,44,000 lpa	Accounts Trainee
4	Neha Rawat	11275	neharawat2254@gmail.com	09780457967	eClerx	2,29,998 lpa	Analyst
5	Sabhya Chauhan	11270	chauhan.sabhya.dts@gmail.com	+918283864388	Ennoble Infotech	20,000 per month	Content Writer
6	Simran Verma	11181	simranverma211@gmail.com	9592863196	EY	3,60,000 lpa	Consultant
7	Aarushi	11073	1303aarushi@gmail.com	9035901313	Teleperformance	3,00,012 lpa	Customer Care Executive
8	Saloni Bhatia	11273	salonibhatia16@gmail.com	6280670887	Senovase Lifesciences	11,000 per month	Sales Executive
TOTAL=23(Placement cell)+8(ug progression)=		31					

Checked
 Sharma
 2/2/2022

Richa
 02/02/2022

Aarika
 2/02/2022

Date: September 21, 2021

Emp Temp Code: 171988801

Anu .

Ram Nagar Gurudwara Gali Tohana Tohana - 125120,
Haryana, India

Contact No: +919588720227

Letter of Appointment

Dear Anu,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be Grade I and you will be designated as **Customer Service Associate- Voice**. You are required to report for duties on **September 22, 2021** ("Joining Date") at 9:30 AM or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed Annexure I. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a 24x7 basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at an agreed place/Company's Office/Site at Mohali, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be required to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of six months from the date of your joining the Company or for an extended period of time ("Probation Period") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than 30 Days ("Notice Period") prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide 30 Days prior written notice to the Company, and the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

In case of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behaviour, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.
8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.
9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust/discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

You are required to always maintain the highest standard of confidentiality towards Company information which includes but not limited to documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information, quality metrics, financial information about the Company etc. relating to business of the Company, which is proprietary to the Company and / or its clients and other information relating to the business of the Company which may be known, provided or confided to you ("Confidential Information"). You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies and Social Media Policy** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules, regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed/modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.
11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.
12. You will automatically retire from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight years**. Your date of birth as per official records is **October 07, 2000**.
13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like by whatever name called.

14. This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.
15. You agree to undergo a drug test or any other medical/fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.
16. You hereby consent to share your payroll, personal and employment related data for processing and review outside of the country, subject to adherence to applicable law.
17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.
18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date.

If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.

Welcome to Teleperformance and here's wishing you a rewarding career.

Yours Truly,
 For Teleperformance Global Services Private Limited,

Shekhar Monga
 Senior Director - Human Resources

I, Anu ., residing at Ram Nagar Gurudwara Gali Tohana Tohana - 125120, Haryana, India do hereby accept the terms and conditions in this letter.

Employee Signature	
Employee Name	Anu .

Enclosures:

1. Compensation/ Salary details (Annexure I)
2. Non-Disclosure- Declaration and Undertaking (Annexure II)
3. Personal Data- Declaration (Annexure III)
4. Work from Home- Declaration, applicable under WAHA-[Work at Home] (Annexure IV)

NOTE: For purposes of brevity and ease of reading, the term "the Company" or the term "Teleperformance" (wherever it appears in this letter) means Teleperformance.

Emp Temp Code : 171988901

Annexure I
Compensation Details

Employee Name:	Anu
Designation:	Customer Service Associate- Voice
Grade:	Grade I
Date Of Joining:	September 22, 2021
City:	Mohali
Pay Components	Amount in Indian (INR)
Basic Pay	12,211.00
Housing Rent Allowance (HRA)	₹ 7,326.00
Transport Allowance	0.00
Flexible Benefit Plan	0.00
Statutory Bonus#	769.00
Gross Fixed Salary (1)	20,306.00
Provident Fund (Employee) (2)	1,465.00
ESIC (Employee) (3)	152.00
Net Take Home [1-(2+3)]	18,689.00
Provident Fund (Employer) (4)	1,465.00
ESIC (Employer) (5)	660.00
Gratuity* (6)	587.00
Total Fixed Cost (1+4+5+6)	23,018.00
Annual Fixed CTC	276,216.00
Annual Performance Pay**	0 % of Annual Fixed CTC
Annual Performance Linked Incentive (PLI)	0.00
<p>For Teleperformance Global Services Private Limited,</p> <p>Shekhar Monga Senior Director - Human Resources</p> <p>*Gratuity shall be payable as per "The Payment of Gratuity Act". **Performance Pay will be payable subject to assessed performance achievement level, the pay-out criteria and the frequency, as per the "Performance Pay policy/ note." #Statutory Bonus is paid monthly as per "The Payment of Bonus Act".</p>	

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a "**Minimum Attendance Threshold/Performance**" as qualifying criteria for such payout.

Employee Signature	
Employee Name	Anu .

ANNEXURE II
DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE

I, **Anu**, residing at **Ram Nagar Gurudwara Gali Tohana Tohana - 125120, Haryana, India**, and working as **Customer Service Associate-Voice**, do hereby solemnly state, undertake and declare that:

1. I will faithfully, truly and to the best of my skills and ability, execute and perform the duties required of me as an employee of **Teleperformance Global Services Private Limited**, a Company having its registered office at **Teleperformance Towers, Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai-400090, Maharashtra, India**.
2. I shall comply with all Teleperformance policies.
3. I will maintain the highest standard of confidentiality towards **Confidential Information**, by not, directly or indirectly, making known, or permitting such Confidential Information to be disclosed or made known to any person or entity, either inside or outside the Company. I acknowledge that such information is valuable, sensitive and a unique asset of the Company and/or of the Company's clients. I shall faithfully and diligently hold such Confidential Information from being disclosed to unauthorized persons, which may include, but are not limited to, employees of the Company that do not need to know the Confidential Information, persons not employed by the Company, persons that are not bound by a written confidentiality agreement with the Company, with regard to the specific Confidential Information, persons not directly aware of the proprietary and trade secret nature of the Confidential Information.
4. All documents, files, records, project plans, software tools as well as methods and techniques of doing business, including patents, trade secrets and other proprietary rights associated therewith, Strategies, Customer details and items of information or equipment relating to Company's business are and shall remain the property of the Company, including notes, documents, and files created in the performance of my duties of employment. I shall not under any circumstances remove such property from the Company premises without prior written consent. I further agree that all information relating to existing customers and potential customers of the Products, whether recorded in Company's database or otherwise is confidential to the company and that any ownership in respect thereof resides in the company and that it cannot be used by employee for any purpose not specifically referred to in this employment.
5. I understand and acknowledge that as set forth under the **Login Provisioning and De-provisioning Policy (GECSP 11)**, my employee ID and password used to access Company or its Clients' systems are personal and confidential, are **Proprietary Information**, and shall not be disclosed to anyone. Non-compliance with this Policy may lead to disciplinary sanctions upto and including discontinuation of services, consistent with applicable law.
6. Notwithstanding the separation of my employment with the company for any reason whatsoever I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the Confidential Information and affairs of Teleperformance.
7. I will immediately report to the Company, any violation or breach of the commitments made in this declaration, whether the breach or violation is intentional or inadvertent and I agree that:
 - (i) In the event of a breach or threatened breach of the provisions of this declaration, the Company shall be entitled to an injunction restraining from using or disclosing, in whole or in part, such Confidential Information, or from rendering any services, to any person, firm, corporation, association or other entity to whom any such information has been disclosed or is threatened to be disclosed, which injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,
 - (ii) Any such breach would cause injury to the Company, and
 - (iii) The remedies provided for in this Section shall be cumulative to and not exclusive of any and all other

8. The rights to any invention, discovery or creation of any system or method related to the Company's operations and arising out of any work done in the course of my employment will automatically vest with the Company. In this connection, the Company may obtain patent rights in its name (or jointly with others) based on the fact of my invention, discovery, improvement or other creative effort. I acknowledge that I will not be liable for any compensation for such invention, discovery, improvement or other creative effort made by me, and that any reward that the Company may, in its sole discretion, bestow on me will not be deemed to confer any rights towards that invention, discovery or improvement in system or method. I further acknowledge that I may be required to execute further documentation in connection with such inventions, discoveries, improvements or other creative efforts and will execute the same without delay.
9. In the event of my leaving services of the Company, for any reason, during the 12-months period from the separation date, I shall **NOT** directly or indirectly either on my own account or otherwise:
 - i. engage or attempt to engage in providing services to any customer or prospective customer where such services or products are competitive with the services offered by the Company or any affiliate to the Customer
 - ii. canvass solicit or endeavour to entice away from the Company any client or customer(s) of the Company, or any person(s), who at any time during my employment, were or are clients or customers of the Company, or were in the habit of dealing with the Company;
 - iii. solicit, interfere with, or endeavour to entice away any employee of the Company; or
 - iv. counsel, or otherwise assist any person to do any of the acts referred to in para (i), (ii) & (iii) of this clause.
10. I shall **NOT** offer, promise, give, accept, condone, approve or knowingly benefit from an improper business gratuity, a bribe, 'kickback' or other improper advantage, benefit or reward, or otherwise apply inappropriate influence.
11. I shall **NOT** make a 'facilitation payment'. Facilitation payment refers to the practice of paying a small sum of money to (usually) an official as a way of ensuring that they perform their duty.
12. None of my relatives are employed or associated with the Company or any of its affiliate companies or its customers/clients/suppliers in any form; and I undertake that I **shall** immediately notify the Company in case-
 - (a) any person who is so employed / associated becomes a relative, and/or
 - (b) a relative, in future, is so employed / associated with the Company.

I understand and acknowledge that:

1. the restraints contained herein are reasonable in all the circumstances of employment and agree that they are necessary for the protection and maintenance of the Company and its business,
2. my services can be suspended pending disciplinary action/enquiry/investigation as per Company policy and I shall abide by decision of investigation/enquiry Committee constituted for such purposes,
3. the Company shall be entitled to seek an order for specific performance or injunctive relief or other equitable relief in case I fail to observe or breach any of the restraints herein.

I **shall** indemnify and keep indemnified the company for any loss, damages or injury suffered by the company for any breach of above conditions or any other clause or term of employment.

I understand and acknowledge that my failure to comply with this declaration and undertaking may lead to disciplinary sanctions which may include discontinuation of services, as well as civil liability and/or criminal prosecution under applicable laws.

Executed this _____ day of _____ 20__

Employee Signature	
Employee Name	Anu .

Annexure III

Personal Data - Declaration

Article I.

I Anu . hereby certify that all statements made on the **Employment Application Form**, my Curriculum Vitae or during my interviews with the Company are true and complete. I understand that any omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I further understand that I shall be bound by the existing and new rules, regulations and policies of the Company including those related to Frisking (Pat Down) process wherein, a search would be conducted of outer clothing to detect any unauthorized / prohibited articles.

I confirm that I have voluntarily furnished my personal information to the Company and the Company shall be free to use such information and all other information that I may provide at any time hereinafter. The Company may share such information in connection with my employment and other related matters, as deemed fit and necessary by the Company.

I recognize that in connection with employment with Teleperformance, I may be the subject of a background enquiry and drug test by the company or its representative, and I hereby authorize the same. I also authorize the Company to take action including penal action against me in case any fact is found contrary to what has been stated by me in the application form mentioned herein above.

I do hereby declare that I will immediately report to my Line Manager or HR team in case of "Change to Circumstances", within 48 hours of me becoming aware of such "Change to Circumstances" which may arise due to the following:

- a) I am found guilty of a criminal offence / is under police caution or investigation;
- b) There is a change in my legal right to work / work status; and
- c) There are any adverse credit judgments against me.
- d) Change in personal status like name change / marital status / permanent or current address change etc.

Executed this _____ day of _____ 20____

Temp Emp Code	171988801
Employee Signature	
Employee Name	Anu .

ANNEXURE IV
DECLARATION AND UNDERTAKING - Work From Home

I, , do here-by confirm and declare that while I Work From Home, I will adhere to all company and Client confidentiality and security policies, not limited to the below:

- I understand and agree that "Working From Home" is an extension of my workplace and all policies as applicable while Working From Office shall continue to apply, including Confidentiality Agreement, Code of Conduct, Data Security and WAHA Security Policy amongst others;
- I understand that I will not use pen, paper, mobile phone, camera, or any other electronic devices while Working from Home;
- I will not have unauthorised people, including family and friends to access or take a look at my device while I am working, however I also understand that their movement around or behind my device might be captured in any monitoring tool;
- I understand and agree that recording of conversations or other Teleperformance /Client/consumer information, outside of standard business processes is prohibited;
- I understand that the use of speakerphone is prohibited while Working From Home;
- I understand that the key privacy considerations around accessing personal data (for example customer, client and employee information), read in conjunction with Teleperformance polices, standards and procedures, while Working From Home is strictly prohibited;
- I shall take particular care to reduce the risk of inappropriate or unauthorised disclosure of personal data while Working From Home; and
- I have a functional internet connection at home and shall ensure that it is operational with enough data availability at all the time. I understand that this is a pre-requisite for Work From Home and I shall maintain good internet bandwidth. I shall be fully responsible for upkeep and usage of this connection.
- I agree to return company or client's systems, assets, records and materials **within 36 hours** from the date of intimation received by the company in the same condition as it was provided to me.
- In case, I delay in returning or fail to return or returned in damaged condition, the company's or client's systems, assets, records and materials within such stipulated time then company has the undisputed right to recover penalties /amount as per the case may be.
- I agree to the use webcam for video calls /collaboration with supervisors and colleagues.
- I agree to the use of cameras available on the Teleperformance Cloud Campus by Teleperformance and the terms and conditions related to it as appended below, which is subject to update, as per the applicable law. This is regardless of whether the camera was provided by Teleperformance, if it is built-in or bundled with the equipment provided to the employee, or in a Bring Your Own Device (BYOD) scenario.
- I understand, that I have the option to raise a helpline ticket to the BHR team over the email id **(HR.TPCCIndia@teleperformancedibs.com)**, if I will have any concern whatsoever, post deployment of Teleperformance Cloud Campus.
- I understand, that in the event, I desire to opt-out as Working-from-Home-Agent in the Teleperformance Cloud Campus, I will reach out to my immediate supervisor with a written notice stating the reason for it and **[HR.TPCCIndia@teleperformancedibs.com]**.
- I hereby give my consent to Teleperformance's use of a Camera as part of the computer sign-on process to authenticate my identity. I further agree to allow Teleperformance to visually monitor me during work

hours via a camera to ensure that my work-at-home environment meets the expectations of Teleperformance and its clients.

- I specifically understand and agree to Teleperformance's use of camera video and audio for security measures assessment, proper and lawful execution of all employment and client related contractual provisions, safety verification and any other business-related purpose. I agree to turn on the camera when requested and/or conduct verification via phone or video call pursuant to random clean desk audits.

For this purpose, I hereby understand that Teleperformance reserves the right to inspect my work area in my Work From Home site or the system virtually with or without advance notice to me. I also understand that at random intervals during your shift, Teleperformance may take snapshots of your workspace to analyze and detect any violations of existing security protocols including, but not limited to, clean desk policy, GECSP and TISPS standards. I hereby provide my consent and agree to such inspection and waive-off any claim for invasion of privacy in connection with such inspection. There are a number of situations in which I will activate the camera. These include: for my identification to be confirmed (in particular every time I login to Teleperformance systems), during regular security procedures; during 1-to-1 meetings, coaching sessions, and team meetings to achieve the most effective communication, collaboration and provision of the services. As I am providing services remotely, Teleperformance also recommend camera use during the rest of the time that I am providing services as a way to more effectively engage with my colleagues. When I activate my camera, it will be livestreaming and not recording. Every time recording is required (for Teleperformance business purposes, in a chatroom where you are present, for instance recording informational sessions delivered by TP Representatives), the 'recording icon' will show and I will be able to turn off my own individual camera during the recorded session.

For above purpose, Teleperformance, in its sole discretion, reserves the right to install any system monitoring technology on the work machine including EDR, Webcams or any other software/file that allows for supervision at work-at-home site which includes, but is not limited to:

- Capturing 'facial confirmation', 'ID scan' and 'Geo Tagging';
- Tracking 'multiple people violation', 'unknown user violation', 'not at desk violation', 'auto idle user detection'; Mobile phone detection and usage;
- Clean desk environment (use of pen/paper or other objects not permitted);
- Capturing Desk-top random image and click pictures when above violations are detected via random scan which could be used as evidence in case of any breach as per the security policy

I understand that failure to comply with the above will lead to appropriate action in accordance with Teleperformance HR policies and manual.

Temp Emp Code	171988801
Employee Signature	
Employee Name	Anu .



Formal Letter of Offer -
Unison Globus Alliances Pvt. ★
Ltd. Inbox



Neha Chopra Yesterday
to me, Uday, Ishan ▾



Dear **Simran**,

Congratulations !!

We are glad to inform you that subsequent to successful interview process, you have been selected to work with **Unison Globus Aalliances Pvt. Ltd.** Please consider this email as formal letter of offer and please send us your consent in writing, if you are happy with the offer made here under.

Please find below details of our offer:

Date of Joining: 15th October 2021, Friday

Department: US Account

Current Place of Work: 465,406, A-Wing , Navratan Corporate Park, Bopal-Ambli Road, Opposite Dishman Office, Ahmedabad.

Shift Timings: 12:00 P.M .- 09:00 P.M. IST

Designation: Account Associate



Designation: Account Associate

Bond: 1 Year BOND

Salary: ₹.30,000/- Per month

Kindly arrange below list of documents which you need to submit at the time of joining :

1. 2 Passport size photographs
2. Academic Certificates Photocopies (SSC ,HSC ,Bachelor's Degree, PG Course)
3. Any other course certificate Photocopy
4. Residential Proof – Photocopy (Land Line Tel. Bill, Electricity Bill, Bank Passbook, Ration Card)
5. One photo ID – Proof- Photocopy (Passport, Driving License, Election Card)
6. From previous employer: Copies of Offer Letter, Appointment letter, last salary slip, Relieving letter, and Experience Letter.
7. Aadhar Card is must.
8. PAN Card is must.

You need to submit scanned documents which has been requested above. Email your documents on hr@unisonglobus.com before joining.



Offer Letter - Mehak Bhandari

- **Kandor Accounting Services**



Inbox



admin@kandorservic... 4/10/2021

to me, sumit



Sub – Offer Letters.

Dear **Mehak,**

This has reference to the various discussions you had with us.

We are pleased to make provisional offer letter of appointment as **"Accounts Trainee"**. Your annual earnings includes Salary, Allowances, Annual Benefits and Statutory Payments as applicable with total Rs.12,000 p.m. (Annual CTC Rs. **1,44,000**), which is applicable throughout the year. Your training period will be until March 2022 when you will be evaluated for **"Accounts Executive"** role. Increment will be applicable in April 2022 and thereafter yearly depending upon your performance throughout the year.

You will receive a detailed appointment letter



Date: August 10, 2021

Ms. Neha Rawat

#106 Saini Vihar Phase-5 Baltana
Zirakpur 140604

Offer Letter

Dear Neha,

Based on the interview and discussions you had with us, we are pleased to offer you an employment in our **Customer Operations Vertical**. Details of the terms & conditions of offer are as under:

1. You will be designated as **Analyst** and your initial place of posting will be **Chandigarh**.
2. You will be required to work for five days a week and have two days of leave at any time during the week. Your weekly leaves as well as your shift timings will be conveyed to you by your manager, basis the roster for the program / process you are assigned to.
3. Your date of commencement of employment will be on or before **August 12, 2021**.
4. Your Cost to the Company will be **INR 224,988** (As per the enclosed Annexure).
5. Deductions applicable: Professional Tax / Income Tax / Transport (As applicable).
6. eClerx offers subsidized transport to employees. Should you wish to avail the same, an amount of **INR 1250** will be deductible from your net monthly salary every month.
7. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
8. You will be on probation for a period of three months from the date of joining. Upon successfully completing the probationary period, your employment is terminable with **30 days'** notice, with notice being provided by either you or the company.
9. During the probation period, you may need to undergo specific / designated trainings as a part of your employment.
10. Successful completion of these training and probation period is critical for confirmation of your employment.
11. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training.

12. You are hereby informed that on the day of joining you will have to undergo drug tests pursuant of policies and

Annexure I

Name: Neha Rawat
 Designation: Analyst
 Date of Joining: August 12, 2021

SALARY OFFER BREAK-UP	Amount (INR)	Annual Amount(INR)
Basic Pay	8,680	104,160
Other Allowance	4,320	51,840
Bonus	2,800	33,600
Monthly Fixed Compensation	15,800	189,600
Retiral Fund	1,560	18,720
Monthly Total Compensation	17,360	208,320
Annual Total Compensation		208,320
Performance Bonus (Upto)	1,389	16,668
Cost To Company		224,988
Gratuity		5,010
Total Cost To Company		229,998

Since you have opted not to participate in the Employee's Provident Fund Scheme, the Retiral Fund amount mentioned in your salary will be paid as part of Monthly Fixed Compensation

Other Benefits:

1. You will be entitled to earned leaves equivalent to 24 working days per year. From the total leave balance, a maximum of 12 leaves will be carry forward to next financial year and any further leave balance, after the carry forward, will lapse. The leave policy shall be guided leave policy of the company.
2. All increments and bonus payouts will be prorated basis the date of joining or standard salary changes as per company policy which are contingent on your performance and subject to you being on active payroll of the company, on the date of actual payout. Any Employee serving notice period will not be eligible to receive the increments & bonus pay-outs..
3. You will be entitled to gratuity as per the provisions of the Payment of Gratuity Act 1972 and the amendments made thereafter.
4. A comprehensive Hospitalization Benefit will be available for you, including pre-existing disease cover. The limit of

- coverage is Rs. 100,000.
5. If you are required to work in the night shift, you will also be entitled to receive a night shift allowance calculated basis the number of nights worked during the month, subject to the terms and conditions laid out in the Company's policy.
 6. Language Allowance, if any, will be withdrawn if your role changes for any reason whatsoever, and the new role does not require you to use your language proficiency.
 7. In the event of your voluntary separation from the company within a period of 12 months from your date of relocation / transfer to any of the Company's offices in India (if any), you shall be liable to pay to the Company, all the expense incurred towards movement of household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer.

For any further queries, request you to get in touch with your recruiter or drop an email to below mentioned POC's:

Mumbai and Pune Location - candidateexperience_eclerx@eclerx.com or contact, Hema Nair (7709052664).

Chandigarh Location - Recruitment_Managers@eclerx.com or contact, Tara Sharma (9780009693)

I have read and understood all the above mentioned points and accept the offer.



Offered By: Andrews Simon
Designation: Associate Principal – Human Resources

Accepted by: _____

Date: _____



OFFER LETTER

Subject: Appointment Confirmation for the Post of
"Content Writer"

Dear Sabhya,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the position of "Content Writer". We feel confident that you will contribute your skills & experience towards the growth of the organization.

As per discussion, your joining date will be Sep 16, 2021 & your gross emoluments will be Rs. 20,000/month. You will be issued a detailed appointment letter on your joining us.

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

We look forward to welcoming you on board.

For Ennoble Info Tech



Word count



Display
directory



Mobile view



Edit



EY Global Delivery Services India LLP
3rd Floor, Tower 'C',
RMZ Infinity, Old Madras Road,
Benniganahalli, K.R. Puram,
Bangalore - 560016,
Karnataka, India

Tel: +91 080 6681 3000
Fax: +91 080 6681 3334
ey.com

02 November, 2021

Ms Simran Verma
House No.608, Sector 11,,
Dispensary, Sector 11,
Panchkula,
Haryana - 134109

Contact No: +91 9592863166
Email: simranverma211@gmail.com

Dear **Simran**,

Subject: Offer letter

With reference to your application and the subsequent interview you had with us, we are pleased to make this offer to you on a fixed term contract in "EY Global Delivery Services India LLP "(the " Firm") subject to the following terms and conditions:

1. CONTRACT PERIOD AND POSITION:

The period of contract is fixed for a period of 4.5 months starting from 29 November, 2021 and ends on 05 April, 2022. You will be offered the position of **Consultant in** the Firm. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time.

2. DUTIES :

You will perform duties and services as required in relation to the affairs of the Firm as may be assigned to you from time to time. During the term of your contract with the Firm, you shall (a) faithfully and diligently perform your duties, (b) use your best endeavours to promote the business interest of the Firm, (c) devote your full time, attention and efforts to serve the Firm, and (d) not directly or indirectly engage or be interested in any activity, which competes with the Firm or conflicts with your duties to the Firm.

3. WORKING HOURS:

You will be required to work in flexible working hours. It is expressly made clear herein that your applicable timings of work would be as decided and notified to you by the Firm, and by accepting this contract, you would be deemed to have given your consent to work in flexible timings. The Firm reserves the right to alter the work timings from time to time. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the agreed working hours to achieve the results, whenever your job so requires.

4. COMPENSATION AND DETAILS

You shall be paid a fixed compensation of INR 30,000/- per month. The compensation will be apportioned according to the total number of hours worked. The compensation will be subject to applicable taxes and will be paid to you after deduction of income tax and other applicable taxes at source. It is a condition of your service

EY Global Delivery Services India Private Limited, (A private limited company with registration no. U74999KA2016PTC093751) converted into EY Global Delivery Services India LLP. (a limited liability partnership with LLP Identity No. AAL - 2743) effective 30 November, 2017. Regd. Office: 3rd floor, Tower 'C', RMZ Infinity, Old Madras Road, Benniganahalli, K.R Puram Bangalore - 560016, India

This file is signed using Digital Signature.



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that you shall abide by the Firm's policy maintaining the strictest confidentiality of the compensation you receive from the Firm. Please refer to Annexure B for your detailed compensation package.

5. TRANSFERABILITY :

Your initial place of posting will be Gurgaon. The Firm reserves the right to transfer you to any other location in India and/or to any other entity affiliated or associated with the Firm.

6. CONFIDENTIALITY :

You shall keep and maintain strict confidentiality of all information and data that may come to your possession or knowledge by virtue of this engagement and shall not disclose or divulge any such information or data, without prior written consent of an authorised officer of the Firm, except as required in normal course of the work. You shall at all times, whether during or after the termination of your engagement, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise how so ever. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients, for your own benefit or for the benefit of any third party, either during the term of this engagement or thereafter. Upon termination of this engagement, you will immediately return and surrender to the Firm, all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases entrusted to you in the course of the contract and shall not retain any copy thereof in any form whatsoever. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.

7. INTELLECTUAL PROPERTY :

All intellectual property rights in any work or material developed by you during the course of this engagement shall belong to and be the property of the Firm. You shall assign and transfer in favour of the Firm all intellectual property rights in such works or materials and shall execute such deeds and documents, as the Firm may require, to effectually vesting in the Firm any and all intellectual property rights and benefits in such works or materials. In performance of your duties and responsibilities, you shall not use or infringe any intellectual properties or rights of any other parties.

8. LEAVE :

You will be entitled to leaves in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the Policy in effect for the time being shall be applicable to you.

9. PROVIDENT FUND:

You will participate in the Firm's Provident Fund as may be applicable in the Firm.

10. NOTICE PERIOD; TERMINATION :

- a. The contract can be terminated either by the Firm or by you, by giving the required notice of one month, in writing to the other party, without assigning any reasons thereof. The Firm reserves the right to pay or recover gross compensation as applicable, in lieu of the notice period. However, the Firm retains the right to terminate your employment, without giving any notice or pay in lieu of notice.



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- in case of any wrongful declaration, misconduct, fraud or misappropriation of funds or breach of any terms of service or Firm.
- b. If termination is initiated by you, the Firm may, at its discretion, relieve you at a date it may deem fit, even before expiration of the notice period, without any liability to compensate you for the remaining notice period.
 - c. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold or forfeit your dues.
 - d. The Firm may also terminate/suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal enquiry (to be completed within 30 days of date on which the said allegation has been first notified to your reporting manager save and except delayed due to events beyond control) that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation.
 - e. We also expect that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your service with the Firm, as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.
 - f. Your performance during the internship is subject to periodic reviews by your reporting manager. In the event that your performance during the Internship does not meet the EY standards as defined post the training or in the event of any breach of the Code of Conduct, and/or any disciplinary issues, you will be liable for action as applicable including but not limited to termination of this internship and revocation of the final job offer already extended to you, if any. The Firm reserves the right to take action in accordance with the policies of the Firm.

11. PAST RECORD:

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, you will be liable to be discharged from the services of the Firm, without any notice or compensation.

12. RULES AND REGULATIONS:

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

13. EMPLOYMENT VERIFICATION :

Your qualifications and contract will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.



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14. SUBMISSION OF DOCUMENTS:

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract without any notice or compensation.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this letter and submitting the same to us for the Firm's records.

Thanking you,
Yours faithfully,
for **EY Global Delivery Services India LLP**

Signed By : DIVYA PARIHAR
Reason : Offer Letter
Location : Bangalore
Date: 02-11-2021 11:35:24

Authorized Signatory

I hereby accept the offer and terms and conditions of contract set forth above.

Signed: Simran Verma Date: 11/2/2021

Name: Simran Verma



Annexure A

Dear Simran,

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	2 passport size photographs (the background of the photographs should be white)	
2	Photocopy of the Permanent Account Number (PAN) - submission of PAN detail is mandatory.	
3	Passport / Voters ID / Ration Card / Driving License (Photocopy any one of these)	
4	Photo Copy of the Aadhar card- Submission of Aadhaar details and photocopy is mandatory to remit Provident Fund contributions.	
5	Photocopies of 10th, 12 th / PUC, Graduation, Post graduation - marks cards of all years/semesters have to be submitted. (If awaiting results please submit all previous semester mark sheets, along with a copy of your last semester result print out from the internet or college result sheet)	
6	Experience certificate / relieving letter of your last employer, if applicable. Resignation acceptance letter will be accepted; however within 30 days of joining the relieving letter should be submitted.	
SN	Keep the below mentioned details handy (no proofs/documents required)	
1	You should be aware of your blood group	
2	Name, address and telephone number of two references - excluding relatives. Employees with prior work experience - one of the ref has to be from the previous organization).	



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Annexure B

Name	Simran Verma		
Rank	4		
Contract Period	Service Line: Assurance		
	From	To	
	29 November, 2021	05 April, 2022	

COMPONENTS		
	Per Month (INR)	Annual (INR)
Basic Salary	12,000	1,44,000
House Rent Allowance (HRA)	6,000	72,000
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Other allowance including flexible	6,380	76,560
Employer's Provident Fund (PF) contribution	1,800	21,600
Total Cost to Firm (CTC)	30,000	3,60,000

Benefits (Estimated value)		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		1,851
Total of Benefits		1,851

Definition of standard working hours: The above compensation is for having worked 9 hours a day. The compensation will be apportioned according to the total number of hours worked.

Insurance benefits

Benefit Type	Benefit Value	Features
Group Medical Insurance	INR 1,00,000	Floater cover for self. The premium stated is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal.
Group Personal Accident Insurance	INR 3,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
Group Term Life Insurance	INR 3,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

Emp Temp Code: 172006048


Teleperformance
 each interaction matters

Annexure I
Compensation Details

Name Of Employee:	Aarushi	
Designation:	Customer Care Executive	
Grade:	Grade I	
Date Of Joining:	December 28, 2020	
City:	Mumbai	
Salary Structure (Appointment)		
	Amount in Indian (INR)	
Basic Pay		
Housing Rent Allowance (HRA)	13,096.00	
Transport Allowance	7,857.00	
Flexible Benefit Plan	0.00	
Statutory Bonus#	0.00	
Gross Fixed Salary (1)	1,846.00	
Provident Fund (Employee) (2)	22,799.00	
ESIC (Employee) (3)	1,572.00	
Net Take Home [1-(2+3)]	0.00	
Provident Fund (Employer) (4)	21,227.00	
ESIC (Employer) (5)	1,572.00	
	0.00	
Gratuity* (6)	630.00	
Total Fixed Cost (1+4+5+6)	25,001.00	
Annual Fixed CTC	300,012.00	
Annual Performance Pay**	0 % of Annual Fixed CTC	
Annual Performance Linked Incentive (PLI)	24,000.00	
PLI Payout Frequency	Monthly	

For Teleperformance Global Services Private Limited,



Shekhar Monga

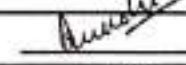
Director - Human Resources

*Gratuity shall be payable as per "The Payment of Gratuity Act".

**Performance Pay will be paid on Annual Basis and would be payable subject to assessed performance achievement level, based on the "Performance Pay" payout policy.

#Statutory Bonus is paid monthly as per "The Payment of Bonus Act".

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any incentive payable, as part of the compensation structure or otherwise, shall have a "Minimum Attendance Threshold/Performance" as qualifying criteria for such payout.

Employee Signature	
Employee Name	Aarushi



SERVOCARE LIFESCIENCES (P) LTD.

Regd. in India, FICRA Regd. Foreign Portfolio Investor (FPI)
Trustee: Servocare Lifesciences (P) Ltd. (Incorporated in India)
(AN ISO 9001:2015 & CRISIL Verified Company)

Dated: 19.09.2021

To

Saloni Bhola
181A, MS Enclave, Dhakoli
Zirakpur
Punjab

Subject:- Job Offer Letter

Dear Ms. Saloni

With reference to your application and subsequent interview held, we are pleased to inform you that you have been selected for the post of **"Sales Executive"** in our organization at the package of **Rs. 11000/- P/M**. Your Location would be **PANCHKULA, HARYANA**

You are requested to join on or before 01.10.2021.

Company terms and conditions:-

- 1 If you want to leave the company job then you have to be given intimation at least 30days prior of leaving the job.
- 2 If you leave without taking NOC from company then your salary will be on hold and strict action will be taken

You need to submit following Documents on the day of joining.

- Photocopies of Education Qualifications from Matriculation onwards.
- Five passport size Photograph's.
- Relieving Letter from all Previous Employers.
- Copy of PAN Card.
- Photo Identity Proof (Passport / Driving License).
- Salary Certificate from previous employer.
- Medical fitness Certificate with Blood Group Report.
- Accepted Copy of Resignation.
- Permanent Address Proof (Ration Card / Voter ID card / Passport / Electricity Bill).
- Original Certificates / DMCs


You are requested to send the copy of your resignation from present employer within three days after receiving this letter. In case of on receipt of copy of resignation it will be presumed that you are no longer interested for the position offered and this letter will stand cancelled automatically.

We hope this relationship to be long and mutually beneficial.

Congratulations and Best of Luck!

With Regards,

For: ~~M/s Servocare Life sciences Private Limited~~
For: Servocare


Rahul Marwaha Director
(Director)



Parijai Genus Pvt. Ltd.

CIN : U93000CH2017PTC041487



Dated: 25th August 2020

Arshdeep Kaur Longia

HM-315, Sector-63, Phase-9, Mohali, Punjab

Subject: - Offer letter for the post of Content Writer (part-time)

Dear Ms. Longia,

It gives us immense pleasure to welcome you to the team at Parijai Genus.

Subsequent to your application and your interview with Parijai Genus for the post of Content Writer (part-time), we are glad to offer you the said position where your role would involve drafting and maintaining the content of Parijai Genus both offline and online.

The proposed joining date would be 1st September 2020. Your reporting would to the undersigned.

Compensation for the said role would be Rs. 5000/- (Rupees Five Thousand Only) per month.

If you wish to go ahead with the offer, request you to please share your acceptance over e-mail within 2 working days of receiving this offer letter.

Thanks


Ekta Bansal
Ekta Bansal


Parijai Genus



 : 87270-04333

 : ekta@parijaicrafts.com

 parijaicrafts.com

 #3004, First Floor
Sector 44-D, Chandigarh



BALDEV KUMAR & CO.
CHARTERED ACCOUNTANTS

1570, Sector 35 D,
Chandigarh - 160 022
P. +91-172-4099537
M. +91-9814718544
E. baldevgarg@yahoo.co.in
baldevkumarco@gmail.com

Priyanka Soni,
D/o Sh. Raj Kumar Soni,
H.No. 1695, Sector 52,
Chandigarh

19th September, 2020

Aadhaar No 786160571669

Student GST ID No.60571669 (MCM DAV College for Women, Sector 36,
Chandigarh)

Sub.: Offer to Work as Apprentice with M/s Baldev Kumar & Co.

In pursuance to your application & subsequent interview, we are hereby pleased to offer you a position in our firm to work as Apprentice in the areas of Accounting, GST Work, Auditing & any other work of similar nature.

You shall be required to join office w.e.f 21.09.2020 & as per the discussions, you shall be offered a stipend of Rs.8,000 p.m. for first 3 months, subsequent to which it shall be raised to Rs.10,000 p.m. Further, as committed by you, you shall offer your services for atleast 2 years. A months' notice would be required in case you wish to terminate your services. You shall be bound to maintain the confidentiality & other rules of the office as conveyed to you time to time.

In case you are interested to work on the terms mentioned above, kindly return a signed copy of this letter.

We look forward to welcoming you at M/s Baldev Kumar & Co.

Yours Sincerely

For M/s Baldev Kumar & Co.
Chartered Accountants


CA Ritesh Garg
(Partner)



BALDEV KUMAR & CO.
CHARTERED ACCOUNTANTS

3571, Sector 35-D,
Chandigarh - 160 022
P: +91-172-4009637
M: +91-9814718944
E: baldevkumarca@yahoo.in
baldevkumarca@gmail.com

Rajiv Kumar,
S/o Sh. Sita Ram,
H.No. 223/3, Block-A, Sector 14,
Punjab University,
Chandigarh
Aadhaar No.892821690755

19th September, 2020

Sub.: Offer to Work as Apprentice with M/s Baldev Kumar & Co.

In pursuance to your application & subsequent interview, we are hereby pleased to offer you a position in our firm to work as Apprentice in the areas of Accounting, GST Work, Auditing & any other work of similar nature.

You shall be required to join office w.e.f 21.09.2020 & as per the discussions, you shall be offered a stipend of Rs.8,000 p.m. for first 3 months, subsequent to which it shall be raised to Rs.10,000 p.m. Further, as committed by you, you shall offer your services for atleast 2 years. A months' notice would be required in case you wish to terminate your services. You shall be bound to maintain the confidentiality & other rules of the office as conveyed to you time to time.

In case you are interested to work on the terms mentioned above, kindly return a signed copy of this letter.

We look forward to welcoming you at M/s Baldev Kumar & Co.

Yours Sincerely

For M/s Baldev Kumar & Co.
Chartered Accountants


CA Ritesh Garg
(Partner)

Private & Confidential

28 Aug 2020

Yogita

H No 245 Wadrian Mohalla , Tehsil Pathankot

Dist Pathankot

Punjab

145001

India

Dear Yogita,

Congratulations, subsequent to the interview process we are pleased that you are considering joining BA Continuum India Pvt. Ltd. (herein after referred to as "**Company**") at our **Gandhinagar office**. This letter confirms the terms of our offer with respect to your planned employment. You will be designated as **Team Member** at **Band 8**. Your Annual Compensation (CTC) will be Rs **300000** - (Rupees **Three Lakh Only**) as more specifically stated in Annexure I attached to this offer.

Other Terms & Conditions

Your start date will be **07 Sep 2020** ("**Date of Joining**"). The Company however reserves the right, at its absolute discretion, to extend the Date of Joining if it considers it necessary. You shall be notified in advance if the Date of Joining is being extended and the new Date of Joining will be informed accordingly. In case you do not join the services of BA Continuum India Pvt. Ltd. by **07 Sep 2020** this offer of appointment will stand cancelled and withdrawn without any further communication. Your appointment stands effective from the date you report in for work, which under no circumstances shall be later than Date of Joining. Any request for change in date unless communicated and accepted in writing will not be effective.

Any benefit plan applicable to your band, in accordance with Company policies, will apply to you as per your actual Date of Joining the services of the company, notwithstanding the date of joining as mentioned in the offer letter.

The Company reserves the right to change or modify the manner, composition or mode of delivering compensation in its full discretion. For the first ninety (90) days of your services/employment you will be deemed to be on probation. Subject to successful background verification as stated in clause below, your confirmation in employment shall be contingent on you producing your Degree/Graduation Certificate/ Provisional degree certificate or such other educational documents as may be requested by the Company, within forty five (45) days of Date of Joining. On failure to comply with the said requirement, you hereby agree and acknowledge that the Company shall have the right to terminate your services with immediate effect or as deemed fit by the Company. Notwithstanding the above, during the probation period and the extended probation period, either party may terminate this contract by giving one (1) weeks' notice in writing or salary in lieu thereof, at the sole discretion of the Company. Within sixty (60) days of completion of the ninety (90) days if you have not received a notification stating otherwise including, without limitation, extension of probation period from HR your employment is deemed to be confirmed. After the expiry of the probation period or the extended probation period (if the same has been extended) either party is entitled to terminate the contract by giving sixty (60) days' notice. Whereas the Company reserves the right to request service of notice or pay salary in lieu of, your notice period waiver or payment in lieu will be at the sole discretion of the Company, but in no event will be less than the minimum period required by applicable law.

The condition of this offer are:

1. Your background check, including credit, and employment reference is satisfactory to the Company and the Company is able to verify, to its satisfaction, the personal and sensitive information (including but not limited to biometric data, such as fingerprints) you have provided or would be required to provide during the course of your application in your resume, Candidate Information Sheet that you will be signing at the time of execution of this offer letter ("CIS Form") and such other information as may be requested by the Company. Any personal references and any negative report received by the Company from any person including your existing or earlier employer shall be confidential and solely for the Company's use, and you undertake not to request for a copy thereof or base a claim of any nature against any person including the Company with regard to such report or satisfaction reached by the Company;
2. Where required, you are able to provide evidence of your right to work and remain in India, in accordance with legal requirements, or being issued with the relevant work visa, work permits, residence cards, licences, registrations or memberships;
3. Where required, you provide original documentary evidence of your previous employment, academic and professional qualifications as part of the background screening process;
4. You make full and frank written disclosure of all directorships and other positions of office that you currently hold;
5. You commence employment with Company on a date acceptable to Company and further that you are not subject to any restrictions arising from your current (or any previous) employment which may adversely impact on your activities for the Company;
6. You meet any further requirements as stated in this offer letter; and
7. You warrant and represent to the Company that all information, statements and documents made or provided to the Company for the purposes of any job application or any part of the recruitment process, including any application form or resume, are not misleading, false, incomplete or inaccurate for any reason, whether by way of any omission or otherwise.

Objections to the collection, use, storage, transfer or other processing of personal and sensitive information or withdrawal of consent may affect your employment with the Company as sharing of such information with the regulatory authorities both in India and other jurisdictions of operations can be an essential prerequisite of your job requirement.

We reserve the right to withdraw this offer as appropriate if any of the above conditions are not met, or if accepted, to rescind any agreement by reason of you failing to meet a condition precedent of employment, or to terminate your employment at our option.

By accepting this offer you acknowledge that you have been directed by the Company to comply with any continuing lawful and enforceable obligations that you may have to any former employer. You should make your line manager and HR representative aware of these obligations at the time of accepting this offer. This will include any post termination restrictions on your activities in relation to clients or employees of any former employer and any confidentiality obligations regarding trade secrets or other proprietary information belonging to your previous employer(s). Additionally, you should provide to the Company any correspondence from your former employer which you receive following your resignation, such as a relieving letter, which summarises the obligations by which your former employer believes you to be bound. In particular you agree not to bring to the Company any documents or other Information in any format, will not download, email, copy or otherwise send to yourself or anyone at the Company any documents or information in any format from your former employer(s) or other parties to whom you owe a duty of confidentiality; will not disclose any confidential, proprietary or trade secret information of any former employer or its clients, and will not use, disclose or act on such information in performing your duties for the Company. If, in the Company's opinion, such obligations to your former employer would mean you could not carry out your role with the Company then we may rescind or revoke this offer of employment.

By accepting this offer, you are agreeable to keep yourself in reasonable readiness to move to whatever place of occupation, the Company desires you to undertake.

Your employment is transferable or, you may be sent on deputation or on secondment, to any location in India or abroad either within the Company or to any of its associate or sister concerns or its subsidiary whether existing today or which may come up in future at any time at the sole discretion of the Company.

In case you are entitled to 'Relocation' and/or 'Notice pay out' benefit as per Company policy, the Company reserves the right to recover the entire amount spent, should you voluntarily terminate your employment or your employment is terminated by the Company (on disciplinary grounds), anytime within twelve (12) months from your start date at the new location. The amount recoverable from you by the Company will be based on actual amount spent by the Company or paid by the Company pursuant to your claims. The Company may at its sole discretion, if it thinks so fit to do, waive any portion of or the entire amount recoverable from you. The amount recoverable from you by the Company will be based on actual amount spent by the Company or claimed by you from the Company, on such relocation and/or Notice Payout.

Your employment with the Company is at all-time contingent upon your adherence to the Company's policies and procedures applicable to all employees generally, and/or applicable to your position or within the Company, and as amended from time to time.

This Agreement is governed by and construed in accordance with Indian law and the parties submit to the exclusive jurisdiction of the Indian courts.

Representations & Warranties

1. By signing this letter, you are representing to the Company that your acceptance of this offer and agreeing to employment with the Company under these terms will not conflict with, violate or constitute a breach of any employment or other agreement to which you are a party and that you are not required to obtain the consent of any person, firm, corporation or other entity in order to accept this offer of employment.
2. You further warrant and represent that you are not subject to any restrictive covenants or other continuing obligations that in any way restrict your ability to engage in or solicit any business of any type engaged in by the Company, or participate in recruiting or staffing efforts on behalf of the Company.
3. You further represent and agree that you will not knowingly use or otherwise disclose any confidential, business and proprietary or trade secret information obtained as a result of any prior employment in connection with the performance of your job duties for the Company, unless specifically authorized to do so by someone with the appropriate authority from the applicable place of former employment, and that this provision should be regarded as this Company's instruction for you not to do so. You represent that you have provided the Company with full and accurate documentation of your last drawn compensation. To the fullest extent permitted by law, you agree to keep the terms of this letter confidential, and agree not to share them with anyone except with your immediate family, personal, financial and legal advisors.

This letter supersedes any prior oral or written understanding regarding the terms and conditions of your employment with the Company and any changes to such terms must be in writing and signed by you and an authorized representative of the Company.

Assuming that you accept and agree to the terms of this letter, during the period which begins immediately after you sign and date this letter, and ends upon your actual commencement date, you acknowledge and agree that your employment with the Company will not yet have begun (the "**Interim Period**"). You further acknowledge and agree that your employment with the Company will begin on the commencement date when you start work for the Company. During the

described Interim Period, this letter remains subject to rescission / revocation by the Company, in its sole discretion upon discovery of conduct or behavior by you which would constitute a breach of the representations and warranties set out in this letter; or such other behavior or conduct as is plainly and materially injurious to the Company, its business interests or its reputation.

During the Interim Period the Company will conduct verification of the information provided by you in your resume, CIS Form etc., in connection with your employment application and for employment purpose. By executing the CIS Form you give your consent regarding such verification being conducted by the Company. In the event the Company consents to your employment commencing ahead of the satisfactory completion of the required background check(s), your continued employment will be conditional on the satisfactory completion of such background screening procedures. If the Company requires additional documentation in support of your background check you will be given a maximum of thirty (30) days from the Date of Joining to provide any such documentation. Consequently, in the event that you fail to provide any documentation within thirty (30) days, or the Company is not satisfied with the documentation, or the results of your pre- employment screening, Company will be entitled to withdraw or rescind this offer by reason of you failing to meet a condition precedent of employment, or to terminate your employment at its option. Your employment will cease without any entitlement to notice or pay in lieu of notice. In the event of withdrawal or termination, no further entitlements (including any sign-on incentives) will be payable and you will be required to repay any sign-on payments already made.

We believe that you are capable of making an outstanding contribution and we can offer you a challenging and rewarding career with the Company. Please review this letter and return the signed copy of this letter as your acceptance of the terms and conditions contained herein. If you have any questions or if there is any way I can help you further, please do not hesitate to call.

Sincerely,

For BA Continuum India Pvt. Ltd.

Shrinivas Appalaraju Koiyya

Vice President

Date: **28 Aug 2020**

Accepted and Agreed:

Yogita

Date: _____

City: _____

Annexure I: Compensation Details

Date of Offer: 28 Aug 2020

Name: Yogita

Job Title: Team Member

Band: 8

Annual Compensation

Annual Compensation Components (All figures are in Rs, per annum)

Basic Salary: 105000

House Rent Allowance: 52500

LTA: 15000

Advanced Statutory Bonus: 21600

Employer's Contribution to Provident Fund: 21600

Gratuity (as per payment of Gratuity Act)*: 5051

BA Continuum Allowance: 79249

Total Annual Compensation (CTC): 300000

Statutory Deductions:

1. Pursuant to applicable laws, rules, regulations notifications, ordinances and policies notified or promulgated and modifications thereof in effect from time to time and in accordance with Company Policies your compensation shall be subjected to necessary deductions towards provident fund contribution.
2. Basis the eligibility criteria for your coverage under Employees' State Insurance Act, 1948 ("ESIC") and in line with the statutory requirements and amendments thereto from time to time, your salary will be subjected to necessary deductions towards employee's contribution to ESIC. The Company will make the necessary employer's contribution accordingly.

General Terms:

1. The design of compensation structure is subject to revision by the Company at any time, in line with the changing operating environment and applicable laws, rules and regulations. Therefore, compensation, statutory entitlements or contributions may undergo change. The company determines the amount of each compensation component in its sole discretion subject to the same being not in violation of any prevailing statues of the land.
2. Upon joining the Company, you will also be enrolled in the hospitalization insurance scheme as applicable to employees at your level. In addition, you will be entitled to any other benefits, as per prevailing Company's policies.
3. Taxes at source will be deducted as per provisions of Income Tax Act, 1961.

* The Gratuity amount mentioned in the CTC is an indicative figure and used only for calculation purposes and the company will pay the Gratuity amount as per the norms laid out in The Payment of Gratuity Act, 1972.

Private & Confidential

26 Aug 2020

Akansha Arora

H.No:1B/7340, Near Garwal Sabha, Naveen Nagar

Saharanpur,

Uttar Pradesh

247001

India

Dear Akansha,

Congratulations, subsequent to the interview process we are pleased that you are considering joining BA Continuum India Pvt. Ltd. (herein after referred to as "**Company**") at our **Gandhinagar office**. This letter confirms the terms of our offer with respect to your planned employment. You will be designated as **Team Member** at **Band 8**. Your Annual Compensation (CTC) will be Rs **300000** - (Rupees **Three Lakh Only**) as more specifically stated in Annexure I attached to this offer.

Other Terms & Conditions

Your start date will be **07 Sep 2020** ("**Date of Joining**"). The Company however reserves the right, at its absolute discretion, to extend the Date of Joining if it considers it necessary. You shall be notified in advance if the Date of Joining is being extended and the new Date of Joining will be informed accordingly. In case you do not join the services of BA Continuum India Pvt. Ltd. by **07 Sep 2020** this offer of appointment will stand cancelled and withdrawn without any further communication. Your appointment stands effective from the date you report in for work, which under no circumstances shall be later than Date of Joining. Any request for change in date unless communicated and accepted in writing will not be effective.

Any benefit plan applicable to your band, in accordance with Company policies, will apply to you as per your actual Date of Joining the services of the company, notwithstanding the date of joining as mentioned in the offer letter.

The Company reserves the right to change or modify the manner, composition or mode of delivering compensation in its full discretion. For the first ninety (90) days of your services/employment you will be deemed to be on probation. Subject to successful background verification as stated in clause below, your confirmation in employment shall be contingent on you producing your Degree/Graduation Certificate/ Provisional degree certificate or such other educational documents as may be requested by the Company, within forty five (45) days of Date of Joining. On failure to comply with the said requirement, you hereby agree and acknowledge that the Company shall have the right to terminate your services with immediate effect or as deemed fit by the Company. Notwithstanding the above, during the probation period and the extended probation period, either party may terminate this contract by giving one (1) weeks' notice in writing or salary in lieu thereof, at the sole discretion of the Company. Within sixty (60) days of completion of the ninety (90) days if you have not received a notification stating otherwise including, without limitation, extension of probation period from HR your employment is deemed to be confirmed. After the expiry of the probation period or the extended probation period (if the same has been extended) either party is entitled to terminate the contract by giving sixty (60) days' notice. Whereas the Company reserves the right to request service of notice or pay salary in lieu of, your notice period waiver or payment in lieu will be at the sole discretion of the Company, but in no event will be less than the minimum period required by applicable law.

The condition of this offer are:

1. Your background check, including credit, and employment reference is satisfactory to the Company and the Company is able to verify, to its satisfaction, the personal and sensitive information (including but not limited to biometric data, such as fingerprints) you have provided or would be required to provide during the course of your application in your resume, Candidate Information Sheet that you will be signing at the time of execution of this offer letter ("CIS Form") and such other information as may be requested by the Company. Any personal references and any negative report received by the Company from any person including your existing or earlier employer shall be confidential and solely for the Company's use, and you undertake not to request for a copy thereof or base a claim of any nature against any person including the Company with regard to such report or satisfaction reached by the Company;
2. Where required, you are able to provide evidence of your right to work and remain in India, in accordance with legal requirements, or being issued with the relevant work visa, work permits, residence cards, licences, registrations or memberships;
3. Where required, you provide original documentary evidence of your previous employment, academic and professional qualifications as part of the background screening process;
4. You make full and frank written disclosure of all directorships and other positions of office that you currently hold;
5. You commence employment with Company on a date acceptable to Company and further that you are not subject to any restrictions arising from your current (or any previous) employment which may adversely impact on your activities for the Company;
6. You meet any further requirements as stated in this offer letter; and
7. You warrant and represent to the Company that all information, statements and documents made or provided to the Company for the purposes of any job application or any part of the recruitment process, including any application form or resume, are not misleading, false, incomplete or inaccurate for any reason, whether by way of any omission or otherwise.

Objections to the collection, use, storage, transfer or other processing of personal and sensitive information or withdrawal of consent may affect your employment with the Company as sharing of such information with the regulatory authorities both in India and other jurisdictions of operations can be an essential prerequisite of your job requirement.

We reserve the right to withdraw this offer as appropriate if any of the above conditions are not met, or if accepted, to rescind any agreement by reason of you failing to meet a condition precedent of employment, or to terminate your employment at our option.

By accepting this offer you acknowledge that you have been directed by the Company to comply with any continuing lawful and enforceable obligations that you may have to any former employer. You should make your line manager and HR representative aware of these obligations at the time of accepting this offer. This will include any post termination restrictions on your activities in relation to clients or employees of any former employer and any confidentiality obligations regarding trade secrets or other proprietary information belonging to your previous employer(s). Additionally, you should provide to the Company any correspondence from your former employer which you receive following your resignation, such as a relieving letter, which summarises the obligations by which your former employer believes you to be bound. In particular you agree not to bring to the Company any documents or other Information in any format, will not download, email, copy or otherwise send to yourself or anyone at the Company any documents or information in any format from your former employer(s) or other parties to whom you owe a duty of confidentiality; will not disclose any confidential, proprietary or trade secret information of any former employer or its clients, and will not use, disclose or act on such information in performing your duties for the Company. If, in the Company's opinion, such obligations to your former employer would mean you could not carry out your role with the Company then we may rescind or revoke this offer of employment.

By accepting this offer, you are agreeable to keep yourself in reasonable readiness to move to whatever place of occupation, the Company desires you to undertake.

Your employment is transferable or, you may be sent on deputation or on secondment, to any location in India or abroad either within the Company or to any of its associate or sister concerns or its subsidiary whether existing today or which may come up in future at any time at the sole discretion of the Company.

In case you are entitled to 'Relocation' and/or 'Notice pay out' benefit as per Company policy, the Company reserves the right to recover the entire amount spent, should you voluntarily terminate your employment or your employment is terminated by the Company (on disciplinary grounds), anytime within twelve (12) months from your start date at the new location. The amount recoverable from you by the Company will be based on actual amount spent by the Company or paid by the Company pursuant to your claims. The Company may at its sole discretion, if it thinks so fit to do, waive any portion of or the entire amount recoverable from you. The amount recoverable from you by the Company will be based on actual amount spent by the Company or claimed by you from the Company, on such relocation and/or Notice Payout.

Your employment with the Company is at all-time contingent upon your adherence to the Company's policies and procedures applicable to all employees generally, and/or applicable to your position or within the Company, and as amended from time to time.

This Agreement is governed by and construed in accordance with Indian law and the parties submit to the exclusive jurisdiction of the Indian courts.

Representations & Warranties

1. By signing this letter, you are representing to the Company that your acceptance of this offer and agreeing to employment with the Company under these terms will not conflict with, violate or constitute a breach of any employment or other agreement to which you are a party and that you are not required to obtain the consent of any person, firm, corporation or other entity in order to accept this offer of employment.
2. You further warrant and represent that you are not subject to any restrictive covenants or other continuing obligations that in any way restrict your ability to engage in or solicit any business of any type engaged in by the Company, or participate in recruiting or staffing efforts on behalf of the Company.
3. You further represent and agree that you will not knowingly use or otherwise disclose any confidential, business and proprietary or trade secret information obtained as a result of any prior employment in connection with the performance of your job duties for the Company, unless specifically authorized to do so by someone with the appropriate authority from the applicable place of former employment, and that this provision should be regarded as this Company's instruction for you not to do so. You represent that you have provided the Company with full and accurate documentation of your last drawn compensation. To the fullest extent permitted by law, you agree to keep the terms of this letter confidential, and agree not to share them with anyone except with your immediate family, personal, financial and legal advisors.

This letter supersedes any prior oral or written understanding regarding the terms and conditions of your employment with the Company and any changes to such terms must be in writing and signed by you and an authorized representative of the Company.

Assuming that you accept and agree to the terms of this letter, during the period which begins immediately after you sign and date this letter, and ends upon your actual commencement date, you acknowledge and agree that your employment with the Company will not yet have begun (the "**Interim Period**"). You further acknowledge and agree that your employment with the Company will begin on the commencement date when you start work for the Company. During the

described Interim Period, this letter remains subject to rescission / revocation by the Company, in its sole discretion upon discovery of conduct or behavior by you which would constitute a breach of the representations and warranties set out in this letter; or such other behavior or conduct as is plainly and materially injurious to the Company, its business interests or its reputation.

During the Interim Period the Company will conduct verification of the information provided by you in your resume, CIS Form etc., in connection with your employment application and for employment purpose. By executing the CIS Form you give your consent regarding such verification being conducted by the Company. In the event the Company consents to your employment commencing ahead of the satisfactory completion of the required background check(s), your continued employment will be conditional on the satisfactory completion of such background screening procedures. If the Company requires additional documentation in support of your background check you will be given a maximum of thirty (30) days from the Date of Joining to provide any such documentation. Consequently, in the event that you fail to provide any documentation within thirty (30) days, or the Company is not satisfied with the documentation, or the results of your pre- employment screening, Company will be entitled to withdraw or rescind this offer by reason of you failing to meet a condition precedent of employment, or to terminate your employment at its option. Your employment will cease without any entitlement to notice or pay in lieu of notice. In the event of withdrawal or termination, no further entitlements (including any sign-on incentives) will be payable and you will be required to repay any sign-on payments already made.

We believe that you are capable of making an outstanding contribution and we can offer you a challenging and rewarding career with the Company. Please review this letter and return the signed copy of this letter as your acceptance of the terms and conditions contained herein. If you have any questions or if there is any way I can help you further, please do not hesitate to call.

Sincerely,

For BA Continuum India Pvt. Ltd.

Shrinivas Appalaraju Koiyya

Vice President

Date: **26 Aug 2020**

Accepted and Agreed:

Akansha Arora

Date: _____

City: _____

Annexure I: Compensation Details

Date of Offer: 26 Aug 2020

Name: Akansha Arora

Job Title: Team Member

Band: 8

Annual Compensation

Annual Compensation Components (All figures are in Rs, per annum)

Basic Salary: 105000

House Rent Allowance: 52500

LTA: 15000

Advanced Statutory Bonus: 21600

Employer's Contribution to Provident Fund: 21600

Gratuity (as per payment of Gratuity Act)*: 5051

BA Continuum Allowance: 79249

Total Annual Compensation (CTC): 300000

Statutory Deductions:

1. Pursuant to applicable laws, rules, regulations notifications, ordinances and policies notified or promulgated and modifications thereof in effect from time to time and in accordance with Company Policies your compensation shall be subjected to necessary deductions towards provident fund contribution.
2. Basis the eligibility criteria for your coverage under Employees' State Insurance Act, 1948 ("ESIC") and in line with the statutory requirements and amendments thereto from time to time, your salary will be subjected to necessary deductions towards employee's contribution to ESIC. The Company will make the necessary employer's contribution accordingly.

General Terms:

1. The design of compensation structure is subject to revision by the Company at any time, in line with the changing operating environment and applicable laws, rules and regulations. Therefore, compensation, statutory entitlements or contributions may undergo change. The company determines the amount of each compensation component in its sole discretion subject to the same being not in violation of any prevailing statutes of the land.
2. Upon joining the Company, you will also be enrolled in the hospitalization insurance scheme as applicable to employees at your level. In addition, you will be entitled to any other benefits, as per prevailing Company's policies.
3. Taxes at source will be deducted as per provisions of Income Tax Act, 1961.

* The Gratuity amount mentioned in the CTC is an indicative figure and used only for calculation purposes and the company will pay the Gratuity amount as per the norms laid out in The Payment of Gratuity Act, 1972.

Private & Confidential

31 Aug 2020

Muskan Nagpal

14-H-A-Block, Near Nehru Park

Ganganagar

Rajasthan

335001

India

Dear Muskan,

Congratulations, subsequent to the interview process we are pleased that you are considering joining BA Continuum India Pvt. Ltd. (herein after referred to as "**Company**") at our **Gandhinagar office**. This letter confirms the terms of our offer with respect to your planned employment. You will be designated as **Team Member** at **Band 8**. Your Annual Compensation (CTC) will be Rs **300000** - (Rupees **Three Lakh Only**) as more specifically stated in Annexure I attached to this offer.

Other Terms & Conditions

Your start date will be **09 Sep 2020** ("**Date of Joining**"). The Company however reserves the right, at its absolute discretion, to extend the Date of Joining if it considers it necessary. You shall be notified in advance if the Date of Joining is being extended and the new Date of Joining will be informed accordingly. In case you do not join the services of BA Continuum India Pvt. Ltd. by **09 Sep 2020** this offer of appointment will stand cancelled and withdrawn without any further communication. Your appointment stands effective from the date you report in for work, which under no circumstances shall be later than Date of Joining. Any request for change in date unless communicated and accepted in writing will not be effective.

Any benefit plan applicable to your band, in accordance with Company policies, will apply to you as per your actual Date of Joining the services of the company, notwithstanding the date of joining as mentioned in the offer letter.

The Company reserves the right to change or modify the manner, composition or mode of delivering compensation in its full discretion. For the first ninety (90) days of your services/employment you will be deemed to be on probation. Subject to successful background verification as stated in clause below, your confirmation in employment shall be contingent on you producing your Degree/Graduation Certificate/ Provisional degree certificate or such other educational documents as may be requested by the Company, within forty five (45) days of Date of Joining. On failure to comply with the said requirement, you hereby agree and acknowledge that the Company shall have the right to terminate your services with immediate effect or as deemed fit by the Company. Notwithstanding the above, during the probation period and the extended probation period, either party may terminate this contract by giving one (1) weeks' notice in writing or salary in lieu thereof, at the sole discretion of the Company. Within sixty (60) days of completion of the ninety (90) days if you have not received a notification stating otherwise including, without limitation, extension of probation period from HR your employment is deemed to be confirmed. After the expiry of the probation period or the extended probation period (if the same has been extended) either party is entitled to terminate the contract by giving sixty (60) days' notice. Whereas the Company reserves the right to request service of notice or pay salary in lieu of, your notice period waiver or payment in lieu will be at the sole discretion of the Company, but in no event will be less than the minimum period required by applicable law.

The condition of this offer are:

1. Your background check, including credit, and employment reference is satisfactory to the Company and the Company is able to verify, to its satisfaction, the personal and sensitive information (including but not limited to biometric data, such as fingerprints) you have provided or would be required to provide during the course of your application in your resume, Candidate Information Sheet that you will be signing at the time of execution of this offer letter ("CIS Form") and such other information as may be requested by the Company. Any personal references and any negative report received by the Company from any person including your existing or earlier employer shall be confidential and solely for the Company's use, and you undertake not to request for a copy thereof or base a claim of any nature against any person including the Company with regard to such report or satisfaction reached by the Company;
2. Where required, you are able to provide evidence of your right to work and remain in India, in accordance with legal requirements, or being issued with the relevant work visa, work permits, residence cards, licences, registrations or memberships;
3. Where required, you provide original documentary evidence of your previous employment, academic and professional qualifications as part of the background screening process;
4. You make full and frank written disclosure of all directorships and other positions of office that you currently hold;
5. You commence employment with Company on a date acceptable to Company and further that you are not subject to any restrictions arising from your current (or any previous) employment which may adversely impact on your activities for the Company;
6. You meet any further requirements as stated in this offer letter; and
7. You warrant and represent to the Company that all information, statements and documents made or provided to the Company for the purposes of any job application or any part of the recruitment process, including any application form or resume, are not misleading, false, incomplete or inaccurate for any reason, whether by way of any omission or otherwise.

Objections to the collection, use, storage, transfer or other processing of personal and sensitive information or withdrawal of consent may affect your employment with the Company as sharing of such information with the regulatory authorities both in India and other jurisdictions of operations can be an essential prerequisite of your job requirement.

We reserve the right to withdraw this offer as appropriate if any of the above conditions are not met, or if accepted, to rescind any agreement by reason of you failing to meet a condition precedent of employment, or to terminate your employment at our option.

By accepting this offer you acknowledge that you have been directed by the Company to comply with any continuing lawful and enforceable obligations that you may have to any former employer. You should make your line manager and HR representative aware of these obligations at the time of accepting this offer. This will include any post termination restrictions on your activities in relation to clients or employees of any former employer and any confidentiality obligations regarding trade secrets or other proprietary information belonging to your previous employer(s). Additionally, you should provide to the Company any correspondence from your former employer which you receive following your resignation, such as a relieving letter, which summarises the obligations by which your former employer believes you to be bound. In particular you agree not to bring to the Company any documents or other Information in any format, will not download, email, copy or otherwise send to yourself or anyone at the Company any documents or information in any format from your former employer(s) or other parties to whom you owe a duty of confidentiality; will not disclose any confidential, proprietary or trade secret information of any former employer or its clients, and will not use, disclose or act on such information in performing your duties for the Company. If, in the Company's opinion, such obligations to your former employer would mean you could not carry out your role with the Company then we may rescind or revoke this offer of employment.

By accepting this offer, you are agreeable to keep yourself in reasonable readiness to move to whatever place of occupation, the Company desires you to undertake.

Your employment is transferable or, you may be sent on deputation or on secondment, to any location in India or abroad either within the Company or to any of its associate or sister concerns or its subsidiary whether existing today or which may come up in future at any time at the sole discretion of the Company.

In case you are entitled to 'Relocation' and/or 'Notice pay out' benefit as per Company policy, the Company reserves the right to recover the entire amount spent, should you voluntarily terminate your employment or your employment is terminated by the Company (on disciplinary grounds), anytime within twelve (12) months from your start date at the new location. The amount recoverable from you by the Company will be based on actual amount spent by the Company or paid by the Company pursuant to your claims. The Company may at its sole discretion, if it thinks so fit to do, waive any portion of or the entire amount recoverable from you. The amount recoverable from you by the Company will be based on actual amount spent by the Company or claimed by you from the Company, on such relocation and/or Notice Payout.

Your employment with the Company is at all-time contingent upon your adherence to the Company's policies and procedures applicable to all employees generally, and/or applicable to your position or within the Company, and as amended from time to time.

This Agreement is governed by and construed in accordance with Indian law and the parties submit to the exclusive jurisdiction of the Indian courts.

Representations & Warranties

1. By signing this letter, you are representing to the Company that your acceptance of this offer and agreeing to employment with the Company under these terms will not conflict with, violate or constitute a breach of any employment or other agreement to which you are a party and that you are not required to obtain the consent of any person, firm, corporation or other entity in order to accept this offer of employment.
2. You further warrant and represent that you are not subject to any restrictive covenants or other continuing obligations that in any way restrict your ability to engage in or solicit any business of any type engaged in by the Company, or participate in recruiting or staffing efforts on behalf of the Company.
3. You further represent and agree that you will not knowingly use or otherwise disclose any confidential, business and proprietary or trade secret information obtained as a result of any prior employment in connection with the performance of your job duties for the Company, unless specifically authorized to do so by someone with the appropriate authority from the applicable place of former employment, and that this provision should be regarded as this Company's instruction for you not to do so. You represent that you have provided the Company with full and accurate documentation of your last drawn compensation. To the fullest extent permitted by law, you agree to keep the terms of this letter confidential, and agree not to share them with anyone except with your immediate family, personal, financial and legal advisors.

This letter supersedes any prior oral or written understanding regarding the terms and conditions of your employment with the Company and any changes to such terms must be in writing and signed by you and an authorized representative of the Company.

Assuming that you accept and agree to the terms of this letter, during the period which begins immediately after you sign and date this letter, and ends upon your actual commencement date, you acknowledge and agree that your employment with the Company will not yet have begun (the "**Interim Period**"). You further acknowledge and agree that your employment with the Company will begin on the commencement date when you start work for the Company. During the

described Interim Period, this letter remains subject to rescission / revocation by the Company, in its sole discretion upon discovery of conduct or behavior by you which would constitute a breach of the representations and warranties set out in this letter; or such other behavior or conduct as is plainly and materially injurious to the Company, its business interests or its reputation.

During the Interim Period the Company will conduct verification of the information provided by you in your resume, CIS Form etc., in connection with your employment application and for employment purpose. By executing the CIS Form you give your consent regarding such verification being conducted by the Company. In the event the Company consents to your employment commencing ahead of the satisfactory completion of the required background check(s), your continued employment will be conditional on the satisfactory completion of such background screening procedures. If the Company requires additional documentation in support of your background check you will be given a maximum of thirty (30) days from the Date of Joining to provide any such documentation. Consequently, in the event that you fail to provide any documentation within thirty (30) days, or the Company is not satisfied with the documentation, or the results of your pre- employment screening, Company will be entitled to withdraw or rescind this offer by reason of you failing to meet a condition precedent of employment, or to terminate your employment at its option. Your employment will cease without any entitlement to notice or pay in lieu of notice. In the event of withdrawal or termination, no further entitlements (including any sign-on incentives) will be payable and you will be required to repay any sign-on payments already made.

We believe that you are capable of making an outstanding contribution and we can offer you a challenging and rewarding career with the Company. Please review this letter and return the signed copy of this letter as your acceptance of the terms and conditions contained herein. If you have any questions or if there is any way I can help you further, please do not hesitate to call.

Sincerely,

For BA Continuum India Pvt. Ltd.

Shrinivas Appalaraju Koiyya

Vice President

Date: **31 Aug 2020**

Accepted and Agreed:

Muskan Nagpal

Date: _____

City: _____

Annexure I: Compensation Details

Date of Offer: 31 Aug 2020

Name: Muskan Nagpal

Job Title: Team Member

Band: 8

Annual Compensation

Annual Compensation Components (All figures are in Rs, per annum)

Basic Salary: 105000

House Rent Allowance: 52500

LTA: 15000

Advanced Statutory Bonus: 21600

Employer's Contribution to Provident Fund: 21600

Gratuity (as per payment of Gratuity Act)*: 5051

BA Continuum Allowance: 79249

Total Annual Compensation (CTC): 300000

Statutory Deductions:

1. Pursuant to applicable laws, rules, regulations notifications, ordinances and policies notified or promulgated and modifications thereof in effect from time to time and in accordance with Company Policies your compensation shall be subjected to necessary deductions towards provident fund contribution.
2. Basis the eligibility criteria for your coverage under Employees' State Insurance Act, 1948 ("ESIC") and in line with the statutory requirements and amendments thereto from time to time, your salary will be subjected to necessary deductions towards employee's contribution to ESIC. The Company will make the necessary employer's contribution accordingly.

General Terms:

1. The design of compensation structure is subject to revision by the Company at any time, in line with the changing operating environment and applicable laws, rules and regulations. Therefore, compensation, statutory entitlements or contributions may undergo change. The company determines the amount of each compensation component in its sole discretion subject to the same being not in violation of any prevailing statutes of the land.
2. Upon joining the Company, you will also be enrolled in the hospitalization insurance scheme as applicable to employees at your level. In addition, you will be entitled to any other benefits, as per prevailing Company's policies.
3. Taxes at source will be deducted as per provisions of Income Tax Act, 1961.

* The Gratuity amount mentioned in the CTC is an indicative figure and used only for calculation purposes and the company will pay the Gratuity amount as per the norms laid out in The Payment of Gratuity Act, 1972.

Private & Confidential

02 Sep 2020

Muskan Suman

Teh, Theog, Deha, Dehabalson,

Shimla,

Himachal Pradesh

171220

India

Dear Muskan,

Congratulations, subsequent to the interview process we are pleased that you are considering joining BA Continuum India Pvt. Ltd. (herein after referred to as "**Company**") at our **Gandhinagar office**. This letter confirms the terms of our offer with respect to your planned employment. You will be designated as **Team Member** at **Band 8**. Your Annual Compensation (CTC) will be Rs **300000** - (Rupees **Three Lakh Only**) as more specifically stated in Annexure I attached to this offer.

Other Terms & Conditions

Your start date will be **09 Sep 2020** ("**Date of Joining**"). The Company however reserves the right, at its absolute discretion, to extend the Date of Joining if it considers it necessary. You shall be notified in advance if the Date of Joining is being extended and the new Date of Joining will be informed accordingly. In case you do not join the services of BA Continuum India Pvt. Ltd. by **09 Sep 2020** this offer of appointment will stand cancelled and withdrawn without any further communication. Your appointment stands effective from the date you report in for work, which under no circumstances shall be later than Date of Joining. Any request for change in date unless communicated and accepted in writing will not be effective.

Any benefit plan applicable to your band, in accordance with Company policies, will apply to you as per your actual Date of Joining the services of the company, notwithstanding the date of joining as mentioned in the offer letter.

The Company reserves the right to change or modify the manner, composition or mode of delivering compensation in its full discretion. For the first ninety (90) days of your services/employment you will be deemed to be on probation. Subject to successful background verification as stated in clause below, your confirmation in employment shall be contingent on you producing your Degree/Graduation Certificate/ Provisional degree certificate or such other educational documents as may be requested by the Company, within forty five (45) days of Date of Joining. On failure to comply with the said requirement, you hereby agree and acknowledge that the Company shall have the right to terminate your services with immediate effect or as deemed fit by the Company. Notwithstanding the above, during the probation period and the extended probation period, either party may terminate this contract by giving one (1) weeks' notice in writing or salary in lieu thereof, at the sole discretion of the Company. Within sixty (60) days of completion of the ninety (90) days if you have not received a notification stating otherwise including, without limitation, extension of probation period from HR your employment is deemed to be confirmed. After the expiry of the probation period or the extended probation period (if the same has been extended) either party is entitled to terminate the contract by giving sixty (60) days' notice. Whereas the Company reserves the right to request service of notice or pay salary in lieu of, your notice period waiver or payment in lieu will be at the sole discretion of the Company, but in no event will be less than the minimum period required by applicable law.

The condition of this offer are:

1. Your background check, including credit, and employment reference is satisfactory to the Company and the Company is able to verify, to its satisfaction, the personal and sensitive information (including but not limited to biometric data, such as fingerprints) you have provided or would be required to provide during the course of your application in your resume, Candidate Information Sheet that you will be signing at the time of execution of this offer letter ("CIS Form") and such other information as may be requested by the Company. Any personal references and any negative report received by the Company from any person including your existing or earlier employer shall be confidential and solely for the Company's use, and you undertake not to request for a copy thereof or base a claim of any nature against any person including the Company with regard to such report or satisfaction reached by the Company;
2. Where required, you are able to provide evidence of your right to work and remain in India, in accordance with legal requirements, or being issued with the relevant work visa, work permits, residence cards, licences, registrations or memberships;
3. Where required, you provide original documentary evidence of your previous employment, academic and professional qualifications as part of the background screening process;
4. You make full and frank written disclosure of all directorships and other positions of office that you currently hold;
5. You commence employment with Company on a date acceptable to Company and further that you are not subject to any restrictions arising from your current (or any previous) employment which may adversely impact on your activities for the Company;
6. You meet any further requirements as stated in this offer letter; and
7. You warrant and represent to the Company that all information, statements and documents made or provided to the Company for the purposes of any job application or any part of the recruitment process, including any application form or resume, are not misleading, false, incomplete or inaccurate for any reason, whether by way of any omission or otherwise.

Objections to the collection, use, storage, transfer or other processing of personal and sensitive information or withdrawal of consent may affect your employment with the Company as sharing of such information with the regulatory authorities both in India and other jurisdictions of operations can be an essential prerequisite of your job requirement.

We reserve the right to withdraw this offer as appropriate if any of the above conditions are not met, or if accepted, to rescind any agreement by reason of you failing to meet a condition precedent of employment, or to terminate your employment at our option.

By accepting this offer you acknowledge that you have been directed by the Company to comply with any continuing lawful and enforceable obligations that you may have to any former employer. You should make your line manager and HR representative aware of these obligations at the time of accepting this offer. This will include any post termination restrictions on your activities in relation to clients or employees of any former employer and any confidentiality obligations regarding trade secrets or other proprietary information belonging to your previous employer(s). Additionally, you should provide to the Company any correspondence from your former employer which you receive following your resignation, such as a relieving letter, which summarises the obligations by which your former employer believes you to be bound. In particular you agree not to bring to the Company any documents or other Information in any format, will not download, email, copy or otherwise send to yourself or anyone at the Company any documents or information in any format from your former employer(s) or other parties to whom you owe a duty of confidentiality; will not disclose any confidential, proprietary or trade secret information of any former employer or its clients, and will not use, disclose or act on such information in performing your duties for the Company. If, in the Company's opinion, such obligations to your former employer would mean you could not carry out your role with the Company then we may rescind or revoke this offer of employment.

By accepting this offer, you are agreeable to keep yourself in reasonable readiness to move to whatever place of occupation, the Company desires you to undertake.

Your employment is transferable or, you may be sent on deputation or on secondment, to any location in India or abroad either within the Company or to any of its associate or sister concerns or its subsidiary whether existing today or which may come up in future at any time at the sole discretion of the Company.

In case you are entitled to 'Relocation' and/or 'Notice pay out' benefit as per Company policy, the Company reserves the right to recover the entire amount spent, should you voluntarily terminate your employment or your employment is terminated by the Company (on disciplinary grounds), anytime within twelve (12) months from your start date at the new location. The amount recoverable from you by the Company will be based on actual amount spent by the Company or paid by the Company pursuant to your claims. The Company may at its sole discretion, if it thinks so fit to do, waive any portion of or the entire amount recoverable from you. The amount recoverable from you by the Company will be based on actual amount spent by the Company or claimed by you from the Company, on such relocation and/or Notice Payout.

Your employment with the Company is at all-time contingent upon your adherence to the Company's policies and procedures applicable to all employees generally, and/or applicable to your position or within the Company, and as amended from time to time.

This Agreement is governed by and construed in accordance with Indian law and the parties submit to the exclusive jurisdiction of the Indian courts.

Representations & Warranties

1. By signing this letter, you are representing to the Company that your acceptance of this offer and agreeing to employment with the Company under these terms will not conflict with, violate or constitute a breach of any employment or other agreement to which you are a party and that you are not required to obtain the consent of any person, firm, corporation or other entity in order to accept this offer of employment.
2. You further warrant and represent that you are not subject to any restrictive covenants or other continuing obligations that in any way restrict your ability to engage in or solicit any business of any type engaged in by the Company, or participate in recruiting or staffing efforts on behalf of the Company.
3. You further represent and agree that you will not knowingly use or otherwise disclose any confidential, business and proprietary or trade secret information obtained as a result of any prior employment in connection with the performance of your job duties for the Company, unless specifically authorized to do so by someone with the appropriate authority from the applicable place of former employment, and that this provision should be regarded as this Company's instruction for you not to do so. You represent that you have provided the Company with full and accurate documentation of your last drawn compensation. To the fullest extent permitted by law, you agree to keep the terms of this letter confidential, and agree not to share them with anyone except with your immediate family, personal, financial and legal advisors.

This letter supersedes any prior oral or written understanding regarding the terms and conditions of your employment with the Company and any changes to such terms must be in writing and signed by you and an authorized representative of the Company.

Assuming that you accept and agree to the terms of this letter, during the period which begins immediately after you sign and date this letter, and ends upon your actual commencement date, you acknowledge and agree that your employment with the Company will not yet have begun (the "**Interim Period**"). You further acknowledge and agree that your employment with the Company will begin on the commencement date when you start work for the Company. During the

described Interim Period, this letter remains subject to rescission / revocation by the Company, in its sole discretion upon discovery of conduct or behavior by you which would constitute a breach of the representations and warranties set out in this letter; or such other behavior or conduct as is plainly and materially injurious to the Company, its business interests or its reputation.

During the Interim Period the Company will conduct verification of the information provided by you in your resume, CIS Form etc., in connection with your employment application and for employment purpose. By executing the CIS Form you give your consent regarding such verification being conducted by the Company. In the event the Company consents to your employment commencing ahead of the satisfactory completion of the required background check(s), your continued employment will be conditional on the satisfactory completion of such background screening procedures. If the Company requires additional documentation in support of your background check you will be given a maximum of thirty (30) days from the Date of Joining to provide any such documentation. Consequently, in the event that you fail to provide any documentation within thirty (30) days, or the Company is not satisfied with the documentation, or the results of your pre- employment screening, Company will be entitled to withdraw or rescind this offer by reason of you failing to meet a condition precedent of employment, or to terminate your employment at its option. Your employment will cease without any entitlement to notice or pay in lieu of notice. In the event of withdrawal or termination, no further entitlements (including any sign-on incentives) will be payable and you will be required to repay any sign-on payments already made.

We believe that you are capable of making an outstanding contribution and we can offer you a challenging and rewarding career with the Company. Please review this letter and return the signed copy of this letter as your acceptance of the terms and conditions contained herein. If you have any questions or if there is any way I can help you further, please do not hesitate to call.

Sincerely,

For BA Continuum India Pvt. Ltd.

Shrinivas Appalaraju Koiyya

Vice President

Date: **02 Sep 2020**

Accepted and Agreed:

Muskan Suman

Date: _____

City: _____

Annexure I: Compensation Details

Date of Offer: 02 Sep 2020

Name: Muskan Suman

Job Title: Team Member

Band: 8

Annual Compensation

Annual Compensation Components (All figures are in Rs, per annum)

Basic Salary: 105000

House Rent Allowance: 52500

LTA: 15000

Advanced Statutory Bonus: 21600

Employer's Contribution to Provident Fund: 21600

Gratuity (as per payment of Gratuity Act)*: 5051

BA Continuum Allowance: 79249

Total Annual Compensation (CTC): 300000

Statutory Deductions:

1. Pursuant to applicable laws, rules, regulations notifications, ordinances and policies notified or promulgated and modifications thereof in effect from time to time and in accordance with Company Policies your compensation shall be subjected to necessary deductions towards provident fund contribution.
2. Basis the eligibility criteria for your coverage under Employees' State Insurance Act, 1948 ("ESIC") and in line with the statutory requirements and amendments thereto from time to time, your salary will be subjected to necessary deductions towards employee's contribution to ESIC. The Company will make the necessary employer's contribution accordingly.

General Terms:

1. The design of compensation structure is subject to revision by the Company at any time, in line with the changing operating environment and applicable laws, rules and regulations. Therefore, compensation, statutory entitlements or contributions may undergo change. The company determines the amount of each compensation component in its sole discretion subject to the same being not in violation of any prevailing statues of the land.
2. Upon joining the Company, you will also be enrolled in the hospitalization insurance scheme as applicable to employees at your level. In addition, you will be entitled to any other benefits, as per prevailing Company's policies.
3. Taxes at source will be deducted as per provisions of Income Tax Act, 1961.

* The Gratuity amount mentioned in the CTC is an indicative figure and used only for calculation purposes and the company will pay the Gratuity amount as per the norms laid out in The Payment of Gratuity Act, 1972.



Respected Ma'am

According to the results shared by Mr Avnish Rao (Placement Officer ,Chandigarh University) the total number of students selected in Bank of America is 08 now.

I am attaching below two excel sheets having the total registrations and the other one is having the selection details.

I have highlighted the names of the students from our college.The names which are highlighted in yellow signifies that we have their offer letter with us and the names which are highlighted in green signifies that we don't have their offer letters with us.

Ma'am, I would like to bring to your notice that in the list of final selected students our college name is not mentioned against some of our selected students (which i have cross verified from our registration list).The names of those students are

- 1.PRACHI AIREN
- 2.MANJOT KAUR SAINI
- 3.AKANSHA ARORA

Regards
Sahiba Sharma



Sr.No	Candidate Full name	Candidate Email ID	Contact Number	College name	Uid	
1	Akshat Khera	akshat.khera06@gmail.com	9855165116		0	#N/A
2	Anushka sharma	anushka.sharma1208@gmail.com	9877929523	sd college		#N/A
3	Diksha Goyal	dikshagoyal1610@gmail.com	8427443758	sd college		#N/A
4	C.S.Dharma Rajan	rajandharma08@gmail.com	7484063477	CU Gharuan-USB	17BCM1124	
5	Raghav Bansal	rbansalkkr@gmail.com	9034144534	sd college		#N/A
6	Rohit	rsr33372@gmail.com	9877368263	CU Gharuan		#N/A
7	Satyam kakkar	satyamkakk350@gmail.com	7500374084	pu		#N/A
8	Prachi Airen	pairen98@gmail.com	7838200634	pu		#N/A
9	Danish Dhar	danishdhar99@gmail.com	7780994028	sd college		#N/A
10	YOGITA	syogita805@gmail.com	8558026398	mcm dav		#N/A
11	Kartik Kumar	ktkkmr1998@gmail.com	8923681174	sd college		#N/A
12	Riya	riyakdayanrk1926@gmail.com	9877691655	sd college		#N/A
13	Roshi andotra	andotrashoshi123@gmail.com	7006327690	mcm		#N/A
14	Akash kumar kushwaha	kushwaha13akash@gmail.com	9199111235	CU Gharuan		#N/A
15	Riya Wali	riyawali66@gmail.com	9315316610	sd college		#N/A
16	Ankita Grover	ankitagrover11.ag@gmail.com	9877336149	pu		#N/A
17	Manjot Kaur Saini	manjot_1810@ymail.com	7087785436	pu		#N/A
18	Akansha Arora	akanshaarora1709@gmail.com	8427038101	pu		#N/A
19	Neha Thakur	nehathakur3756@gmail.com	8544995064	CU Gharuan-USB	17BCM1323	
20	Adit kumar	aditprofessional@gmail.com	7667751912	CU Gharuan-USB		#N/A
21	VIKRANT THAKUR	vikrant4511649@gmail.com	8629813501	CU Gharuan-UIS	17BNM1016	
22	Abhishek Grover	abhishekgrover431@gmail.com	9855228063	CU Gharuan-USB	17BCM1072	
23	dheeraj bajaj	dheerajbajaj2143@gmail.com	8901594111	CU Gharuan-USB	17BCM1129	
24	Sahil	sahil113k@gmail.com	9034871539	University School	17BBA1439	
25	Bhupinder Singh	ks280047@gmail.com	8210956274	CU		#N/A
26	Isha Thakral	ishathakral21@gmail.com	7906824589	University School	17BCM1281	
27	Komal singh	singhkomal0907@gmail.com	8493883079	CU		#N/A
28	Himanshi	hemalado27@gmail.com	7081701495	University School	17BCM1438	
29	Shreya aggarwal	shreyaagg173@gmail.com	9870869063	University School	17BCM1417	
30	Manpreet Singh	Manpreetvirk284@gmail.com	7307750907	DAV College amritsar		#N/A
31	Ganesh Jagannath Kadam	ganeshjkadam143@gmail.com	9604658041			#N/A
32	Ekta Sharma	ektasharma12dec@gmail.com	8053124778	SILKRAJ CHADDA		#N/A
33	Mohini	Mohinisingh1711@gmail.com	7497893643	SILKRAJ CHADDA		#N/A
34	Shanya Sachdeva	Shanyasachdeva@yahoo.com	8070000041	SILKRAJ CHADDA		#N/A
35	Abhinav Gulati	abhinavgulati077@gmail.com	9991284077	SILKRAJ CHADDA		#N/A
36	Gurvinder Singh	gurvinder17100@gmail.com	9466562136	SILKRAJ CHADDA		#N/A
37	Nahar Singh Namdhari	namdharinahar@gmail.com	7696842490	sd college		#N/A
38	Raghav Dogra	raghavdogra37@gmail.com	8894315904	Cbsa Landran	1723421	
39	Sagar Singh	Sagar.singh20001801@gmail.com	9717512014	CU		#N/A
40	Suryanshi tomar	suryanshitomar357@gmail.com	375065648, 752808040	CGC BBA		#N/A
41	RAHUL BINDRA	bindrarahul1@gmail.com	7973997201	Cbsa Landran	1723422	
42	Chandresh	chandreshrana2612@gmail.com	7018429192	Cbsa Landran	1723367	
43	Keshvi Nandu	nandu.k@ahduni.edu.in	8607814030	Cbsa Landran	1723395	
44	Joncy	joncybansal289@gmail.com	9988863289	sd college		#N/A
45	Vanshika	Vaani17jn@gmail.com	8146572824	mcm dav		#N/A
46	Parul Goyal	goyalparul1999@gmail.com	9815314374	sd college		#N/A
47	Mansi Rawat	mansir1999@gmail.com	9877629660	sd college		#N/A
48	Kirpa Kaur	kirpakaur007@gmail.com	8054353523	sd college		#N/A
49	Raghav Aggarwal	raghavaggarwal2325@gmail.com	9877142863	sd college		#N/A
50	Abhilove	abhilovesharma1999@gmail.com	7508217446			#N/A
51	Muskan Nagpal	muskanagpal2016@gmail.com	7821902679	mcm dav		#N/A
52	Varun Rana	varunrana231@gmail.com	8750072200	chaudhary charan sing		#N/A
53	KIRTI KANT SONI	sonikirtikant@gmail.com	9034764776	Technological institute		#N/A
54	Vishesh dehra	dehravisheshvd2302@gmail.com	8556046463	Cbsa Landran	1723458	
55	Loveleen Sharma	loveleenshrama2@gmail.com	8607814030	Cbsa Landran	1723395	
56	Shivangi Sharma	sharmashivangi2633@gmail.com	9878612633	sd college		#N/A
57	Gautam Behl	gautambehl1022@gmail.com	9417031000	sd college		#N/A
58	Bhawana Girdhar	girdharbhawana2@gmail.com	7876293758	pu		#N/A
59	Muskan suman	sumanmuskan26@gmail.com	7018249740	mcm dav		#N/A
60	Lakshay Agnihotri	lakshayagnihotri10@gmail.com	9501671311	pu		#N/A
61	Karan Marwaha	krnmarwaha9@gmail.com	7015239745	University School	17BCM1371	
62	Hunar Harjai	hunar.harjai@gmail.com	8847470526	sd college		#N/A
63	AMNEEK RAJINDER NAGPAL	ramneeknagpal6@gmail.com	8847483272	CU UIS		#N/A

Offer letter

March 10, 2021

Dear Ambika,

Congratulations on your offer from British Counsel Educational Society.

Further to your interview, we are delighted to offer you the position of **Apprentice- IELTS Trainer** with an anticipated start date **March 08, 2021** at our **Chandigarh** branch. Your shift timings will be from **9:00am to 6:30pm**.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates provided as a proof, we retain the right to review our offer of employment.

If you choose to accept this offer kindly give us your acceptance else this offer stands automatically withdrawn after **3 days** from the joining date.

We welcome you and wish you every success in your career with British Counsel Educational Society.

Regards,
HR Department
British Counsel

Offer letter

March 10, 2021

Dear Cynthia,

Congratulations on your offer from British Counsel Educational Society.

Further to your interview, we are delighted to offer you the position of **Apprentice- Front Desk Advisor** with an anticipated start date **March 08, 2021** at our **Chandigarh** branch. Your shift timings will be from **9:00am to 6:30pm**.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates provided as a proof, we retain the right to review our offer of employment.

If you choose to accept this offer kindly give us your acceptance else this offer stands automatically withdrawn after **3 days** from the joining date.

We welcome you and wish you every success in your career with British Counsel Educational Society.

Regards,
HR Department
British Counsel

Offer letter

March 10, 2021

Dear Ananya,

Congratulations on your offer from British Counsel Educational Society.

Further to your interview, we are delighted to offer you the position of **Apprentice- IELTS Trainer** with an anticipated start date **March 08, 2021** at our **Chandigarh** branch. Your shift timings will be from **9:00am to 6:30pm**.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates provided as a proof, we retain the right to review our offer of employment.

If you choose to accept this offer kindly give us your acceptance else this offer stands automatically withdrawn after **3 days** from the joining date.

We welcome you and wish you every success in your career with British Counsel Educational Society.

Regards,
HR Department
British Counsel



Deloitte - Letter of Intent

2 messages

USI Consulting Campus <usiconsultingcampus@deloitte.com>

Tue, Mar 30, 2021 at 13:36

Deloitte.

Deloitte Consulting India Private Limited | March 30th 2021



Congratulations! Letter of Intent to Hire

Dear Candidate,

On behalf of Deloitte Consulting India Private Limited (the "Employer" or "Company"), we are pleased to confirm our letter of intent to hire you.

We extend this letter of intent, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization.

As an acknowledgement of your acceptance of this letter of intent, please [click here](#) and share your acceptance (accept/decline) and provide us with a few details. Kindly do get back to us within three business days (April 1, 2021) of receipt of this mail, after which period this offer shall lapse automatically.

A detailed offer letter describing the terms of your employment and related contingencies will follow **post your acceptance of this letter of intent.**

During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timings, at designated work space and location as may be decided by the Company.

Everyone you have interviewed with joins me in welcoming you. We at Deloitte are looking forward to you joining us. If you wish to gain any further clarity, please feel free to contact us.

Please note that Aadhaar card with complete date of birth (dd/mm/yyyy format) is required for creating UAN number for PF account. In case you do not have the Aadhaar in the correct format, request you to please update it on priority (refer attached document FAQ on E-Aadhaar for further guidance to obtain the same from the UIDAI portal). This is a very crucial part of offer release.

[Click here to write to us](#) in case you may have any queries. Thank you!

Regards,
Campus Recruitment team

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v.E.1

Sonali Goyal <sonaligoyal0013@gmail.com>
To: USI Consulting Campus <usiconsultingcampus@deloitte.com>

Tue, Mar 30, 2021 at 16:24

Dear sir,
I am pleased to accept this offer and looking forward to work with your organization.

Thank you for the opportunity.

Regards
Sonali goyal
[Quoted text hidden]



Fwd: Congratulations on your selection

1 message

Navdeep Dhaliwal <aulakh83@gmail.com>
To: mcm36placements@gmail.com

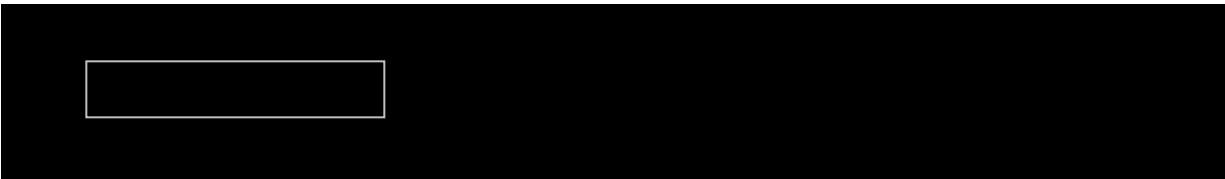
Wed, Jun 9, 2021 at 12:27

----- Forwarded message -----

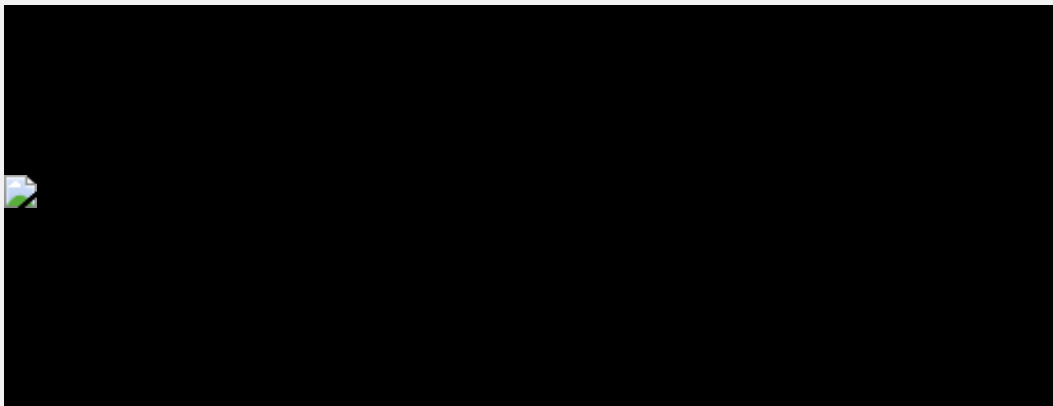
From: **muskan sabharwal** <muskansabharwal30@gmail.com>
Date: Sat, May 29, 2021, 14:37
Subject: Fwd: Congratulations on your selection
To: <Aulakh83@gmail.com>

----- Forwarded message -----

From: **USI Consulting Campus** <usiconsultingcampus@deloitte.com>
Date: Fri, 26 Feb 2021, 8:27 pm
Subject: Congratulations on your selection
To:



Deloitte Consulting India Private Limited | February 26th 2021



Congratulations!
Welcome to Deloitte family!

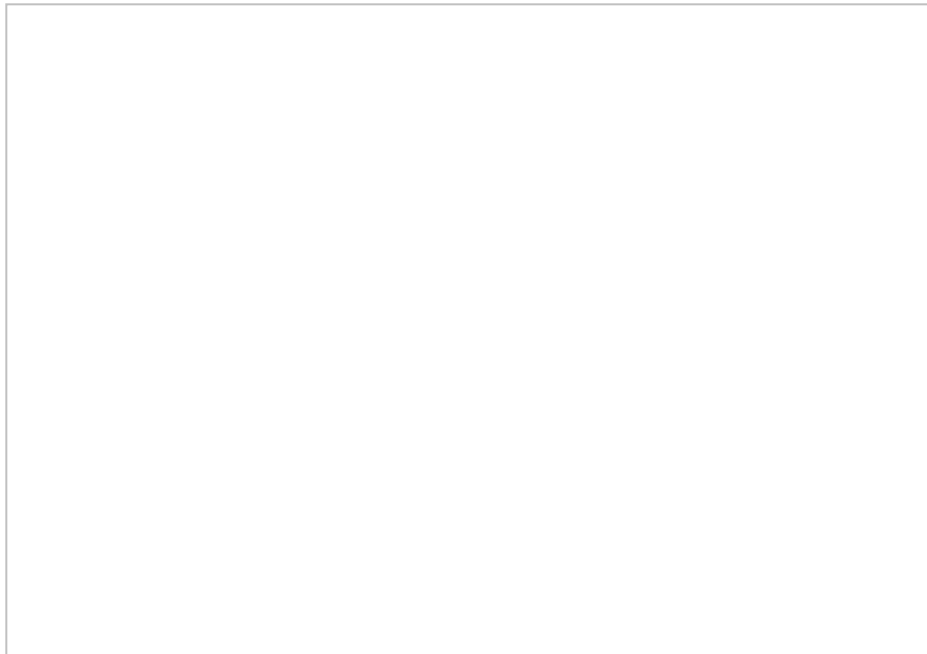
Dear Candidate,

We are pleased to inform that you are selected for the role of **Associate Analyst** with the company.

We hope you had a great experience during the selection process.

As the next immediate step, please ensure that you apply for your Aadhar, PAN card and Passport in case you do not hold either of them as these documents are required at the time of your onboarding.

Here is a quick view on how you will progress until you join us.



Dates for the stages above:

1. Letter of intent*: *March-April 2021*
2. Training and Onboarding dates: *To be confirmed post acceptance of letter of intent.*

* The letter of intent encompasses the intent of the employer to extend an offer of employment to a prospective candidate and the candidate's intent to join the Company.

Meanwhile, the below links will help you know more about the Deloitte offices, emerging technology trends and insights on the market around the world.

[Deloitte India \(Offices of the US\)](#)

[Tech Trends](#)

Follow our official LinkedIn page for industry updates, thought ware, and more.

Write to us if you have any queries.

Regards,

Campus Recruitment team

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v.E.1



Mcm Placements <mcm36placements@gmail.com>

Result for Placement Drive Conducted on 26.04.2021

Devi Graphics475 <devigraphicoffice475@gmail.com>
To: mcm36placements@gmail.com

Fri, May 21, 2021 at 11:57 AM

Dear Madam,

Please find the enclosed attachment. Also, kindly let me know if the girls selected are interested for a trial of not.

--
Thanks & Regards,
Tilak Raj Satija**Devi Graphics**
(A Pre-Press Unit, BOPP Film & Lamination)Office - Plot No. 97, Press Site, Near Colony No. 4, Police Beat Box Lane,
Industrial Area Phase 1, Chandigarh.

Telephone- 0172- 4184752; 0172-5030009


Mobile- 7696078241; 9779957241

Email- **CTP:** devigraphics106@gmail.com
CTCP: janviarts304@gmail.com
CTCP: janviarts475@gmail.com
For Baking: janviarts.bakeplates@gmail.com
For Accounts related information: devigraphicoffice475@gmail.com

GSTIN: 04AIQPS8669DIZN

Our Bank Details-ICICI Bank
Sector -32, Chandigarh
A/C No. : 181305500130
IFS Code: ICIC0001813

SUNDAY CLOSED

 **MCM Placement Drive.xlsx**
12K

MCM PLACEMENT DRIVE						
Sr. No.	Name	City	Qualifications	Experience	Remarks	Result
1	Kajal	Ganganagar, Rajasthan	CFL Level 1	-	Was not aware the mode of work	-
2	Palak	Jammu, J & K	M.A. Economics	-	Was not aware the mode of work & was unwilling to travel to the work city till the Corona crisis exists	-
3	Vishu	Amabala, Haryana	Mcom 1st Yr	-	Confident, Was Ready to Work and travel to the work city everyday	Selected for trial
4	Geetakshi Panipat, Haryana		M.A. 1st yr		Was not aware the mode of work & was unwilling to travel to the work city till the Corona crisis exists	-
5	Devyanshi	-	-	-	Call not received	-
6	Shivani	Sector 15, Chandigarh	B.A. II Office Management	Yes	Confident, Was Ready to Work but was unsure of her family, had denied working later	-
7	Aarushi	Kalka, Himachal Pardesh	M.A. 1st yr	-	Promising candidate, was ready to travel to the work city every day	Selected for trial
8	Kashish	Pathankot, Punjab	-	-	Was not interested	-
9	Preeza	Sangrur, Punjab	Mcom 1st Yr	-	Lack of communication skills	-
10	Preeti	Derabassi, Punjab	Graduate	-	Confident, Interactive, Responsible & intelligent	Selected for trial
11	Asha	Phase 1, Mohali	B.A. II Office Management	-	Sounded quite genuine in need of a job but was not sure so as to how will she travel to work	-
12	Tanya	Yamunanagar, Haryana	-	-	Was not interested	-
13	Ruchi	Patiala, Punjab	M.A. Economics	-	Indecisive	-
14	Rattanjot	Phase 2, Mohali	Bcom III	-	Was interested in working but not sure about travelling to the work place	-
15	Mehak	-	-	-	Call not received	-
16	Shakshi	Balangi, Mohali	B.A. III Office Management	-	Distance lssue	-
17	Muskan	-	-	-	Call not received	-
18	Rudrakshi	Mohali, Punjab	BSc. Non Med	-	Disconnected the call	-
19	Vaani	Shimla, Himachal Pardesh	Msc FT	-	Not Interested	-
20	Rashmi	Sector 25, Chandigarh	BSc. Non Med	-	Not Interested	-
21	Nadiya	-	-	-	Not Interested	-
22	Atiksha	-	-	-	Not Interested	-



EY Global Delivery Services India LLP
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Karnataka , India

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Fax: +91 080 6681 3334
ey.com

21 September, 2021

**Ms Yashika Sood
577/2 Kaziwara, Ambala City,
Kaziwara, Near VMart,,
Ambala City,
Haryana - 134003**

**Contact No: 8708388264
Email: yashikasood1341@gmail.com**

Dear Yashika,

**Subject: Appointment in the position of
Associate**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in **"EY Global Delivery Services India LLP"** (the "Firm") subject to the following terms and conditions:

1. POSITION:

You will be appointed in the position of **Associate** in Assurance in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Noida** office.

2. DUTIES AND CODE OF CONDUCT:

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

3. WORKING HOURS:

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may



implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

4. DATE OF JOINING:

As per our discussion your date of joining will be **04 October, 2021**

Your initial work location will be 4th Floor, Tower B, Advant Navis Business Park, Plot #7, Sector 142, Noida- Greater Noida Expressway, Noida, UP-201305.

Given the current situation, you will be onboarded virtually and can work remotely till you are specifically advised to report to a GDS facility by your counsellor or your Service Line Operations team.

5. PROBATION:

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance.

During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm.

Please note that a confirmation letter/notification will not be issued to you upon completion of the six month probationary period.

6. ANNUAL FIXED COMPENSATION:

You shall be paid an annual fixed compensation of **INR 3,33,333/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

7. TRANSFERABILITY:

Your initial place of posting will be Noida. The Firm reserves the right to transfer you to any other location in India and/or to any other entity affiliated or associated with the Firm.

8. CONFIDENTIALITY:

- a. **Compensation:** You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.
- b. **Use of Firm's name:** You shall use the Firm name, logos, trademarks or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of Services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients/customers/users, vendors or other Firm's



- c. **Information:** You shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm its representatives, authorized personnel, vendors, sub-contractors, clients/customers/users etc. and by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm . For the purposes of this clause 'Confidential Information' means information about the Firm's business and that of its clients/customers/users, subcontractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its client/customer/user lists, employment policies, personnel, and information about the Firm's products, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, and all papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever.
- d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager and/or an authorized officer of the Firm save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm and for no other purpose or use. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- e. You acknowledge and agree that disclosure of any portion of the Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary damages, that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this contract of employment. In addition the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or (iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.
- f. Upon termination of your employment or otherwise upon the Firm's request, you will immediately return and surrender to the Firm , all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information in the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Firm requests, you shall also confirm in writing to the Firm that you have complied with this clause. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.
- g. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this contract of employment and/or your employment with the Firm.

9. INTELLECTUAL PROPERTY:

In consideration of this Contract of employment and of the salary agreed to be paid in consideration hereof, you agree:



- a. The Firm shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you solely or jointly with others during the period of your employment, (1) that are along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment, or (2) that result from or are suggested by any work which you may do for the Firm or (3) that are otherwise made through the use of Firm's time, facilities or materials;
- b. Not to disclose or utilize in your work with the Firm , any confidential information of others (including any prior employers) or any inventions or innovations of otherwise without express permission; and
- c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

10. LEAVE:

You will be entitled to a total leave of 30 days for each completed year of service, in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

11. PROVIDENT FUND AND GRATUITY PLANS:

You will participate in the Firm's Provident Fund, and Gratuity Plans as may be applicable in the Firm as per the Payment of Gratuity Act, 1972.

12. RETIREMENT:

As per the Firm' extant policy, retirement age of the employee is 60 years. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

13. NOTICE PERIOD; TERMINATION:

- a. During the probation or extended probation period, either the Firm or you may terminate your contract of employment by giving one month's written notice or one month's salary which is based on annual fixed compensation, in lieu of notice, to the other party, subject to the release date being approved by the Firm. The Firm reserves the right to terminate your employment by giving you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.
- b. After confirmation of your service at the Firm, the contract of employment is terminable by either the Firm or by you, by giving two months' notice in writing to the other, without assigning any reasons thereof. The Firm reserves the right to pay or recover from you, two month's salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.
- c. If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm will agree to the release date and salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.
- d. The Firm may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general



such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Firm's policies.

- e. The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm , as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

14. PAST RECORD:

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, including but not limited to any information about your educational qualification, professional certification, you will be liable to be discharged from the services of the Firm, without any notice or salary.

15. RULES AND REGULATIONS:

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

16. DUAL EMPLOYMENT:

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

17. PERSONAL DATA:

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including without limitation your financial information, emails, addresses, telephone numbers, shareholdings, physical, physiological and mental health information, and medical records and history (your "Personal Data"). You acknowledge that the Firm may collect, use, transfer, store or otherwise process ("Process") such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Firm will Process your Personal Data in accordance with applicable law and professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.

18. EMPLOYMENT VERIFICATION :

Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may



be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

19. SUBMISSION OF DOCUMENTS:

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. The list of relevant documents will be intimated to you. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract of employment without any notice or compensation.

20. MISCELLANEOUS:

- a. The following annexures form an integral part of this agreement.
 - a) Annexure A - List of documents to be submitted
 - b) Annexure B - Illustrative compensation break-up
- b. Previous employment: You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this contract of employment, or is otherwise inconsistent with your obligations under this contract of employment. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer/organization and do not have any outstanding issues/unfulfilled employment obligation pending with your previous employer/organization having legal ramifications/consequences for you or for the Firm.
- c. Additional Documents: In addition you may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to your/your nature of services as well as (ii) per any requirement of law of the jurisdiction were you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client/customer/user request and/or (v) per the Firm's exclusive discretion.
- d. Supersedes previous contract of employment: This contract of employment supersedes and replaces any existing agreement between the Firm and you relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This contract of employment shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your undertakings in this contract of employment shall be an obligation of your executors, administrators, or other legal representatives or assigns.
- e. Severability: If any provision contained in this contract of employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.
- f. Privity of Contract: The terms of this contract of employment may only be enforced by a party to this contract of employment.
- g. Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this contract of employment and submitting the same to us for the Firm's records.



Thanking you.

Yours faithfully,
for **EY Global Delivery Services India LLP**

Signed By : DIVYA PARIHAR
Reason : Offer Letter
Location : Bangalore
Date: 21-09-2021 18:42:41

Authorized Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:  Date: 9/22/2021

Name: Yashika Sood



Annexure A

Dear Yashika,

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	4 passport size photographs in formals with a white background	
2	Three printed copies of the following documents: <ul style="list-style-type: none"> • Your Pan Card - Mandatory • Aadhaar Card - Mandatory • Your passport, voters ID, ration card, driving license or ESIC card 	
3	Single printed copies of all semester and year mark sheets, degree and provisional certificates for: <ul style="list-style-type: none"> ▸ Graduation/Post-graduation <p>Note: If you are awaiting results, please submit all previous semester mark sheets, along with a copy of your last semester results</p>	
4	Professional qualification certificates* *For CA qualified - Please carry your articleship completion certificate and membership certificate, along with mark sheets	
5	For Enrolled Agent/CPA qualified - Please carry your completion certificate along with the license/certification number details	
6	Experience certificate or relieving letter from last 2 employers as applicable. Your resignation acceptance letter will also be accepted by us. However, the relieving letter should be submitted to us within 30 days of joining.	
7	PF declaration form	
8	Bank details - Account number along with the IFSC code	
9	Last drawn payslip from your previous employer	
10	Your blood group	
11	Name, address (preferably residence address) and telephone number of two references, excluding relatives. If you have prior work experience, one reference has to be from the last organization or employer.	

**Annexure B**

Name	Yashika Sood	DOJ	04 October, 2021
Designation	Associate	Service Line	Assurance
Rank	44		

COMPONENTS	Per Month (INR)	Annual (INR)
Basic Salary	11,111	1,33,333
House Rent Allowance (HRA)	5,556	66,666
Other allowance including flexible components 1	5,491	65,894
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Employer's Provident Fund (PF) contribution	1,800	21,600
Fixed compensation	27,778	3,33,333

Benefits (Estimated value)		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		15,429
Gratuity 4		6,413
Total of Benefits		21,842



Notes:

You will be eligible to participate in the GDS Variable Pay Bonus (VPB) Program, with a VPB percentage target of 5% at your rank. This target is indicative and the actual pay-out, each year, will vary based on the GDS, Service Line/Service Function and individual performance. Payment under any VPB program is subject to you being employed with the Firm as on the date of pay-out. Employees who join the Firm during the year, will be eligible for a pro-rated VPB amount, subject to meeting the guidelines of the Program. The amount is subject to income tax deduction, as per rules prescribed under the tax laws.

All the above components and benefits are as per the Firm's policies and are subject to change from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for a detailed breakup of your salary structure.

¹ You will also be allowed to determine your flexible components that form a part of your fixed compensation. These will be defined as per policy of the Firm which may be modified from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for applicable flexible components.

³ Insurance benefits

Benefit Type	Benefit Value	Features
Group Medical Insurance	INR 4,00,000	Floater cover for self and five dependents which includes spouse/same sex partner, children and parents/parent-in-law. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal. There will be an employee contribution towards the premium. In addition to the existing INR 4,00,000 cover, employees can opt for an additional sum insured (custom-made 'top-up' health insurance benefit) at a reasonable cost to cover themselves and their dependents.
Group Personal Accident Insurance	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
Group Term Life insurance	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

⁴ Gratuity will be paid as per provisions under the prevailing regulations.



EY Global Delivery Services India LLP
3rd Floor, Tower 'C',
RMZ Infinity, Old Madras Road,
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Bangalore - 560016
Karnataka , India

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ey.com

08 August, 2021

**Ms Nandini Maheshwari
#689, Street No. 6,
Kirti Nagar, ,
Sirsa,
Haryana - 125055**

**Contact No: 9813746238
Email: nanu46238@gmail.com**

Dear **Nandini**,

**Subject: Appointment in the position of
Associate**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in **"EY Global Delivery Services India LLP"** (the "Firm") subject to the following terms and conditions:

Please note that this offer letter and your employment with the Firm will only be effective upon your successful completion of the educational qualification set by the Firm for this role ("Educational Qualification"). The Educational Qualification shall be commensurate to or above of the program/course which you are enrolled into, currently with the university. You are required to meet the Educational Qualification and any other condition/s as may be prescribed during the campus placement program by the Firm on or before June 2021. In the event, you have failed to meet the aforesaid prerequisites and obtain the required Educational Qualification on or before June 2021 this offer letter or your employment with the Firm will be terminated with immediate effect, at the sole discretion of the Firm.

1. POSITION:

You will be appointed in the position of **Associate** in Assurance in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Noida** office.

2. DUTIES AND CODE OF CONDUCT:

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

EY Global Delivery Services India Private Limited, (A private limited company with registration no. U74999KA2016PTC093751) converted into EY Global Delivery Services India LLP (a limited liability partnership with LLP Identity No. AAL – 2743) effective 30 November, 2017 Regd.Office: 3rd floor, Tower 'C', RMZ Infinity, Old Madras Road, Benniganahalli, K R Puram Bangalore - 560016, India

This file is signed using Digital Signature.



3. WORKING HOURS:

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

4. DATE OF JOINING:

As per our discussion your date of joining will be **30 August, 2021**

Your initial work location will be 4th Floor, Tower B, Advant Navis Business Park, Plot #7, Sector 142, Noida-Greater Noida Expressway, Noida, UP-201305.

Given the current situation, you will be onboarded virtually and can work remotely till you are specifically advised to report to a GDS facility by your counsellor or your Service Line Operations team.

5. PROBATION:

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance. During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm. Please note that a confirmation letter/notification will not be issued to you upon completion of the six month probationary period.

6. ANNUAL FIXED COMPENSATION:

You shall be paid an annual fixed compensation of **INR 3,61,905/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

7. TRANSFERABILITY:

Your initial place of posting will be Noida. The Firm reserves the right to transfer you to any other location in India and/or to any other entity affiliated or associated with the Firm.

8. CONFIDENTIALITY:

- a. Compensation: You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.
- b. Use of Firm's name: You shall use the Firm name, logos, trademarks or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of Services delegated to you



to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients/customers/users, vendors or other Firm's

- c. Information: You shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm its representatives, authorized personnel, vendors, sub-contractors, clients/customers/users etc. and by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm . For the purposes of this clause 'Confidential Information' means information about the Firm's business and that of its clients/customers/users, subcontractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its client/customer/user lists, employment policies, personnel, and information about the Firm's products, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, and all papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever.
- d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager and/or an authorized officer of the Firm save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm and for no other purpose or use. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- e. You acknowledge and agree that disclosure of any portion of the Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary damages, that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this contract of employment. In addition the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.
- f. Upon termination of your employment or otherwise upon the Firm's request, you will immediately return and surrender to the Firm , all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information in the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Firm requests, you shall also confirm in writing to the Firm that you have complied with this clause. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.
- g. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this contract of employment and/or your employment with the Firm.



9. INTELLECTUAL PROPERTY:

In consideration of this Contract of employment and of the salary agreed to be paid in consideration hereof, you agree:

- a. The Firm shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you solely or jointly with others during the period of your employment, (1) that are along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment, or (2) that result from or are suggested by any work which you may do for the Firm or (3) that are otherwise made through the use of Firm's time, facilities or materials;
- b. Not to disclose or utilize in your work with the Firm , any confidential information of others (including any prior employers) or any inventions or innovations of otherwise without express permission; and
- c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

10. LEAVE:

You will be entitled to a total leave of 30 days for each completed year of service, in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

11. PROVIDENT FUND AND GRATUITY PLANS:

You will participate in the Firm's Provident Fund, and Gratuity Plans as may be applicable in the Firm as per the Payment of Gratuity Act, 1972.

12. RETIREMENT:

As per the Firm's extant policy, retirement age of the employee is 60 years. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

13. NOTICE PERIOD; TERMINATION:

- a. During the probation or extended probation period, either the Firm or you may terminate your contract of employment by giving one month's written notice or one month's salary which is based on annual fixed compensation, in lieu of notice, to the other party, subject to the release date being approved by the Firm. The Firm reserves the right to terminate your employment by giving you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.
- b. After confirmation of your service at the Firm, the contract of employment is terminable by either the Firm or by you, by giving two months' notice in writing to the other, without assigning any reasons thereof. The Firm reserves the right to pay or recover from you, two month's salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.
- c. If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm will agree to the release date and salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the



Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.

- d. The Firm may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Firm's policies.
- e. The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm , as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

14. PAST RECORD:

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, including but not limited to any information about your educational qualification, professional certification, you will be liable to be discharged from the services of the Firm, without any notice or salary.

15. RULES AND REGULATIONS:

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

16. DUAL EMPLOYMENT:

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

17. PERSONAL DATA:

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including without limitation your financial information, emails, addresses, telephone numbers, shareholdings, physical, physiological and mental health information, and medical records and history (your "Personal Data"). You acknowledge that the Firm may collect, use, transfer, store or otherwise process ("Process") such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Firm will Process your Personal Data in accordance with applicable law and professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.



18. EMPLOYMENT VERIFICATION :

Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

19. SUBMISSION OF DOCUMENTS:

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. The list of relevant documents will be intimated to you. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract of employment without any notice or compensation.

20. MISCELLANEOUS:

- a. The following annexures form an integral part of this agreement.
 - a) Annexure A - List of documents to be submitted
 - b) Annexure B - Illustrative compensation break-up
- b. Previous employment: You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this contract of employment, or is otherwise inconsistent with your obligations under this contract of employment. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer/organization and do not have any outstanding issues/unfulfilled employment obligation pending with your previous employer/organization having legal ramifications/consequences for you or for the Firm.
- c. Additional Documents: In addition you may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to your/your nature of services as well as (ii) per any requirement of law of the jurisdiction were you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client/customer/user request and/or (v) per the Firm's exclusive discretion.
- d. Supersedes previous contract of employment: This contract of employment supersedes and replaces any existing agreement between the Firm and you relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This contract of employment shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your undertakings in this contract of employment shall be an obligation of your executors, administrators, or other legal representatives or assigns.
- e. Severability: If any provision contained in this contract of employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.
- f. Privity of Contract: The terms of this contract of employment may only be enforced by a party to this contract of employment.



- g. Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this contract of employment and submitting the same to us for the Firm's records.

Thanking you.

Yours faithfully,
for **EY Global Delivery Services India LLP**

Signed By : KABITA PAUL
Reason : Offer Letter
Location : Bengaluru
Date: 08-08-2021 23:08:38

Authorized Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed: _____ Date: _____

Name: Nandini Maheshwari



Annexure A

Dear **Nandini**,

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	4 passport size photographs in formals with a white background	
2	Three printed copies of the following documents: <ul style="list-style-type: none"> • Your Pan Card - Mandatory • Aadhaar Card - Mandatory • Your passport, voters ID, ration card, driving license or ESIC card 	
3	Single printed copies of all semester and year mark sheets, degree and provisional certificates for: <ul style="list-style-type: none"> ▸ Graduation/Post-graduation <p>Note: If you are awaiting results, please submit all previous semester mark sheets, along with a copy of your last semester results</p>	
4	Professional qualification certificates* *For CA qualified - Please carry your articleship completion certificate and membership certificate, along with mark sheets	
5	For Enrolled Agent/CPA qualified - Please carry your completion certificate along with the license/certification number details	
6	Experience certificate or relieving letter from last 2 employers as applicable. Your resignation acceptance letter will also be accepted by us. However, the relieving letter should be submitted to us within 30 days of joining.	
7	PF declaration form	
8	Bank details - Account number along with the IFSC code	
9	Last drawn payslip from your previous employer	
10	Your blood group	
11	Name, address (preferably residence address) and telephone number of two references, excluding relatives. If you have prior work experience, one reference has to be from the last organization or employer.	



Annexure B

Name	Nandini Maheshwari	DOJ	30 August, 2021
Designation	Associate	Service Line	Assurance
Rank	44		

COMPONENTS	Per Month (INR)	Annual (INR)
Basic Salary	12,064	1,44,762
House Rent Allowance (HRA)	6,032	72,381
Other allowance including flexible components 1	6,443	77,322
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Employer's Provident Fund (PF) contribution	1,800	21,600
Fixed compensation	30,159	3,61,905

Benefits (Estimated value)		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		15,461
Gratuity 4		6,963
Total of Benefits		22,424



Notes:

You will be eligible to participate in the GDS Variable Pay Bonus (VPB) Program, with a VPB percentage target of 5% at your rank. This target is indicative and the actual pay-out, each year, will vary based on the GDS, Service Line/Service Function and individual performance. Payment under any VPB program is subject to you being employed with the Firm as on the date of pay-out. Employees who join the Firm during the year, will be eligible for a pro-rated VPB amount, subject to meeting the guidelines of the Program. The amount is subject to income tax deduction, as per rules prescribed under the tax laws.

All the above components and benefits are as per the Firm's policies and are subject to change from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for a detailed breakup of your salary structure.

¹ You will also be allowed to determine your flexible components that form a part of your fixed compensation. These will be defined as per policy of the Firm which may be modified from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for applicable flexible components.

³ Insurance benefits

Benefit Type	Benefit Value	Features
Group Medical Insurance	INR 4,00,000	Floater cover for self and five dependents which includes spouse/same sex partner, children and parents/parent-in-law. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal. There will be an employee contribution towards the premium. In addition to the existing INR 4,00,000 cover, employees can opt for an additional sum insured (custom-made 'top-up' health insurance benefit) at a reasonable cost to cover themselves and their dependents.
Group Personal Accident Insurance	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
Group Term Life insurance	INR 10,85,715	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

⁴ Gratuity will be paid as per provisions under the prevailing regulations.

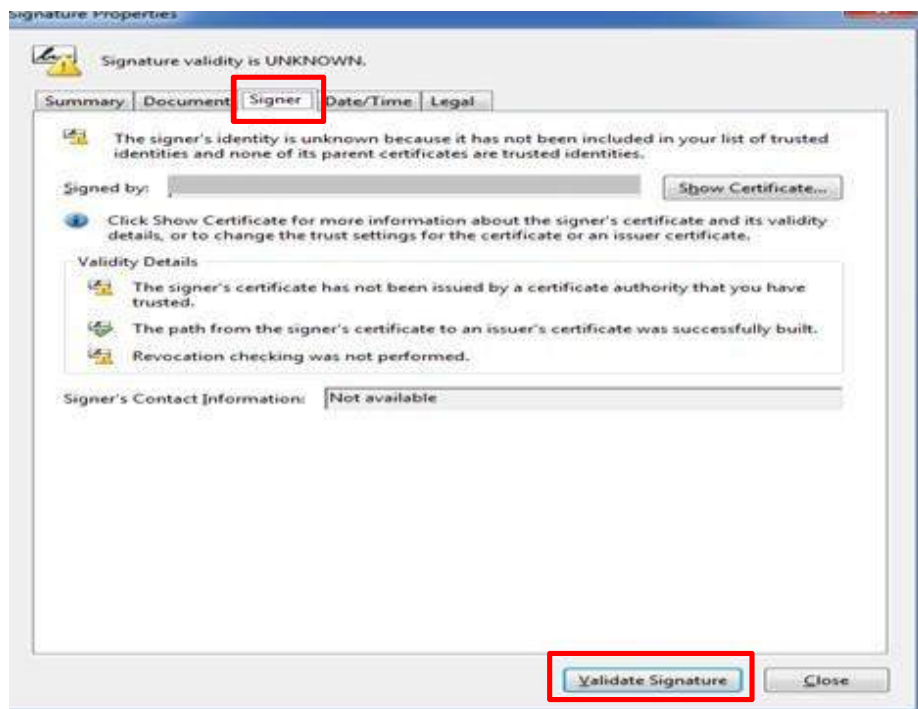


Steps to be followed for digital signature validation:-

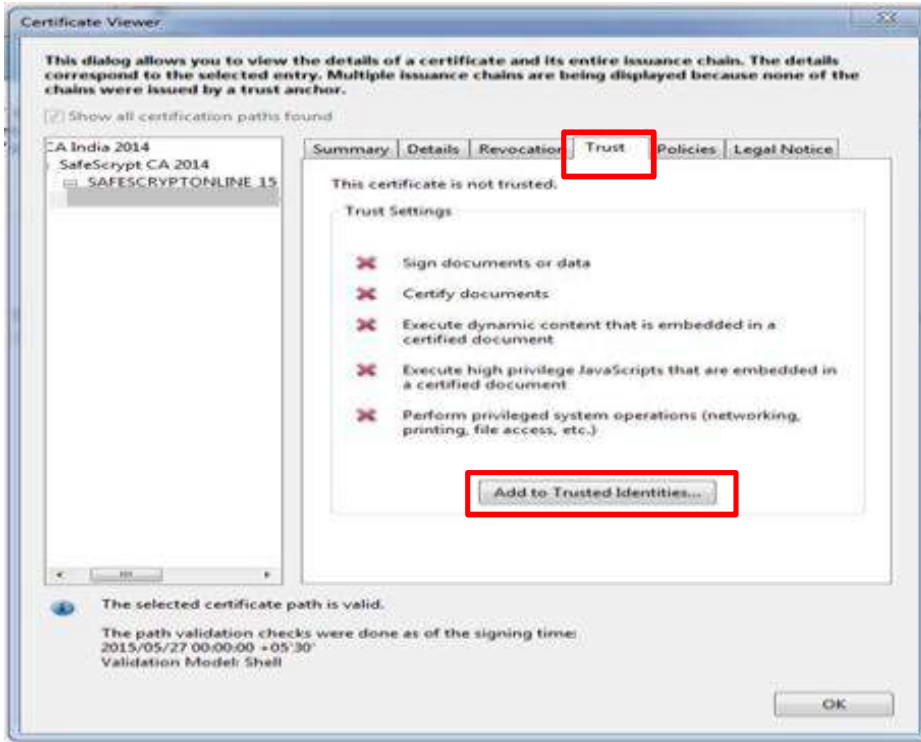
- Click on the digital signature (*which has the question mark*)
- Click on 'Signature properties'



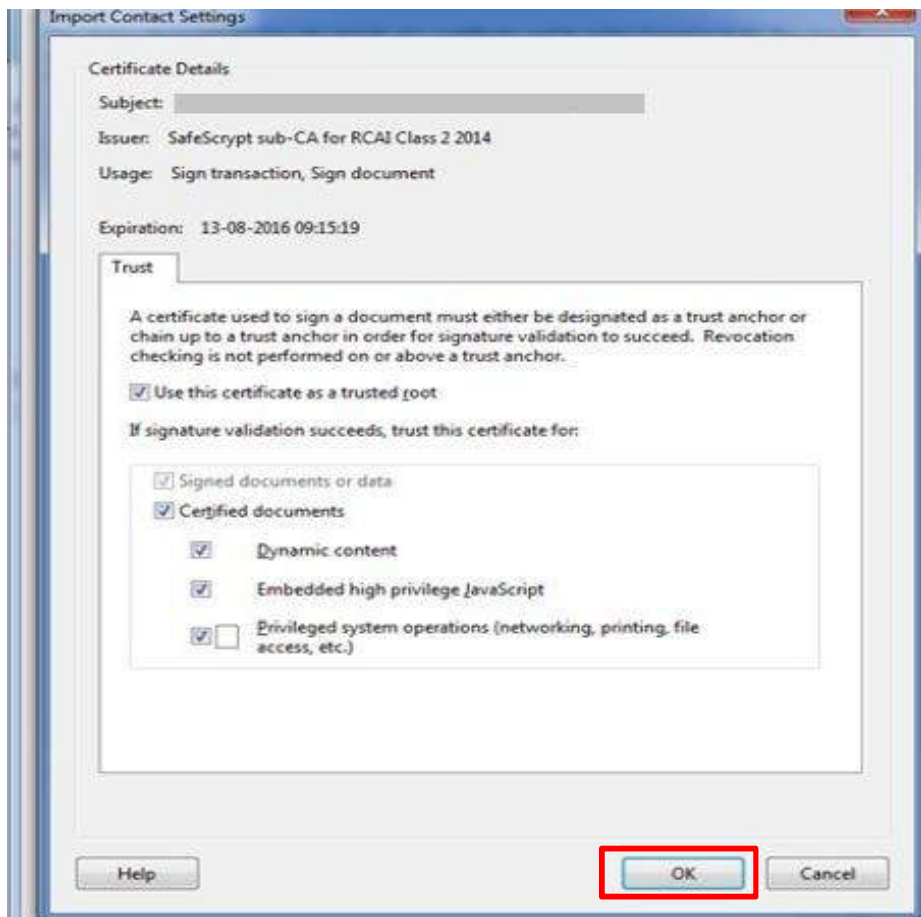
- Click on 'Signer Tab' and click on 'Validate Signature'



- Go to 'Trust' tab and click on 'Add to Trusted Identities'



- Click on 'OK' and close the file



- Digital signature once validated, a green tick will appear on your offer letter

Signature valid
Signed by : SHANTHARAM DOUBBILISHETTY
Date : 17-Nov-2017 16:47:22
Location : Bangalore

What if you could personalize your career like you do your playlists?

A career as unique as you are.
It's yours to build.



■ ■ ■
The better the question.
The better the answer.
The better the world works.

EY
Building a better
working world

Getting started at EY



EY overview

At EY, our purpose is building a better working world. The insights and quality services we provide help build trust and confidence in the capital markets and in economies the world over.

In a world that's changing faster than ever, our purpose acts as our "North Star", guiding more than 300,000 EY people – providing the context and meaning for the work we do every day. We help digital pioneers fight data piracy; guide governments through cash flow crises; unlock new medical treatments with data analytics; and pursue high-quality audits to build trust in financial markets and business.

In other words, we are working with entrepreneurs, companies, and entire countries to help solve their most pressing challenges.

28 regions | 150 countries

300,000 professionals

3 geographic areas

Americas; Europe, Middle East
India and Africa (EMEIA); Asia-Pacific

“

The EY organization is a place where aspirations are nurtured, guidance is provided and ambitions achieved.



Shahid Azam
Legal,
EY Global Delivery Services,
United Kingdom.

NextWave strategy



About NextWave

The EY organization today is in a great place. But the world is changing faster than ever, and we have to adapt to continue to thrive. Our ambition is to help create long-term value as the world's most trusted, distinctive professional services organization.

With the launch of NextWave, our strategy, we made a commitment to drive deeper engagement around our purpose. NextWave, inspired by the S-curve cycle of innovation, will empower us to find new S-curves to create long-term value for EY clients, EY people and society. It will help build a better working world. We will build on the strength of the past but also recognize the importance of capturing the "next".

Our four strategic pillars provide us with practical direction and address the most important areas we must focus on to compete and win: clients, people, data and technology, and global integration and teaming. And, our strategic initiatives underpin our pillars.

Our new strategy will propel us forward, allowing us to fulfil our purpose and achieve our ambition.

EY values

We are:

- ▶ People who demonstrate integrity, respect and teaming
- ▶ People with energy, enthusiasm and the courage to lead
- ▶ People who build relationships based on doing the right thing

“

EY is an ambitious organization that thinks long-term and enables its leaders to be bold and brave while giving its people the comfort to innovate and contribute to the wider community.



Christophe Bilos
Global Services-IT
EY Global Delivery Services Poland.

EY awards



Global recognition

EY professionals work hard every day to help build a better working world for clients, EY people and our communities. A collection of recent awards and accolades below.

FORTUNE magazine's "100 Best Companies to Work For®"

For the 22nd consecutive year, Ernst & Young LLP appears on FORTUNE magazine's "100 Best Companies to Work For" list.

Best Workplaces in Consulting and Professional Services

For the fourth year in a row, Ernst & Young LLP has been named one of the 2020 Best Workplaces for Consulting and Professional Services.

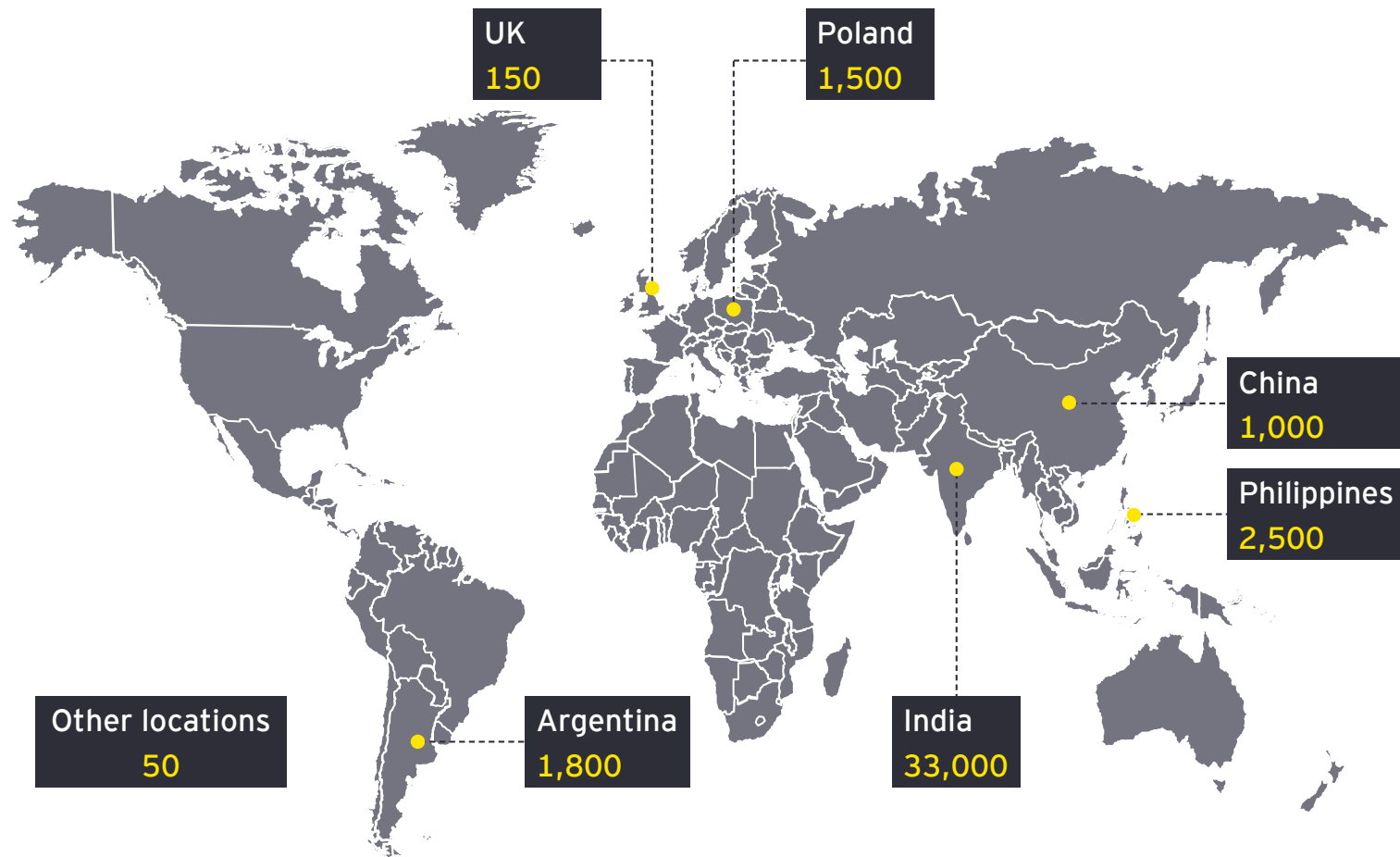
Best Employers: Excellence in Health and Well-being

Ernst & Young LLP has been named one of the Best Employers: Excellence in Health and Well-being.

Diversity Best Practices Leading Inclusion Index

Ernst & Young LLP has been recognized for the fourth year in a row, acknowledging our best-in-class diversity and inclusion practices.

EY Global Delivery Services



EY Global Delivery Services overview

Global Delivery Services is one of EY's greatest global assets – service delivery centers that provide high-quality services at a competitive cost for all of EY's client serving and enablement teams.

With a footprint across all areas, EY people provide leading-class services at an industrial scale.

Every day, we combine our subject matter knowledge/experience with technology and automation skills, to develop new solutions that deliver greater value.

When EY teams partner with us, they unlock a talent pool that wins works, impresses clients, provides fresh insight and improves margin.

6 locations

16 cities

15 services

18 years of existence

18 language capabilities

over 40,000 professionals

“EY is a purpose led organization that provides a contemporary, innovative and entrepreneurial approach. There is a true sense of belonging, value, respect and involvement at each level. I am glad to be a part of this company and an awesome team!”



Vighnesha Adiga
Knowledge,
EY Global Delivery Services India.

Global Delivery Services awards



Industry recognition

At EY Global Delivery Services, excellence is a way of life. Respected organizations have recognized our efforts towards building a better working world. Some of our recent wins.

UiPath award

Jury recognition award in "Excellence in IT Operations Automation".

World HRD Congress award

Best Leadership Development Program for Top Management Diversity Impact Award for continuous innovation in HR strategy at work.

Working Mother and Avtar group

2020 Top 10 Best Company for Women in India
2020 Champion of Inclusion in Most Inclusive Companies Index (MICI).

DivHERsity award

Top 5 Companies in DivHERsity (Large Enterprises)

Top 5 Most Innovative Practices – DivHERsity Policies

Top 5 Most Innovative Practices – Women L&D Programs

Our services



Client services

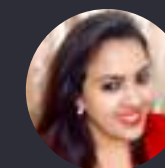
EY Global Delivery Services Client services works as an extension of client-serving EY engagement teams.

The teams provide quality services at an effective cost that help EY clients remain competitive in the marketplace and improve gross margin.

- ▶ Assurance
- ▶ Consulting
- ▶ Tax
- ▶ Strategy and Transactions
- ▶ Knowledge

“

Inspired by true leaders who lead by example, I've the exposure to work on many cutting-edge tools and technologies, drive innovation and explore new ideas.



Anzy Meerasahib
Consulting,
EY Global Delivery Services India.

Our services



Enablement services

EY Global Delivery Services Enablement Services provide support to Client Services teams to reduce indirect costs, drive operating efficiencies and improve productivity.

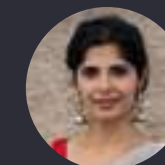
Global Delivery Services also supports EY Client Technology, Enterprise Workplace Technology and Information Security teams.

It is at the center of our internal automation journey. Global Delivery Services Automation Central has been established to help deliver all of EY internal automation requirements, and has a global remit to support automation for use in service lines and enablement functions.

- ▶ Administration and Workplace Services
- ▶ Creative Agency Services
- ▶ Finance and Accounting Services
- ▶ Learning Solution Services
- ▶ Market Services
- ▶ Procurement Services
- ▶ Risk Management Services
- ▶ Talent Services

“

It has been a wonderful experience working with EY Global Delivery Services as it gives you the opportunity to grow, learn, and develop your skills.



Clareena S Serrao
Talent,
EY Global Delivery Services India.

EY Badges and Tech MBA



EY Badges

EY Badges, a learning and development initiative, helps you to own your career by letting you earn digital credentials in skills that differentiate you in the market, in areas like technology, leadership and business.

Badges also open a world of possibilities for EY clients by strengthening EY teams with new and evolving skills that will help businesses solve their toughest challenges.

The EY organization is the first professional services organization to offer a program of this nature globally. There are 5 levels of badges – Learning, Bronze, Silver, Gold and Platinum – each requiring a varying combination of learning and experiences.



Tech MBA

The EY organization is now offering a first-ever fully accredited corporate MBA, regardless of role or position, for free to all EY 40,000-plus professionals.

To earn the EY tech MBA by Hult, people must complete 16 badges spanning technology, leadership and business topics as well as three pillar papers and a final capstone project.

The EY tech MBA, offered in association with Hult International Business School, is helping our people develop both the mindset and skillset to navigate the challenges ahead.

“

EY Badges offer the virtual learning model to build transformative mindset and technology skillsets.



Prashanna Sunder R B
Talent,
EY Global Delivery Services India.

Total Rewards



Rewards and recognition

Our Total Rewards philosophy is based on being competitive in the markets where we operate, through a healthy mix of Total Rewards offerings which range from short-term to long-term rewards and market relevant tangible and intangible benefits attuned to the location context. We help a culture of high performing teams through robust reward and recognition programs.

Compensation

Represents the pay mix of fixed, variable pay and other adjustments if any. The fixed/ base pay determined through comparative benchmarks for similar roles to industry. The variable pay is applicable year-on-year.

Benefits

With multigeneration workforce at Global Delivery Services, we have now moved beyond providing just health insurance to our people.

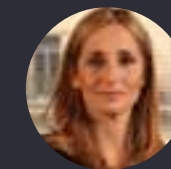
EY professionals benefits package is inclusive of:

- ▶ Workplace experiences
- ▶ Awards and recognition
- ▶ Flexible working
- ▶ Enhanced insurance coverage
- ▶ Lifestyle discounting platforms
- ▶ Leave and vacation
- ▶ Gratuity, etc..

We believe in creating and building a culture of appreciation, recognition, belongingness and inclusivity amidst EY professionals.

“

This is my eighth year with the EY organization and since I joined, I feel I belong to a big family, which, allows me to grow professionally in a collaborative, inclusive and innovative environment.



Paula Jaroslavsky
Brand, Marketing and Communications,
EY Global Delivery Services Argentina.

Building our communities



EY Ripples

At EY, our purpose is to build a better working world. Through global corporate responsibility program – EY Ripples – we have created a platform for EY people to have an exceptional experience – a transformative one – to become the leaders they want to be and the world needs.

At EY Global Delivery Services, we are aligning with the EY Ripples commitment to positively impact 1 billion lives by the end of 2030, supporting various UN Sustainability Development Goals.

With over 40,000 professionals across six locations, EY Global Delivery Services encourages the people to use their skill, knowledge and experience to make a positive impact on the community and environment.

Ripples has three focus areas:

Supporting the next generation workforce:

Supporting young and underserved people to develop the mindsets and skills they'll need to find and sustain meaningful work.

Working with impact entrepreneurs:

Helping small scale businesses that purposefully drive progress towards Sustainable Development Goals.

Improving environmental sustainability:

Driving adoption of behaviors, technologies and business models that protect and regenerate the environment while unlocking economic opportunity.

“

At EY Global Delivery Services, we have a culture of trust which ensures that we are treated with fairness, respect and honesty.



Jason Z Sun
Assurance,
EY Global Delivery Services China.

Diversity and inclusiveness



Driving D&I agenda

Diversity is about differences. At EY, we think broadly about differences, which include nationality, background, education, gender, ethnicity, generation, age, working and thinking styles, religious background, sexual orientation, abilities, experiences, and technical skills. There are also differences according to geography, service line, sector and function.

Inclusiveness is about leveraging these differences to achieve better business outcomes. It is about creating an environment where EY people feel and are valued – where they feel they belong and contribute their personal best in every encounter.

We believe that only the high-performing teams that leverage the power of different perspectives and backgrounds will succeed in the fast-changing environment brought by globalization.

These teams are both diverse and inclusive, able to invite and learn from other perspectives. Our ability to include various viewpoints into our mindsets, behaviors and operations is fundamental to driving innovation, building strong relationships and providing the suitable approaches for EY clients.

“

At EY Global Delivery Services, it is our collective effort to help ensure that everyone experiences a sense of belonging. We leverage the differences of our people to help us achieve our purpose of building a better working world.



Sheila R Pepito
Global Procurement,
EY Global Delivery Services Philippines.

EY | Building a better working world

EY exists to build a better working world, helping to create long-term value for clients, people and society and build trust in the capital markets.

Enabled by data and technology, diverse EY teams in over 150 countries provide trust through assurance and help clients grow, transform and operate.

Working across assurance, consulting, law, strategy, tax and transactions, EY teams ask better questions to find new answers for the complex issues facing our world today.

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Follow us at:





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24 September, 2021

**Ms Shreya Mahajan
#1265, Phae III, Saini nagar,
Baltana, Near Peer Baba Road,
Mohali,
Punjab - 140604**

**Contact No: 9877050328
Email: mahajan.shreya2000@gmail.com**

Dear **Shreya**,

**Subject: Appointment in the position of
Associate**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in **"EY Global Delivery Services India LLP"** (the "Firm") subject to the following terms and conditions:

1. POSITION:

You will be appointed in the position of **Associate** in Assurance in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Noida** office.

2. DUTIES AND CODE OF CONDUCT:

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

3. WORKING HOURS:

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may



implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

4. DATE OF JOINING:

As per our discussion your date of joining will be **11 October, 2021**

Your initial work location will be 4th Floor, Tower B, Advant Navis Business Park, Plot #7, Sector 142, Noida- Greater Noida Expressway, Noida, UP-201305.

Given the current situation, you will be onboarded virtually and can work remotely till you are specifically advised to report to a GDS facility by your counsellor or your Service Line Operations team.

5. PROBATION:

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance.

During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm.

Please note that a confirmation letter/notification will not be issued to you upon completion of the six month probationary period.

6. ANNUAL FIXED COMPENSATION:

You shall be paid an annual fixed compensation of **INR 3,33,333/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

7. TRANSFERABILITY:

Your initial place of posting will be Noida. The Firm reserves the right to transfer you to any other location in India and/or to any other entity affiliated or associated with the Firm.

8. CONFIDENTIALITY:

- a. **Compensation:** You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.
- b. **Use of Firm's name:** You shall use the Firm name, logos, trademarks or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of Services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients/customers/users, vendors or other Firm's



- c. **Information:** You shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm its representatives, authorized personnel, vendors, sub-contractors, clients/customers/users etc. and by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm . For the purposes of this clause 'Confidential Information' means information about the Firm's business and that of its clients/customers/users, subcontractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its client/customer/user lists, employment policies, personnel, and information about the Firm's products, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, and all papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever.
- d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager and/or an authorized officer of the Firm save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm and for no other purpose or use. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- e. You acknowledge and agree that disclosure of any portion of the Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary damages, that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this contract of employment. In addition the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or (iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.
- f. Upon termination of your employment or otherwise upon the Firm's request, you will immediately return and surrender to the Firm , all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information in the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Firm requests, you shall also confirm in writing to the Firm that you have complied with this clause. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.
- g. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this contract of employment and/or your employment with the Firm.

9. INTELLECTUAL PROPERTY:

In consideration of this Contract of employment and of the salary agreed to be paid in consideration hereof, you agree:



- a. The Firm shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you solely or jointly with others during the period of your employment, (1) that are along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment, or (2) that result from or are suggested by any work which you may do for the Firm or (3) that are otherwise made through the use of Firm's time, facilities or materials;
- b. Not to disclose or utilize in your work with the Firm , any confidential information of others (including any prior employers) or any inventions or innovations of otherwise without express permission; and
- c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

10. LEAVE:

You will be entitled to a total leave of 30 days for each completed year of service, in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

11. PROVIDENT FUND AND GRATUITY PLANS:

You will participate in the Firm's Provident Fund, and Gratuity Plans as may be applicable in the Firm as per the Payment of Gratuity Act, 1972.

12. RETIREMENT:

As per the Firm' extant policy, retirement age of the employee is 60 years. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

13. NOTICE PERIOD; TERMINATION:

- a. During the probation or extended probation period, either the Firm or you may terminate your contract of employment by giving one month's written notice or one month's salary which is based on annual fixed compensation, in lieu of notice, to the other party, subject to the release date being approved by the Firm. The Firm reserves the right to terminate your employment by giving you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.
- b. After confirmation of your service at the Firm, the contract of employment is terminable by either the Firm or by you, by giving two months' notice in writing to the other, without assigning any reasons thereof. The Firm reserves the right to pay or recover from you, two month's salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.
- c. If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm will agree to the release date and salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.
- d. The Firm may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general



such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Firm's policies.

- e. The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm , as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

14. PAST RECORD:

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, including but not limited to any information about your educational qualification, professional certification, you will be liable to be discharged from the services of the Firm, without any notice or salary.

15. RULES AND REGULATIONS:

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

16. DUAL EMPLOYMENT:

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

17. PERSONAL DATA:

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including without limitation your financial information, emails, addresses, telephone numbers, shareholdings, physical, physiological and mental health information, and medical records and history (your "Personal Data"). You acknowledge that the Firm may collect, use, transfer, store or otherwise process ("Process") such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Firm will Process your Personal Data in accordance with applicable law and professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.

18. EMPLOYMENT VERIFICATION :

Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may



be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

19. SUBMISSION OF DOCUMENTS:

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. The list of relevant documents will be intimated to you. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract of employment without any notice or compensation.

20. MISCELLANEOUS:

- a. The following annexures form an integral part of this agreement.
 - a) Annexure A - List of documents to be submitted
 - b) Annexure B - Illustrative compensation break-up
- b. Previous employment: You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this contract of employment, or is otherwise inconsistent with your obligations under this contract of employment. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer/organization and do not have any outstanding issues/unfulfilled employment obligation pending with your previous employer/organization having legal ramifications/consequences for you or for the Firm.
- c. Additional Documents: In addition you may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to your/your nature of services as well as (ii) per any requirement of law of the jurisdiction were you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client/customer/user request and/or (v) per the Firm's exclusive discretion.
- d. Supersedes previous contract of employment: This contract of employment supersedes and replaces any existing agreement between the Firm and you relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This contract of employment shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your undertakings in this contract of employment shall be an obligation of your executors, administrators, or other legal representatives or assigns.
- e. Severability: If any provision contained in this contract of employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.
- f. Privity of Contract: The terms of this contract of employment may only be enforced by a party to this contract of employment.
- g. Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this contract of employment and submitting the same to us for the Firm's records.



Thanking you.

Yours faithfully,
for **EY Global Delivery Services India LLP**

Signed By : RAHUL DASGUPTA
Reason : Offer Letter
Location : Bangalore
Date: 24-09-2021 14:32:19

Authorized Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:  _____ Date: 9/24/2021

Name: Shreya Mahajan



Annexure A

Dear **Shreya**,

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	4 passport size photographs in formals with a white background	
2	Three printed copies of the following documents: <ul style="list-style-type: none"> • Your Pan Card - Mandatory • Aadhaar Card - Mandatory • Your passport, voters ID, ration card, driving license or ESIC card 	
3	Single printed copies of all semester and year mark sheets, degree and provisional certificates for: <ul style="list-style-type: none"> ▸ Graduation/Post-graduation <p>Note: If you are awaiting results, please submit all previous semester mark sheets, along with a copy of your last semester results</p>	
4	Professional qualification certificates* *For CA qualified - Please carry your articleship completion certificate and membership certificate, along with mark sheets	
5	For Enrolled Agent/CPA qualified - Please carry your completion certificate along with the license/certification number details	
6	Experience certificate or relieving letter from last 2 employers as applicable. Your resignation acceptance letter will also be accepted by us. However, the relieving letter should be submitted to us within 30 days of joining.	
7	PF declaration form	
8	Bank details - Account number along with the IFSC code	
9	Last drawn payslip from your previous employer	
10	Your blood group	
11	Name, address (preferably residence address) and telephone number of two references, excluding relatives. If you have prior work experience, one reference has to be from the last organization or employer.	

**Annexure B**

Name	Shreya Mahajan	DOJ	11 October, 2021
Designation	Associate	Service Line	Assurance
Rank	44		

COMPONENTS	Per Month (INR)	Annual (INR)
Basic Salary	11,111	1,33,333
House Rent Allowance (HRA)	5,556	66,666
Other allowance including flexible components 1	5,491	65,894
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Employer's Provident Fund (PF) contribution	1,800	21,600
Fixed compensation	27,778	3,33,333

Benefits (Estimated value)		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		15,429
Gratuity 4		6,413
Total of Benefits		21,842



Notes:

You will be eligible to participate in the GDS Variable Pay Bonus (VPB) Program, with a VPB percentage target of 5% at your rank. This target is indicative and the actual pay-out, each year, will vary based on the GDS, Service Line/Service Function and individual performance. Payment under any VPB program is subject to you being employed with the Firm as on the date of pay-out. Employees who join the Firm during the year, will be eligible for a pro-rated VPB amount, subject to meeting the guidelines of the Program. The amount is subject to income tax deduction, as per rules prescribed under the tax laws.

All the above components and benefits are as per the Firm's policies and are subject to change from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for a detailed breakup of your salary structure.

¹ You will also be allowed to determine your flexible components that form a part of your fixed compensation. These will be defined as per policy of the Firm which may be modified from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for applicable flexible components.

³ Insurance benefits

Benefit Type	Benefit Value	Features
Group Medical Insurance	INR 4,00,000	Floater cover for self and five dependents which includes spouse/same sex partner, children and parents/parent-in-law. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal. There will be an employee contribution towards the premium. In addition to the existing INR 4,00,000 cover, employees can opt for an additional sum insured (custom-made 'top-up' health insurance benefit) at a reasonable cost to cover themselves and their dependents.
Group Personal Accident Insurance	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
Group Term Life insurance	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

⁴ Gratuity will be paid as per provisions under the prevailing regulations.

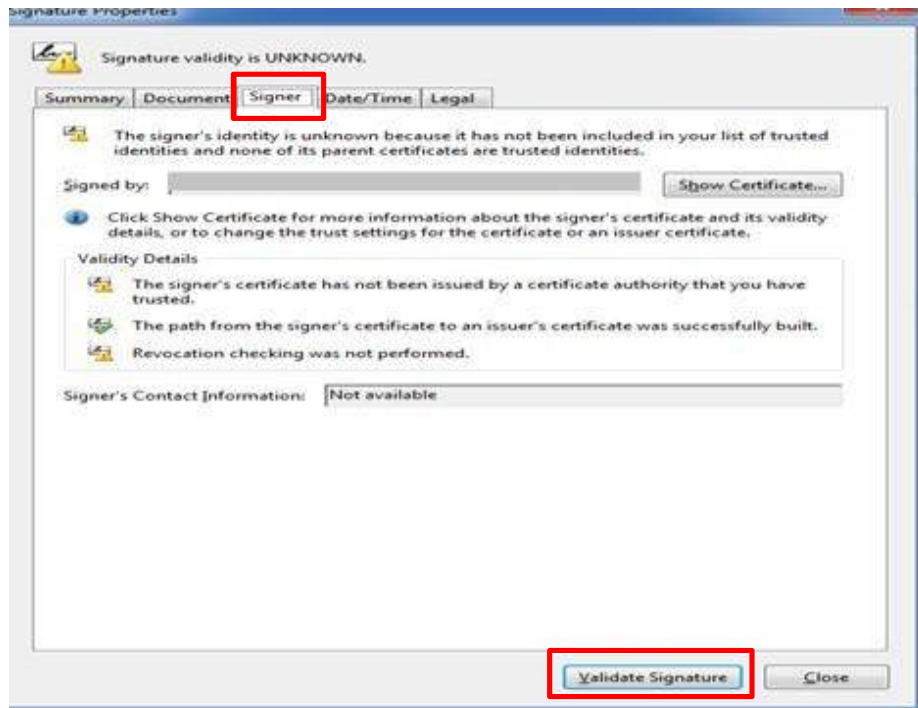


Steps to be followed for digital signature validation:-

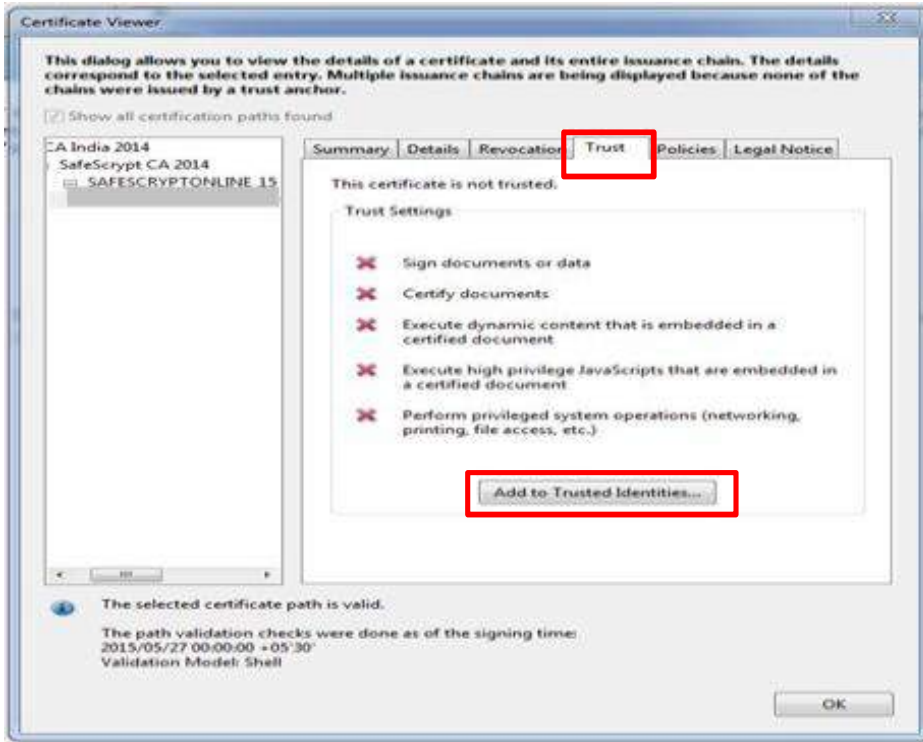
- Click on the digital signature (*which has the question mark*)
- Click on 'Signature properties'



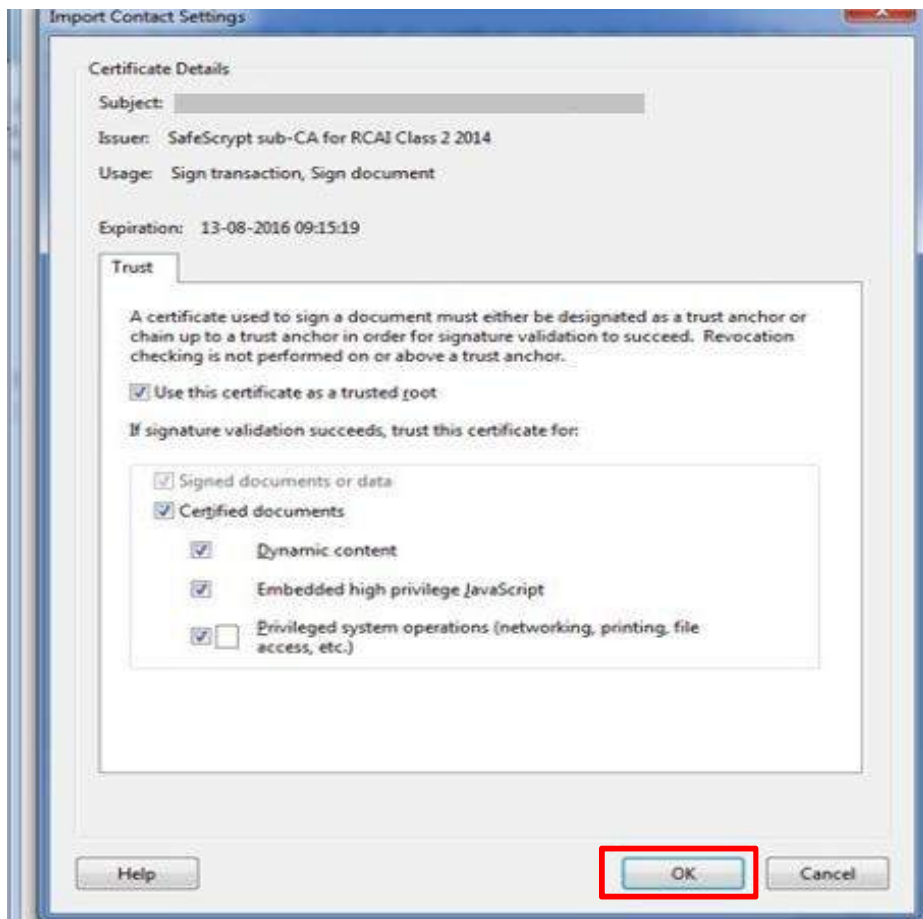
- Click on 'Signer Tab' and click on 'Validate Signature'



- Go to 'Trust' tab and click on 'Add to Trusted Identities'



- Click on 'OK' and close the file



- Digital signature once validated, a green tick will appear on your offer letter

Signature valid
Signed by : SHANTHARAM DOUBBILISHETTY
Date : 17-Nov-2017 16:47:22
Location : Bangalore

What if you could personalize your career like you do your playlists?

A career as unique as you are.
It's yours to build.



■ ■ ■
The better the question.
The better the answer.
The better the world works.

EY
Building a better
working world

Getting started at EY



EY overview

At EY, our purpose is building a better working world. The insights and quality services we provide help build trust and confidence in the capital markets and in economies the world over.

In a world that's changing faster than ever, our purpose acts as our "North Star", guiding more than 300,000 EY people – providing the context and meaning for the work we do every day. We help digital pioneers fight data piracy; guide governments through cash flow crises; unlock new medical treatments with data analytics; and pursue high-quality audits to build trust in financial markets and business.

In other words, we are working with entrepreneurs, companies, and entire countries to help solve their most pressing challenges.

28 regions | 150 countries

300,000 professionals

3 geographic areas
Americas; Europe, Middle East
India and Africa (EMEIA); Asia-Pacific

“
The EY organization is a place where aspirations are nurtured, guidance is provided and ambitions achieved.”



Shahid Azam
Legal,
EY Global Delivery Services,
United Kingdom.

NextWave strategy



About NextWave

The EY organization today is in a great place. But the world is changing faster than ever, and we have to adapt to continue to thrive. Our ambition is to help create long-term value as the world's most trusted, distinctive professional services organization.

With the launch of NextWave, our strategy, we made a commitment to drive deeper engagement around our purpose. NextWave, inspired by the S-curve cycle of innovation, will empower us to find new S-curves to create long-term value for EY clients, EY people and society. It will help build a better working world. We will build on the strength of the past but also recognize the importance of capturing the "next".

Our four strategic pillars provide us with practical direction and address the most important areas we must focus on to compete and win: clients, people, data and technology, and global integration and teaming. And, our strategic initiatives underpin our pillars.

Our new strategy will propel us forward, allowing us to fulfil our purpose and achieve our ambition.

EY values

We are:

- ▶ People who demonstrate integrity, respect and teaming
- ▶ People with energy, enthusiasm and the courage to lead
- ▶ People who build relationships based on doing the right thing

“

EY is an ambitious organization that thinks long-term and enables its leaders to be bold and brave while giving its people the comfort to innovate and contribute to the wider community.



Christophe Bilos
Global Services-IT
EY Global Delivery Services Poland.

EY awards



Global recognition

EY professionals work hard every day to help build a better working world for clients, EY people and our communities. A collection of recent awards and accolades below.

FORTUNE magazine's "100 Best Companies to Work For®"

For the 22nd consecutive year, Ernst & Young LLP appears on FORTUNE magazine's "100 Best Companies to Work For" list.

Best Workplaces in Consulting and Professional Services

For the fourth year in a row, Ernst & Young LLP has been named one of the 2020 Best Workplaces for Consulting and Professional Services.

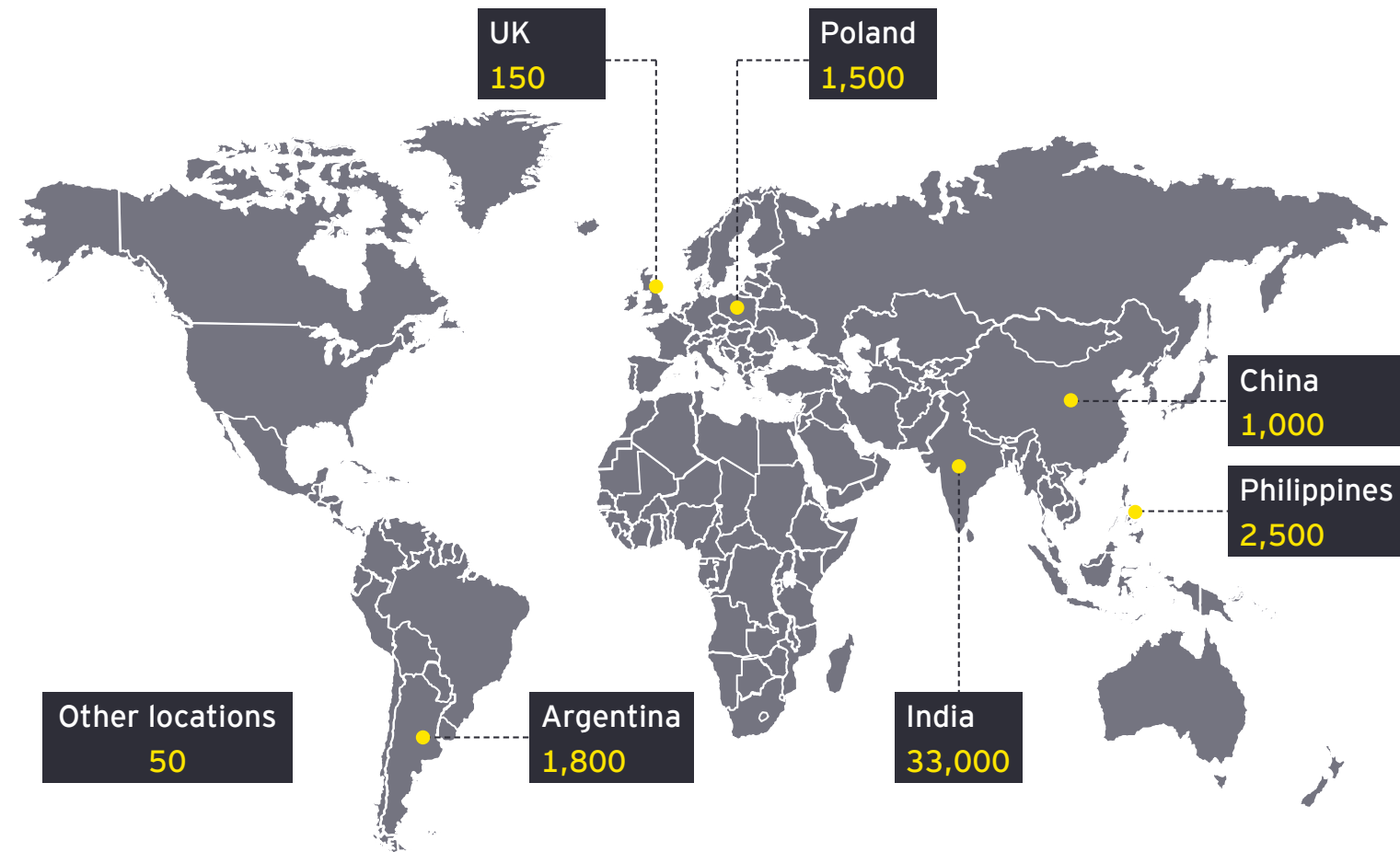
Best Employers: Excellence in Health and Well-being

Ernst & Young LLP has been named one of the Best Employers: Excellence in Health and Well-being.

Diversity Best Practices Leading Inclusion Index

Ernst & Young LLP has been recognized for the fourth year in a row, acknowledging our best-in-class diversity and inclusion practices.

EY Global Delivery Services



EY Global Delivery Services overview

Global Delivery Services is one of EY's greatest global assets – service delivery centers that provide high-quality services at a competitive cost for all of EY's client serving and enablement teams.

With a footprint across all areas, EY people provide leading-class services at an industrial scale.

Every day, we combine our subject matter knowledge/experience with technology and automation skills, to develop new solutions that deliver greater value.

When EY teams partner with us, they unlock a talent pool that wins works, impresses clients, provides fresh insight and improves margin.

6 locations

16 cities

15 services

18 years of existence

18 language capabilities

over 40,000 professionals

“

EY is a purpose led organization that provides a contemporary, innovative and entrepreneurial approach. There is a true sense of belonging, value, respect and involvement at each level. I am glad to be a part of this company and an awesome team!



Vighnesha Adiga
Knowledge,
EY Global Delivery Services India.

Global Delivery Services awards



Industry recognition

At EY Global Delivery Services, excellence is a way of life. Respected organizations have recognized our efforts towards building a better working world. Some of our recent wins.

UiPath award

Jury recognition award in "Excellence in IT Operations Automation".

World HRD Congress award

Best Leadership Development Program for Top Management Diversity Impact Award for continuous innovation in HR strategy at work.

Working Mother and Avtar group

2020 Top 10 Best Company for Women in India
2020 Champion of Inclusion in Most Inclusive Companies Index (MICI).

DivHERsity award

Top 5 Companies in DivHERsity (Large Enterprises)

Top 5 Most Innovative Practices – DivHERsity Policies

Top 5 Most Innovative Practices – Women L&D Programs

Our services



Client services

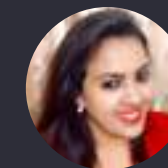
EY Global Delivery Services Client services works as an extension of client-serving EY engagement teams.

The teams provide quality services at an effective cost that help EY clients remain competitive in the marketplace and improve gross margin.

- ▶ Assurance
- ▶ Consulting
- ▶ Tax
- ▶ Strategy and Transactions
- ▶ Knowledge

“

Inspired by true leaders who lead by example, I've the exposure to work on many cutting-edge tools and technologies, drive innovation and explore new ideas.



Anzy Meerasahib
Consulting,
EY Global Delivery Services India.

Our services



Enablement services

EY Global Delivery Services Enablement Services provide support to Client Services teams to reduce indirect costs, drive operating efficiencies and improve productivity.

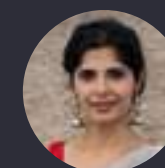
Global Delivery Services also supports EY Client Technology, Enterprise Workplace Technology and Information Security teams.

It is at the center of our internal automation journey. Global Delivery Services Automation Central has been established to help deliver all of EY internal automation requirements, and has a global remit to support automation for use in service lines and enablement functions.

- ▶ Administration and Workplace Services
- ▶ Creative Agency Services
- ▶ Finance and Accounting Services
- ▶ Learning Solution Services
- ▶ Market Services
- ▶ Procurement Services
- ▶ Risk Management Services
- ▶ Talent Services

“

It has been a wonderful experience working with EY Global Delivery Services as it gives you the opportunity to grow, learn, and develop your skills.



Clareena S Serrao
Talent,
EY Global Delivery Services India.

EY Badges and Tech MBA



EY Badges

EY Badges, a learning and development initiative, helps you to own your career by letting you earn digital credentials in skills that differentiate you in the market, in areas like technology, leadership and business.

Badges also open a world of possibilities for EY clients by strengthening EY teams with new and evolving skills that will help businesses solve their toughest challenges.

The EY organization is the first professional services organization to offer a program of this nature globally. There are 5 levels of badges – Learning, Bronze, Silver, Gold and Platinum – each requiring a varying combination of learning and experiences.



Tech MBA

The EY organization is now offering a first-ever fully accredited corporate MBA, regardless of role or position, for free to all EY 40,000-plus professionals.

To earn the EY tech MBA by Hult, people must complete 16 badges spanning technology, leadership and business topics as well as three pillar papers and a final capstone project.

The EY tech MBA, offered in association with Hult International Business School, is helping our people develop both the mindset and skillset to navigate the challenges ahead.

“

EY Badges offer the virtual learning model to build transformative mindset and technology skillsets.



Prashanna Sunder R B
Talent,
EY Global Delivery Services India.

Total Rewards



Rewards and recognition

Our Total Rewards philosophy is based on being competitive in the markets where we operate, through a healthy mix of Total Rewards offerings which range from short-term to long-term rewards and market relevant tangible and intangible benefits attuned to the location context. We help a culture of high performing teams through robust reward and recognition programs.

Compensation

Represents the pay mix of fixed, variable pay and other adjustments if any. The fixed/ base pay determined through comparative benchmarks for similar roles to industry. The variable pay is applicable year-on-year.

Benefits

With multigeneration workforce at Global Delivery Services, we have now moved beyond providing just health insurance to our people.

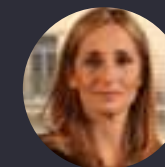
EY professionals benefits package is inclusive of:

- ▶ Workplace experiences
- ▶ Awards and recognition
- ▶ Flexible working
- ▶ Enhanced insurance coverage
- ▶ Lifestyle discounting platforms
- ▶ Leave and vacation
- ▶ Gratuity, etc..

We believe in creating and building a culture of appreciation, recognition, belongingness and inclusivity amidst EY professionals.

“

This is my eighth year with the EY organization and since I joined, I feel I belong to a big family, which, allows me to grow professionally in a collaborative, inclusive and innovative environment.



Paula Jaroslavsky
Brand, Marketing and Communications,
EY Global Delivery Services Argentina.

Building our communities



EY Ripples

At EY, our purpose is to build a better working world. Through global corporate responsibility program – EY Ripples – we have created a platform for EY people to have an exceptional experience – a transformative one – to become the leaders they want to be and the world needs.

At EY Global Delivery Services, we are aligning with the EY Ripples commitment to positively impact 1 billion lives by the end of 2030, supporting various UN Sustainability Development Goals.

With over 40,000 professionals across six locations, EY Global Delivery Services encourages the people to use their skill, knowledge and experience to make a positive impact on the community and environment.

Ripples has three focus areas:

Supporting the next generation workforce:

Supporting young and underserved people to develop the mindsets and skills they'll need to find and sustain meaningful work.

Working with impact entrepreneurs:

Helping small scale businesses that purposefully drive progress towards Sustainable Development Goals.

Improving environmental sustainability:

Driving adoption of behaviors, technologies and business models that protect and regenerate the environment while unlocking economic opportunity.

“

At EY Global Delivery Services, we have a culture of trust which ensures that we are treated with fairness, respect and honesty.



Jason Z Sun
Assurance,
EY Global Delivery Services China.

Diversity and inclusiveness



Driving D&I agenda

Diversity is about differences. At EY, we think broadly about differences, which include nationality, background, education, gender, ethnicity, generation, age, working and thinking styles, religious background, sexual orientation, abilities, experiences, and technical skills. There are also differences according to geography, service line, sector and function.

Inclusiveness is about leveraging these differences to achieve better business outcomes. It is about creating an environment where EY people feel and are valued – where they feel they belong and contribute their personal best in every encounter.

We believe that only the high-performing teams that leverage the power of different perspectives and backgrounds will succeed in the fast-changing environment brought by globalization.

These teams are both diverse and inclusive, able to invite and learn from other perspectives. Our ability to include various viewpoints into our mindsets, behaviors and operations is fundamental to driving innovation, building strong relationships and providing the suitable approaches for EY clients.

“

At EY Global Delivery Services, it is our collective effort to help ensure that everyone experiences a sense of belonging. We leverage the differences of our people to help us achieve our purpose of building a better working world.



Sheila R Pepito
Global Procurement,
EY Global Delivery Services Philippines.

EY | Building a better working world

EY exists to build a better working world, helping to create long-term value for clients, people and society and build trust in the capital markets.

Enabled by data and technology, diverse EY teams in over 150 countries provide trust through assurance and help clients grow, transform and operate.

Working across assurance, consulting, law, strategy, tax and transactions, EY teams ask better questions to find new answers for the complex issues facing our world today.

EY refers to the global organization, and may refer to one or more, of the member firms of Ernst & Young Global Limited, each of which is a separate legal entity. Ernst & Young Global Limited, a UK company limited by guarantee, does not provide services to clients. Information about how EY collects and uses personal data and a description of the rights individuals have under data protection legislation is available via ey.com/privacy. For more information about our organization, please visit ey.com.

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28 June, 2021

Ms Smriti
#47-B, Mahesh Nagar, Babyal Road,
Ambala, Near Anu Jain Hospital,
Ambala Cantt,
Haryana - 133001

Contact No: +91 8569995252
Email: smritimittal199@gmail.com

Dear Smriti,

**Subject: Appointment in the position of
Associate**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in **"EY Global Delivery Services India LLP"** (the "Firm") subject to the following terms and conditions:

Please note that this offer letter and your employment with the Firm will only be effective upon your successful completion of the educational qualification set by the Firm for this role ("Educational Qualification"). The Educational Qualification shall be commensurate to or above of the program/course which you are enrolled into, currently with the university. You are required to meet the Educational Qualification and any other condition/s as may be prescribed during the campus placement program by the Firm on or before September 2021

In the event, you have failed to meet the aforesaid prerequisites and obtain the required Educational Qualification on or before September 2021 this offer letter or your employment with the Firm will be terminated with immediate effect, at the sole discretion of the Firm.

1. POSITION:

You will be appointed in the position of **Associate** in Assurance in the Firm. Your Rank will be **66**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Noida** office.

2. DUTIES AND CODE OF CONDUCT:

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters



relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

3. WORKING HOURS:

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

4. DATE OF JOINING:

As per our discussion your date of joining will be **12 July, 2021**

Your initial work location will be 4th Floor, Tower B, Advant Navis Business Park, Plot #7, Sector 142, Noida- Greater Noida Expressway, Noida, UP-201305.

Given the current situation, you will be onboarded virtually and can work remotely till you are specifically advised to report to a GDS facility by your counsellor or your Service Line Operations team.

5. PROBATION:

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance. During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm. Please note that a confirmation letter/notification will not be issued to you upon completion of the six month probationary period.

6. ANNUAL FIXED COMPENSATION:

You shall be paid an annual fixed compensation of **INR 3,33,333/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

7. TRANSFERABILITY:

Your initial place of posting will be Noida. The Firm reserves the right to transfer you to any other location in India and/or to any other entity affiliated or associated with the Firm.

8. CONFIDENTIALITY:

- a. Compensation: You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.

- b. Use of Firm's name: You shall use the Firm name, logos, trademarks or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of Services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients/customers/users, vendors or other Firm's
- c. Information: You shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm its representatives, authorized personnel, vendors, sub-contractors, clients/customers/users etc. and by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm . For the purposes of this clause 'Confidential Information' means information about the Firm's business and that of its clients/customers/users, subcontractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its client/customer/user lists, employment policies, personnel, and information about the Firm's products, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, and all papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever.
- d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager and/or an authorized officer of the Firm save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm and for no other purpose or use. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- e. You acknowledge and agree that disclosure of any portion of the Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary damages, that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this contract of employment. In addition the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.
- f. Upon termination of your employment or otherwise upon the Firm's request, you will immediately return and surrender to the Firm , all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information in the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Firm requests, you shall also confirm in writing to the Firm that you have complied with this clause. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.
- g. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this contract of employment and/or your employment with the Firm.



9. INTELLECTUAL PROPERTY:

In consideration of this Contract of employment and of the salary agreed to be paid in consideration hereof, you agree:

- a. The Firm shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you solely or jointly with others during the period of your employment, (1) that are along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment, or (2) that result from or are suggested by any work which you may do for the Firm or (3) that are otherwise made through the use of Firm's time, facilities or materials;
- b. Not to disclose or utilize in your work with the Firm, any confidential information of others (including any prior employers) or any inventions or innovations of otherwise without express permission; and
- c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

10. LEAVE:

You will be entitled to a total leave of 30 days for each completed year of service, in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

11. PROVIDENT FUND AND GRATUITY PLANS:

You will participate in the Firm's Provident Fund, and Gratuity Plans as may be applicable in the Firm as per the Payment of Gratuity Act, 1972.

12. RETIREMENT:

As per the Firm's extant policy, retirement age of the employee is 60 years. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

13. NOTICE PERIOD; TERMINATION:

- a. During the probation or extended probation period, either the Firm or you may terminate your contract of employment by giving one month's written notice or one month's salary which is based on annual fixed compensation, in lieu of notice, to the other party, subject to the release date being approved by the Firm. The Firm reserves the right to terminate your employment by giving you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.
- b. After confirmation of your service at the Firm, the contract of employment is terminable by either the Firm or by you, by giving two months' notice in writing to the other, without assigning any reasons thereof. The Firm reserves the right to pay or recover from you, two month's salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.
- c. If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm will agree to the release date and



salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.

- d. The Firm may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Firm's policies.
- e. The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm, as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

14. PAST RECORD:

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, including but not limited to any information about your educational qualification, professional certification, you will be liable to be discharged from the services of the Firm, without any notice or salary.

15. RULES AND REGULATIONS:

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

16. DUAL EMPLOYMENT:

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

17. PERSONAL DATA:

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including without limitation your financial information, emails, addresses, telephone numbers, shareholdings, physical, physiological and mental health information, and medical records and history (your "Personal Data"). You acknowledge that the Firm may collect, use, transfer, store or otherwise process ("Process") such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Firm will Process your Personal Data in accordance with applicable law and professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.



18. EMPLOYMENT VERIFICATION :

Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

19. SUBMISSION OF DOCUMENTS:

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. The list of relevant documents will be intimated to you. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract of employment without any notice or compensation.

20. MISCELLANEOUS:

- a. The following annexures form an integral part of this agreement.
 - a) Annexure A - List of documents to be submitted
 - b) Annexure B - Illustrative compensation break-up
- b. Previous employment: You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this contract of employment, or is otherwise inconsistent with your obligations under this contract of employment. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer/organization and do not have any outstanding issues/unfulfilled employment obligation pending with your previous employer/organization having legal ramifications/consequences for you or for the Firm.
- c. Additional Documents: In addition you may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to your/your nature of services as well as (ii) per any requirement of law of the jurisdiction were you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client/customer/user request and/or (v) per the Firm's exclusive discretion.
- d. Supersedes previous contract of employment: This contract of employment supersedes and replaces any existing agreement between the Firm and you relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This contract of employment shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your undertakings in this contract of employment shall be an obligation of your executors, administrators, or other legal representatives or assigns.
- e. Severability: If any provision contained in this contract of employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.
- f. Privity of Contract: The terms of this contract of employment may only be enforced by a party to this contract of employment.



- g. Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this contract of employment and submitting the same to us for the Firm's records.

Thanking you.

Yours faithfully,
for **EY Global Delivery Services India LLP**

Signed By : RAHUL DASGUPTA
Reason : Offer Letter
Location : Bangalore
Date: 28-06-2021 18:29:44

Authorized Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed: _____ Date: _____

Name: _____

Annexure A

Dear Smriti,

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	4 passport size photographs in formals with a white background	
2	Three printed copies of the following documents: <ul style="list-style-type: none"> • Your Pan Card - Mandatory • Aadhaar Card - Mandatory • Your passport, voters ID, ration card, driving license or ESIC card 	
3	Single printed copies of all semester and year mark sheets, degree and provisional certificates for: <ul style="list-style-type: none"> ▸ Graduation/Post-graduation <p>Note: If you are awaiting results, please submit all previous semester mark sheets, along with a copy of your last semester results</p>	
4	Professional qualification certificates* *For CA qualified - Please carry your articleship completion certificate and membership certificate, along with mark sheets	
5	For Enrolled Agent/CPA qualified - Please carry your completion certificate along with the license/certification number details	
6	Experience certificate or relieving letter from last 2 employers as applicable. Your resignation acceptance letter will also be accepted by us. However, the relieving letter should be submitted to us within 30 days of joining.	
7	PF declaration form	
8	Bank details - Account number along with the IFSC code	
9	Last drawn payslip from your previous employer	
10	Your blood group	
11	Name, address (preferably residence address) and telephone number of two references, excluding relatives. If you have prior work experience, one reference has to be from the last organization or employer.	



Annexure B

Name	Smriti	DOJ	12 July, 2021
Designation	Associate	Service Line	Assurance
Rank	66		

COMPONENTS	Per Month (INR)	Annual (INR)
Basic Salary	11,111	1,33,333
House Rent Allowance (HRA)	5,556	66,666
Other allowance including flexible components 1	5,491	65,894
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Employer's Provident Fund (PF) contribution	1,800	21,600
Fixed compensation	27,778	3,33,333

Benefits (Estimated value)		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		15,429
Gratuity 4		6,413
Total of Benefits		21,842

Notes:

You will be eligible to participate in the GDS Variable Pay Bonus (VPB) Program, with a VPB percentage target of 5% at your rank. This target is indicative and the actual pay-out, each year, will vary based on the GDS, Service Line/Service Function and individual performance. Payment under any VPB program is subject to you being employed with the Firm as on the date of pay-out. Employees who join the Firm during the year, will be eligible for a pro-rated VPB amount, subject to meeting the guidelines of the Program. The amount is subject to income tax deduction, as per rules prescribed under the tax laws.

All the above components and benefits are as per the Firm's policies and are subject to change from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for a detailed breakup of your salary structure.

¹ You will also be allowed to determine your flexible components that form a part of your fixed compensation. These will be defined as per policy of the Firm which may be modified from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for applicable flexible components.

³ Insurance benefits

Benefit Type	Benefit Value	Features
Group Medical Insurance	INR 4,00,000	Floater cover for self and five dependents which includes spouse/same sex partner, children and parents/parent-in-law. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal. There will be an employee contribution towards the premium. In addition to the existing INR 4,00,000 cover, employees can opt for an additional sum insured (custom-made 'top-up' health insurance benefit) at a reasonable cost to cover themselves and their dependents.
Group Personal Accident Insurance	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
Group Term Life insurance	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

⁴ Gratuity will be paid as per provisions under the prevailing regulations.



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Bangalore - 560016
Karnataka , India

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14 July, 2021

Ms Jaspreet Kaur
1625,
Sector-69, S A S Nagar, Mohali,
Mohali,
Punjab - 160062

Contact No: 9877135734
Email: jaspreetkaur99222@gmail.com

Dear **Jaspreet**,

**Subject: Appointment in the position of
Associate**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in **"EY Global Delivery Services India LLP"** (the "Firm") subject to the following terms and conditions:

Please note that this offer letter and your employment with the Firm will only be effective upon your successful completion of the educational qualification set by the Firm for this role ("Educational Qualification"). The Educational Qualification shall be commensurate to or above of the program/course which you are enrolled into, currently with the university. You are required to meet the Educational Qualification and any other condition/s as may be prescribed during the campus placement program by the Firm on or before September 2021

In the event, you have failed to meet the aforesaid prerequisites and obtain the required Educational Qualification on or before September 2021 this offer letter or your employment with the Firm will be terminated with immediate effect, at the sole discretion of the Firm.

1. POSITION:

You will be appointed in the position of **Associate** in Assurance in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Noida** office.

2. DUTIES AND CODE OF CONDUCT:

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters



relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

3. WORKING HOURS:

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

4. DATE OF JOINING:

As per our discussion your date of joining will be **19 July, 2021**

Your initial work location will be B-23, Sector 58-60 Road, Block B, Sector 58, Noida, Uttar Pradesh 201307..

Given the current situation, you will be onboarded virtually and can work remotely till you are specifically advised to report to a GDS facility by your counsellor or your Service Line Operations team.

5. PROBATION:

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance.

During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm.

Please note that a confirmation letter/notification will not be issued to you upon completion of the six month probationary period.

6. ANNUAL FIXED COMPENSATION:

You shall be paid an annual fixed compensation of **INR 3,33,333/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

7. TRANSFERABILITY:

Your initial place of posting will be Noida. The Firm reserves the right to transfer you to any other location in India and/or to any other entity affiliated or associated with the Firm.

8. CONFIDENTIALITY:

- a. Compensation: You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.

- b. Use of Firm's name: You shall use the Firm name, logos, trademarks or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of Services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients/customers/users, vendors or other Firm's
- c. Information: You shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm its representatives, authorized personnel, vendors, sub-contractors, clients/customers/users etc. and by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm . For the purposes of this clause 'Confidential Information' means information about the Firm's business and that of its clients/customers/users, subcontractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its client/customer/user lists, employment policies, personnel, and information about the Firm's products, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, and all papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever.
- d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager and/or an authorized officer of the Firm save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm and for no other purpose or use. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- e. You acknowledge and agree that disclosure of any portion of the Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary damages, that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this contract of employment. In addition the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.
- f. Upon termination of your employment or otherwise upon the Firm's request, you will immediately return and surrender to the Firm , all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information in the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Firm requests, you shall also confirm in writing to the Firm that you have complied with this clause. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.
- g. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this contract of employment and/or your employment with the Firm.



9. INTELLECTUAL PROPERTY:

In consideration of this Contract of employment and of the salary agreed to be paid in consideration hereof, you agree:

- a. The Firm shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you solely or jointly with others during the period of your employment, (1) that are along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment, or (2) that result from or are suggested by any work which you may do for the Firm or (3) that are otherwise made through the use of Firm's time, facilities or materials;
- b. Not to disclose or utilize in your work with the Firm, any confidential information of others (including any prior employers) or any inventions or innovations of otherwise without express permission; and
- c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

10. LEAVE:

You will be entitled to a total leave of 30 days for each completed year of service, in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

11. PROVIDENT FUND AND GRATUITY PLANS:

You will participate in the Firm's Provident Fund, and Gratuity Plans as may be applicable in the Firm as per the Payment of Gratuity Act, 1972.

12. RETIREMENT:

As per the Firm's extant policy, retirement age of the employee is 60 years. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

13. NOTICE PERIOD; TERMINATION:

- a. During the probation or extended probation period, either the Firm or you may terminate your contract of employment by giving one month's written notice or one month's salary which is based on annual fixed compensation, in lieu of notice, to the other party, subject to the release date being approved by the Firm. The Firm reserves the right to terminate your employment by giving you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.
- b. After confirmation of your service at the Firm, the contract of employment is terminable by either the Firm or by you, by giving two months' notice in writing to the other, without assigning any reasons thereof. The Firm reserves the right to pay or recover from you, two month's salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.
- c. If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm will agree to the release date and



salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.

- d. The Firm may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Firm's policies.
- e. The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm, as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

14. PAST RECORD:

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, including but not limited to any information about your educational qualification, professional certification, you will be liable to be discharged from the services of the Firm, without any notice or salary.

15. RULES AND REGULATIONS:

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

16. DUAL EMPLOYMENT:

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

17. PERSONAL DATA:

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including without limitation your financial information, emails, addresses, telephone numbers, shareholdings, physical, physiological and mental health information, and medical records and history (your "Personal Data"). You acknowledge that the Firm may collect, use, transfer, store or otherwise process ("Process") such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Firm will Process your Personal Data in accordance with applicable law and professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.



18. EMPLOYMENT VERIFICATION :

Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

19. SUBMISSION OF DOCUMENTS:

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. The list of relevant documents will be intimated to you. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract of employment without any notice or compensation.

20. MISCELLANEOUS:

- a. The following annexures form an integral part of this agreement.
 - a) Annexure A - List of documents to be submitted
 - b) Annexure B - Illustrative compensation break-up
- b. Previous employment: You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this contract of employment, or is otherwise inconsistent with your obligations under this contract of employment. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer/organization and do not have any outstanding issues/unfulfilled employment obligation pending with your previous employer/organization having legal ramifications/consequences for you or for the Firm.
- c. Additional Documents: In addition you may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to your/your nature of services as well as (ii) per any requirement of law of the jurisdiction were you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client/customer/user request and/or (v) per the Firm's exclusive discretion.
- d. Supersedes previous contract of employment: This contract of employment supersedes and replaces any existing agreement between the Firm and you relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This contract of employment shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your undertakings in this contract of employment shall be an obligation of your executors, administrators, or other legal representatives or assigns.
- e. Severability: If any provision contained in this contract of employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.
- f. Privity of Contract: The terms of this contract of employment may only be enforced by a party to this contract of employment.



- g. Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this contract of employment and submitting the same to us for the Firm's records.

Thanking you.

Yours faithfully,
for **EY Global Delivery Services India LLP**

Signed By : DIVYA PARIHAR
Reason : Offer Letter
Location : Bangalore
Date: 14-07-2021 12:06:16

Authorized Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed: _____ Date: _____

Name: _____

Annexure A

Dear **Jaspreet**,

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	4 passport size photographs in formals with a white background	
2	Three printed copies of the following documents: <ul style="list-style-type: none"> • Your Pan Card - Mandatory • Aadhaar Card - Mandatory • Your passport, voters ID, ration card, driving license or ESIC card 	
3	Single printed copies of all semester and year mark sheets, degree and provisional certificates for: <ul style="list-style-type: none"> ▸ Graduation/Post-graduation <p>Note: If you are awaiting results, please submit all previous semester mark sheets, along with a copy of your last semester results</p>	
4	Professional qualification certificates* *For CA qualified - Please carry your articleship completion certificate and membership certificate, along with mark sheets	
5	For Enrolled Agent/CPA qualified - Please carry your completion certificate along with the license/certification number details	
6	Experience certificate or relieving letter from last 2 employers as applicable. Your resignation acceptance letter will also be accepted by us. However, the relieving letter should be submitted to us within 30 days of joining.	
7	PF declaration form	
8	Bank details - Account number along with the IFSC code	
9	Last drawn payslip from your previous employer	
10	Your blood group	
11	Name, address (preferably residence address) and telephone number of two references, excluding relatives. If you have prior work experience, one reference has to be from the last organization or employer.	



Annexure B

Name	Jaspreet Kaur	DOJ	19 July, 2021
Designation	Associate	Service Line	Assurance
Rank	44		

COMPONENTS	Per Month (INR)	Annual (INR)
Basic Salary	11,111	1,33,333
House Rent Allowance (HRA)	5,556	66,666
Other allowance including flexible components 1	5,491	65,894
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Employer's Provident Fund (PF) contribution	1,800	21,600
Fixed compensation	27,778	3,33,333

Benefits (Estimated value)		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		15,429
Gratuity 4		6,413
Total of Benefits		21,842

Notes:

You will be eligible to participate in the GDS Variable Pay Bonus (VPB) Program, with a VPB percentage target of 5% at your rank. This target is indicative and the actual pay-out, each year, will vary based on the GDS, Service Line/Service Function and individual performance. Payment under any VPB program is subject to you being employed with the Firm as on the date of pay-out. Employees who join the Firm during the year, will be eligible for a pro-rated VPB amount, subject to meeting the guidelines of the Program. The amount is subject to income tax deduction, as per rules prescribed under the tax laws.

All the above components and benefits are as per the Firm's policies and are subject to change from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for a detailed breakup of your salary structure.

¹ You will also be allowed to determine your flexible components that form a part of your fixed compensation. These will be defined as per policy of the Firm which may be modified from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for applicable flexible components.

³ Insurance benefits

Benefit Type	Benefit Value	Features
Group Medical Insurance	INR 4,00,000	Floater cover for self and five dependents which includes spouse/same sex partner, children and parents/parent-in-law. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal. There will be an employee contribution towards the premium. In addition to the existing INR 4,00,000 cover, employees can opt for an additional sum insured (custom-made 'top-up' health insurance benefit) at a reasonable cost to cover themselves and their dependents.
Group Personal Accident Insurance	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
Group Term Life insurance	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

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Karnataka , India

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15 July, 2021

Ms Arshveer Kaur
VPO Gharuan,
Back side Aman Dhaba & PG TEH- Kharar, Mohali,
Kharar,
Punjab - 140413

Contact No: +91 9464907023
Email: kaurarshveer123@gmail.com

Dear **Arshveer,**

**Subject: Appointment in the position of
Associate**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in **"EY Global Delivery Services India LLP"** (the "Firm") subject to the following terms and conditions:

Please note that this offer letter and your employment with the Firm will only be effective upon your successful completion of the educational qualification set by the Firm for this role ("Educational Qualification"). The Educational Qualification shall be commensurate to or above of the program/course which you are enrolled into, currently with the university. You are required to meet the Educational Qualification and any other condition/s as may be prescribed during the campus placement program by the Firm on or before September 2021

In the event, you have failed to meet the aforesaid prerequisites and obtain the required Educational Qualification on or before September 2021 this offer letter or your employment with the Firm will be terminated with immediate effect, at the sole discretion of the Firm.

1. POSITION:

You will be appointed in the position of **Associate** in Assurance in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Noida** office.

2. DUTIES AND CODE OF CONDUCT:

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters



relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

3. WORKING HOURS:

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

4. DATE OF JOINING:

As per our discussion your date of joining will be **16 August, 2021**

Your initial work location will be B-23, Sector 58-60 Road, Block B, Sector 58, Noida, Uttar Pradesh 201307..

Given the current situation, you will be onboarded virtually and can work remotely till you are specifically advised to report to a GDS facility by your counsellor or your Service Line Operations team.

5. PROBATION:

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance.

During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm.

Please note that a confirmation letter/notification will not be issued to you upon completion of the six month probationary period.

6. ANNUAL FIXED COMPENSATION:

You shall be paid an annual fixed compensation of **INR 3,33,333/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

7. TRANSFERABILITY:

Your initial place of posting will be Noida. The Firm reserves the right to transfer you to any other location in India and/or to any other entity affiliated or associated with the Firm.

8. CONFIDENTIALITY:

- a. Compensation: You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.

- b. Use of Firm's name: You shall use the Firm name, logos, trademarks or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of Services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients/customers/users, vendors or other Firm's
- c. Information: You shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm its representatives, authorized personnel, vendors, sub-contractors, clients/customers/users etc. and by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm . For the purposes of this clause 'Confidential Information' means information about the Firm's business and that of its clients/customers/users, subcontractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its client/customer/user lists, employment policies, personnel, and information about the Firm's products, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, and all papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever.
- d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager and/or an authorized officer of the Firm save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm and for no other purpose or use. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- e. You acknowledge and agree that disclosure of any portion of the Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary damages, that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this contract of employment. In addition the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.
- f. Upon termination of your employment or otherwise upon the Firm's request, you will immediately return and surrender to the Firm , all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information in the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Firm requests, you shall also confirm in writing to the Firm that you have complied with this clause. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.
- g. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this contract of employment and/or your employment with the Firm.



9. INTELLECTUAL PROPERTY:

In consideration of this Contract of employment and of the salary agreed to be paid in consideration hereof, you agree:

- a. The Firm shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you solely or jointly with others during the period of your employment, (1) that are along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment, or (2) that result from or are suggested by any work which you may do for the Firm or (3) that are otherwise made through the use of Firm's time, facilities or materials;
- b. Not to disclose or utilize in your work with the Firm, any confidential information of others (including any prior employers) or any inventions or innovations of otherwise without express permission; and
- c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

10. LEAVE:

You will be entitled to a total leave of 30 days for each completed year of service, in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

11. PROVIDENT FUND AND GRATUITY PLANS:

You will participate in the Firm's Provident Fund, and Gratuity Plans as may be applicable in the Firm as per the Payment of Gratuity Act, 1972.

12. RETIREMENT:

As per the Firm's extant policy, retirement age of the employee is 60 years. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

13. NOTICE PERIOD; TERMINATION:

- a. During the probation or extended probation period, either the Firm or you may terminate your contract of employment by giving one month's written notice or one month's salary which is based on annual fixed compensation, in lieu of notice, to the other party, subject to the release date being approved by the Firm. The Firm reserves the right to terminate your employment by giving you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.
- b. After confirmation of your service at the Firm, the contract of employment is terminable by either the Firm or by you, by giving two months' notice in writing to the other, without assigning any reasons thereof. The Firm reserves the right to pay or recover from you, two month's salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.
- c. If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm will agree to the release date and



salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.

- d. The Firm may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Firm's policies.
- e. The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm, as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

14. PAST RECORD:

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, including but not limited to any information about your educational qualification, professional certification, you will be liable to be discharged from the services of the Firm, without any notice or salary.

15. RULES AND REGULATIONS:

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

16. DUAL EMPLOYMENT:

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

17. PERSONAL DATA:

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including without limitation your financial information, emails, addresses, telephone numbers, shareholdings, physical, physiological and mental health information, and medical records and history (your "Personal Data"). You acknowledge that the Firm may collect, use, transfer, store or otherwise process ("Process") such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Firm will Process your Personal Data in accordance with applicable law and professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.



18. EMPLOYMENT VERIFICATION :

Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

19. SUBMISSION OF DOCUMENTS:

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. The list of relevant documents will be intimated to you. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract of employment without any notice or compensation.

20. MISCELLANEOUS:

- a. The following annexures form an integral part of this agreement.
 - a) Annexure A - List of documents to be submitted
 - b) Annexure B - Illustrative compensation break-up
- b. Previous employment: You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this contract of employment, or is otherwise inconsistent with your obligations under this contract of employment. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer/organization and do not have any outstanding issues/unfulfilled employment obligation pending with your previous employer/organization having legal ramifications/consequences for you or for the Firm.
- c. Additional Documents: In addition you may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to your/your nature of services as well as (ii) per any requirement of law of the jurisdiction were you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client/customer/user request and/or (v) per the Firm's exclusive discretion.
- d. Supersedes previous contract of employment: This contract of employment supersedes and replaces any existing agreement between the Firm and you relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This contract of employment shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your undertakings in this contract of employment shall be an obligation of your executors, administrators, or other legal representatives or assigns.
- e. Severability: If any provision contained in this contract of employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.
- f. Privity of Contract: The terms of this contract of employment may only be enforced by a party to this contract of employment.



- g. Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this contract of employment and submitting the same to us for the Firm's records.

Thanking you.

Yours faithfully,
for **EY Global Delivery Services India LLP**

Signed By : DIVYA PARIHAR
Reason : Offer Letter
Location : Bangalore
Date: 15-07-2021 13:02:39

Authorized Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed: _____ Date: _____

Name: _____

Annexure A

Dear Arshveer,

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	4 passport size photographs in formals with a white background	
2	Three printed copies of the following documents: <ul style="list-style-type: none"> • Your Pan Card - Mandatory • Aadhaar Card - Mandatory • Your passport, voters ID, ration card, driving license or ESIC card 	
3	Single printed copies of all semester and year mark sheets, degree and provisional certificates for: <ul style="list-style-type: none"> ▸ Graduation/Post-graduation <p>Note: If you are awaiting results, please submit all previous semester mark sheets, along with a copy of your last semester results</p>	
4	Professional qualification certificates* *For CA qualified - Please carry your articleship completion certificate and membership certificate, along with mark sheets	
5	For Enrolled Agent/CPA qualified - Please carry your completion certificate along with the license/certification number details	
6	Experience certificate or relieving letter from last 2 employers as applicable. Your resignation acceptance letter will also be accepted by us. However, the relieving letter should be submitted to us within 30 days of joining.	
7	PF declaration form	
8	Bank details - Account number along with the IFSC code	
9	Last drawn payslip from your previous employer	
10	Your blood group	
11	Name, address (preferably residence address) and telephone number of two references, excluding relatives. If you have prior work experience, one reference has to be from the last organization or employer.	



Annexure B

Name	Arshveer Kaur	DOJ	16 August, 2021
Designation	Associate	Service Line	Assurance
Rank	44		

COMPONENTS	Per Month (INR)	Annual (INR)
Basic Salary	11,111	1,33,333
House Rent Allowance (HRA)	5,556	66,666
Other allowance including flexible components 1	5,491	65,894
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Employer's Provident Fund (PF) contribution	1,800	21,600
Fixed compensation	27,778	3,33,333

Benefits (Estimated value)		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		15,429
Gratuity 4		6,413
Total of Benefits		21,842

Notes:

You will be eligible to participate in the GDS Variable Pay Bonus (VPB) Program, with a VPB percentage target of 5% at your rank. This target is indicative and the actual pay-out, each year, will vary based on the GDS, Service Line/Service Function and individual performance. Payment under any VPB program is subject to you being employed with the Firm as on the date of pay-out. Employees who join the Firm during the year, will be eligible for a pro-rated VPB amount, subject to meeting the guidelines of the Program. The amount is subject to income tax deduction, as per rules prescribed under the tax laws.

All the above components and benefits are as per the Firm's policies and are subject to change from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for a detailed breakup of your salary structure.

¹ You will also be allowed to determine your flexible components that form a part of your fixed compensation. These will be defined as per policy of the Firm which may be modified from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for applicable flexible components.

³ Insurance benefits

Benefit Type	Benefit Value	Features
Group Medical Insurance	INR 4,00,000	Floater cover for self and five dependents which includes spouse/same sex partner, children and parents/parent-in-law. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal. There will be an employee contribution towards the premium. In addition to the existing INR 4,00,000 cover, employees can opt for an additional sum insured (custom-made 'top-up' health insurance benefit) at a reasonable cost to cover themselves and their dependents.
Group Personal Accident Insurance	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
Group Term Life insurance	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

⁴ Gratuity will be paid as per provisions under the prevailing regulations.



EY Global Delivery Services India LLP
3rd Floor, Tower 'C',
RMZ Infinity, Old Madras Road,
Benniganahalli, K.R. Puram,
Bangalore - 560016
Karnataka , India

Tel: +91 080 6681 3000
Fax: +91 080 6681 3334
ey.com

14 July, 2021

Ms Abha Goel
672, Sector 12,
Panchkula,
Haryana,
Haryana - 134112

Contact No: 7347540926
Email: abhagoel672@gmail.com

Dear **Abha**,

**Subject: Appointment in the position of
Associate**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in "**EY Global Delivery Services India LLP**" (the "Firm") subject to the following terms and conditions:

Please note that this offer letter and your employment with the Firm will only be effective upon your successful completion of the educational qualification set by the Firm for this role ("Educational Qualification"). The Educational Qualification shall be commensurate to or above of the program/course which you are enrolled into, currently with the university. You are required to meet the Educational Qualification and any other condition/s as may be prescribed during the campus placement program by the Firm on or before September 2021

In the event, you have failed to meet the aforesaid prerequisites and obtain the required Educational Qualification on or before September 2021 this offer letter or your employment with the Firm will be terminated with immediate effect, at the sole discretion of the Firm.

1. POSITION:

You will be appointed in the position of **Associate** in Assurance in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Noida** office.

2. DUTIES AND CODE OF CONDUCT:

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters



relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

3. WORKING HOURS:

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

4. DATE OF JOINING:

As per our discussion your date of joining will be **19 July, 2021**

Your initial work location will be B-23, Sector 58-60 Road, Block B, Sector 58, Noida, Uttar Pradesh 201307..

Given the current situation, you will be onboarded virtually and can work remotely till you are specifically advised to report to a GDS facility by your counsellor or your Service Line Operations team.

5. PROBATION:

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance.

During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm.

Please note that a confirmation letter/notification will not be issued to you upon completion of the six month probationary period.

6. ANNUAL FIXED COMPENSATION:

You shall be paid an annual fixed compensation of **INR 3,33,333/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

7. TRANSFERABILITY:

Your initial place of posting will be Noida. The Firm reserves the right to transfer you to any other location in India and/or to any other entity affiliated or associated with the Firm.

8. CONFIDENTIALITY:

- a. Compensation: You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.

- b. Use of Firm's name: You shall use the Firm name, logos, trademarks or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of Services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients/customers/users, vendors or other Firm's
- c. Information: You shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm its representatives, authorized personnel, vendors, sub-contractors, clients/customers/users etc. and by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm . For the purposes of this clause 'Confidential Information' means information about the Firm's business and that of its clients/customers/users, subcontractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its client/customer/user lists, employment policies, personnel, and information about the Firm's products, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, and all papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever.
- d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager and/or an authorized officer of the Firm save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm and for no other purpose or use. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- e. You acknowledge and agree that disclosure of any portion of the Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary damages, that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this contract of employment. In addition the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.
- f. Upon termination of your employment or otherwise upon the Firm's request, you will immediately return and surrender to the Firm , all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information in the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Firm requests, you shall also confirm in writing to the Firm that you have complied with this clause. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.
- g. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this contract of employment and/or your employment with the Firm.



9. INTELLECTUAL PROPERTY:

In consideration of this Contract of employment and of the salary agreed to be paid in consideration hereof, you agree:

- a. The Firm shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you solely or jointly with others during the period of your employment, (1) that are along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment, or (2) that result from or are suggested by any work which you may do for the Firm or (3) that are otherwise made through the use of Firm's time, facilities or materials;
- b. Not to disclose or utilize in your work with the Firm, any confidential information of others (including any prior employers) or any inventions or innovations of otherwise without express permission; and
- c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

10. LEAVE:

You will be entitled to a total leave of 30 days for each completed year of service, in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

11. PROVIDENT FUND AND GRATUITY PLANS:

You will participate in the Firm's Provident Fund, and Gratuity Plans as may be applicable in the Firm as per the Payment of Gratuity Act, 1972.

12. RETIREMENT:

As per the Firm's extant policy, retirement age of the employee is 60 years. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

13. NOTICE PERIOD; TERMINATION:

- a. During the probation or extended probation period, either the Firm or you may terminate your contract of employment by giving one month's written notice or one month's salary which is based on annual fixed compensation, in lieu of notice, to the other party, subject to the release date being approved by the Firm. The Firm reserves the right to terminate your employment by giving you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.
- b. After confirmation of your service at the Firm, the contract of employment is terminable by either the Firm or by you, by giving two months' notice in writing to the other, without assigning any reasons thereof. The Firm reserves the right to pay or recover from you, two month's salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.
- c. If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm will agree to the release date and



salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.

- d. The Firm may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Firm's policies.
- e. The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm, as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

14. PAST RECORD:

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, including but not limited to any information about your educational qualification, professional certification, you will be liable to be discharged from the services of the Firm, without any notice or salary.

15. RULES AND REGULATIONS:

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

16. DUAL EMPLOYMENT:

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

17. PERSONAL DATA:

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including without limitation your financial information, emails, addresses, telephone numbers, shareholdings, physical, physiological and mental health information, and medical records and history (your "Personal Data"). You acknowledge that the Firm may collect, use, transfer, store or otherwise process ("Process") such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Firm will Process your Personal Data in accordance with applicable law and professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.



18. EMPLOYMENT VERIFICATION :

Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

19. SUBMISSION OF DOCUMENTS:

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. The list of relevant documents will be intimated to you. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract of employment without any notice or compensation.

20. MISCELLANEOUS:

- a. The following annexures form an integral part of this agreement.
 - a) Annexure A - List of documents to be submitted
 - b) Annexure B - Illustrative compensation break-up
- b. Previous employment: You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this contract of employment, or is otherwise inconsistent with your obligations under this contract of employment. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer/organization and do not have any outstanding issues/unfulfilled employment obligation pending with your previous employer/organization having legal ramifications/consequences for you or for the Firm.
- c. Additional Documents: In addition you may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to your/your nature of services as well as (ii) per any requirement of law of the jurisdiction were you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client/customer/user request and/or (v) per the Firm's exclusive discretion.
- d. Supersedes previous contract of employment: This contract of employment supersedes and replaces any existing agreement between the Firm and you relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This contract of employment shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your undertakings in this contract of employment shall be an obligation of your executors, administrators, or other legal representatives or assigns.
- e. Severability: If any provision contained in this contract of employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.
- f. Privity of Contract: The terms of this contract of employment may only be enforced by a party to this contract of employment.



- g. Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this contract of employment and submitting the same to us for the Firm's records.

Thanking you.

Yours faithfully,
for **EY Global Delivery Services India LLP**

Signed By : DIVYA PARIHAR
Reason : Offer Letter
Location : Bangalore
Date: 14-07-2021 12:06:26

Authorized Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed: _____ Date: _____

Name: _____

Annexure A

Dear Abha,

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	4 passport size photographs in formals with a white background	
2	Three printed copies of the following documents: <ul style="list-style-type: none"> • Your Pan Card - Mandatory • Aadhaar Card - Mandatory • Your passport, voters ID, ration card, driving license or ESIC card 	
3	Single printed copies of all semester and year mark sheets, degree and provisional certificates for: <ul style="list-style-type: none"> ▸ Graduation/Post-graduation <p>Note: If you are awaiting results, please submit all previous semester mark sheets, along with a copy of your last semester results</p>	
4	Professional qualification certificates* *For CA qualified - Please carry your articleship completion certificate and membership certificate, along with mark sheets	
5	For Enrolled Agent/CPA qualified - Please carry your completion certificate along with the license/certification number details	
6	Experience certificate or relieving letter from last 2 employers as applicable. Your resignation acceptance letter will also be accepted by us. However, the relieving letter should be submitted to us within 30 days of joining.	
7	PF declaration form	
8	Bank details - Account number along with the IFSC code	
9	Last drawn payslip from your previous employer	
10	Your blood group	
11	Name, address (preferably residence address) and telephone number of two references, excluding relatives. If you have prior work experience, one reference has to be from the last organization or employer.	



Annexure B

Name	Abha Goel	DOJ	19 July, 2021
Designation	Associate	Service Line	Assurance
Rank	44		

COMPONENTS	Per Month (INR)	Annual (INR)
Basic Salary	11,111	1,33,333
House Rent Allowance (HRA)	5,556	66,666
Other allowance including flexible components 1	5,491	65,894
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Employer's Provident Fund (PF) contribution	1,800	21,600
Fixed compensation	27,778	3,33,333

Benefits (Estimated value)		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		15,429
Gratuity 4		6,413
Total of Benefits		21,842

Notes:

You will be eligible to participate in the GDS Variable Pay Bonus (VPB) Program, with a VPB percentage target of 5% at your rank. This target is indicative and the actual pay-out, each year, will vary based on the GDS, Service Line/Service Function and individual performance. Payment under any VPB program is subject to you being employed with the Firm as on the date of pay-out. Employees who join the Firm during the year, will be eligible for a pro-rated VPB amount, subject to meeting the guidelines of the Program. The amount is subject to income tax deduction, as per rules prescribed under the tax laws.

All the above components and benefits are as per the Firm's policies and are subject to change from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for a detailed breakup of your salary structure.

¹ You will also be allowed to determine your flexible components that form a part of your fixed compensation. These will be defined as per policy of the Firm which may be modified from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for applicable flexible components.

³ Insurance benefits

Benefit Type	Benefit Value	Features
Group Medical Insurance	INR 4,00,000	Floater cover for self and five dependents which includes spouse/same sex partner, children and parents/parent-in-law. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal. There will be an employee contribution towards the premium. In addition to the existing INR 4,00,000 cover, employees can opt for an additional sum insured (custom-made 'top-up' health insurance benefit) at a reasonable cost to cover themselves and their dependents.
Group Personal Accident Insurance	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
Group Term Life insurance	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

⁴ Gratuity will be paid as per provisions under the prevailing regulations.



EY Global Delivery Services India LLP
3rd Floor, Tower 'C',
RMZ Infinity, Old Madras Road,
Benniganahalli, K.R. Puram,
Bangalore - 560016
Karnataka, India

Tel: +91 080 6681 3000
Fax: +91 080 6681 3334
ey.com

15 July, 2021

Ms Moren
H3/11,
Adarsh Colony,
Rajpura,
Punjab - 140401

Contact No: +91 7087176866
Email: morenmoren1997@gmail.com

Dear Moren,

**Subject: Appointment in the position of
Associate**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in "EY Global Delivery Services India LLP" (the "Firm") subject to the following terms and conditions:

Please note that this offer letter and your employment with the Firm will only be effective upon your successful completion of the educational qualification set by the Firm for this role ("Educational Qualification"). The Educational Qualification shall be commensurate to or above of the program/course which you are enrolled into, currently with the university. You are required to meet the Educational Qualification and any other condition/s as may be prescribed during the campus placement program by the Firm on or before September 2021

In the event, you have failed to meet the aforesaid prerequisites and obtain the required Educational Qualification on or before September 2021 this offer letter or your employment with the Firm will be terminated with immediate effect, at the sole discretion of the Firm.

1. POSITION:

You will be appointed in the position of **Associate in Assurance** in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Noida** office.

2. DUTIES AND CODE OF CONDUCT:

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters



EY GDS - Joining location as Noida



Inbox



EY- Campus... 25/06/2021

to



Dear Candidate,

Greetings from the EY Talent team! Hope you are doing well and are safe.

We've been in touch with you on the Assurance Core Audit positions, having confirmed your candidature status as shortlisted, we would like to bring to your notice that there is a change in the location based on the current business need. The joining location will be Noida and not Gurgaon for the position referred. Please find the address of the Noida office in the note below, having mentioned this, please note that the direction we have from the Management is to work from home till end of Dec 2021 till further updates on the same basis the COVID situation then. Hence you will work from home the whole of this year!





EY Global Delivery Services India LLP
3rd Floor, Tower 'C',
RMZ Infinity, Old Madras Road,
Benniganahalli, K.R. Puram,
Bangalore - 560016
Karnataka , India

Tel: +91 080 6681 3000
Fax: +91 080 6681 3334
ey.com

29 June, 2021

**Ms Himanshu Gupta
Niasa Wali Gali,
Mehs Gate, opp Peer Baba,
Nabha,
Punjab - 147201**

**Contact No: +91 9779003562
Email: himanshugupta276@gmail.com**

Dear Himanshu,

**Subject: Appointment in the position of
Associate**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in **"EY Global Delivery Services India LLP"** (the "Firm") subject to the following terms and conditions:

Please note that this offer letter and your employment with the Firm will only be effective upon your successful completion of the educational qualification set by the Firm for this role ("Educational Qualification"). The Educational Qualification shall be commensurate to or above of the program/course which you are enrolled into, currently with the university. You are required to meet the Educational Qualification and any other condition/s as may be prescribed during the campus placement program by the Firm on or before September 2021

In the event, you have failed to meet the aforesaid prerequisites and obtain the required Educational Qualification on or before September 2021 this offer letter or your employment with the Firm will be terminated with immediate effect, at the sole discretion of the Firm.

1. POSITION:

You will be appointed in the position of **Associate** in Assurance in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Noida** office.

2. DUTIES AND CODE OF CONDUCT:

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters



relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

3. WORKING HOURS:

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

4. DATE OF JOINING:

As per our discussion your date of joining will be **26 July, 2021**

Your initial work location will be B-23, Sector 58-60 Road, Block B, Sector 58, Noida, Uttar Pradesh 201307..

Given the current situation, you will be onboarded virtually and can work remotely till you are specifically advised to report to a GDS facility by your counsellor or your Service Line Operations team.

5. PROBATION:

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance.

During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm.

Please note that a confirmation letter/notification will not be issued to you upon completion of the six month probationary period.

6. ANNUAL FIXED COMPENSATION:

You shall be paid an annual fixed compensation of **INR 3,33,333/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

7. TRANSFERABILITY:

Your initial place of posting will be Noida. The Firm reserves the right to transfer you to any other location in India and/or to any other entity affiliated or associated with the Firm.

8. CONFIDENTIALITY:

- a. Compensation: You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.

- b. Use of Firm's name: You shall use the Firm name, logos, trademarks or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of Services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients/customers/users, vendors or other Firm's
- c. Information: You shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm its representatives, authorized personnel, vendors, sub-contractors, clients/customers/users etc. and by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm . For the purposes of this clause 'Confidential Information' means information about the Firm's business and that of its clients/customers/users, subcontractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its client/customer/user lists, employment policies, personnel, and information about the Firm's products, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, and all papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever.
- d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager and/or an authorized officer of the Firm save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm and for no other purpose or use. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- e. You acknowledge and agree that disclosure of any portion of the Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary damages, that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this contract of employment. In addition the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.
- f. Upon termination of your employment or otherwise upon the Firm's request, you will immediately return and surrender to the Firm , all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information in the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Firm requests, you shall also confirm in writing to the Firm that you have complied with this clause. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.
- g. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this contract of employment and/or your employment with the Firm.



9. INTELLECTUAL PROPERTY:

In consideration of this Contract of employment and of the salary agreed to be paid in consideration hereof, you agree:

- a. The Firm shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you solely or jointly with others during the period of your employment, (1) that are along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment, or (2) that result from or are suggested by any work which you may do for the Firm or (3) that are otherwise made through the use of Firm's time, facilities or materials;
- b. Not to disclose or utilize in your work with the Firm, any confidential information of others (including any prior employers) or any inventions or innovations of otherwise without express permission; and
- c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

10. LEAVE:

You will be entitled to a total leave of 30 days for each completed year of service, in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

11. PROVIDENT FUND AND GRATUITY PLANS:

You will participate in the Firm's Provident Fund, and Gratuity Plans as may be applicable in the Firm as per the Payment of Gratuity Act, 1972.

12. RETIREMENT:

As per the Firm's extant policy, retirement age of the employee is 60 years. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

13. NOTICE PERIOD; TERMINATION:

- a. During the probation or extended probation period, either the Firm or you may terminate your contract of employment by giving one month's written notice or one month's salary which is based on annual fixed compensation, in lieu of notice, to the other party, subject to the release date being approved by the Firm. The Firm reserves the right to terminate your employment by giving you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.
- b. After confirmation of your service at the Firm, the contract of employment is terminable by either the Firm or by you, by giving two months' notice in writing to the other, without assigning any reasons thereof. The Firm reserves the right to pay or recover from you, two month's salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.
- c. If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm will agree to the release date and



salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.

- d. The Firm may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Firm's policies.
- e. The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm, as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

14. PAST RECORD:

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, including but not limited to any information about your educational qualification, professional certification, you will be liable to be discharged from the services of the Firm, without any notice or salary.

15. RULES AND REGULATIONS:

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

16. DUAL EMPLOYMENT:

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

17. PERSONAL DATA:

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including without limitation your financial information, emails, addresses, telephone numbers, shareholdings, physical, physiological and mental health information, and medical records and history (your "Personal Data"). You acknowledge that the Firm may collect, use, transfer, store or otherwise process ("Process") such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Firm will Process your Personal Data in accordance with applicable law and professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.



18. EMPLOYMENT VERIFICATION :

Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

19. SUBMISSION OF DOCUMENTS:

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. The list of relevant documents will be intimated to you. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract of employment without any notice or compensation.

20. MISCELLANEOUS:

- a. The following annexures form an integral part of this agreement.
 - a) Annexure A - List of documents to be submitted
 - b) Annexure B - Illustrative compensation break-up
- b. Previous employment: You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this contract of employment, or is otherwise inconsistent with your obligations under this contract of employment. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer/organization and do not have any outstanding issues/unfulfilled employment obligation pending with your previous employer/organization having legal ramifications/consequences for you or for the Firm.
- c. Additional Documents: In addition you may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to your/your nature of services as well as (ii) per any requirement of law of the jurisdiction were you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client/customer/user request and/or (v) per the Firm's exclusive discretion.
- d. Supersedes previous contract of employment: This contract of employment supersedes and replaces any existing agreement between the Firm and you relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This contract of employment shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your undertakings in this contract of employment shall be an obligation of your executors, administrators, or other legal representatives or assigns.
- e. Severability: If any provision contained in this contract of employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.
- f. Privity of Contract: The terms of this contract of employment may only be enforced by a party to this contract of employment.



- g. Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this contract of employment and submitting the same to us for the Firm's records.

Thanking you.

Yours faithfully,
for **EY Global Delivery Services India LLP**

Signed By : Kabita Paul
Reason : Offer Letter
Location : Bengaluru
Date: 29-06-2021 16:48:03

Authorized Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed: _____ Date: _____

Name: _____

Annexure A

Dear Himanshu,

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	4 passport size photographs in formals with a white background	
2	Three printed copies of the following documents: <ul style="list-style-type: none"> • Your Pan Card - Mandatory • Aadhaar Card - Mandatory • Your passport, voters ID, ration card, driving license or ESIC card 	
3	Single printed copies of all semester and year mark sheets, degree and provisional certificates for: <ul style="list-style-type: none"> ▸ Graduation/Post-graduation <p>Note: If you are awaiting results, please submit all previous semester mark sheets, along with a copy of your last semester results</p>	
4	Professional qualification certificates* *For CA qualified - Please carry your articleship completion certificate and membership certificate, along with mark sheets	
5	For Enrolled Agent/CPA qualified - Please carry your completion certificate along with the license/certification number details	
6	Experience certificate or relieving letter from last 2 employers as applicable. Your resignation acceptance letter will also be accepted by us. However, the relieving letter should be submitted to us within 30 days of joining.	
7	PF declaration form	
8	Bank details - Account number along with the IFSC code	
9	Last drawn payslip from your previous employer	
10	Your blood group	
11	Name, address (preferably residence address) and telephone number of two references, excluding relatives. If you have prior work experience, one reference has to be from the last organization or employer.	



Annexure B

Name	Himanshu Gupta	DOJ	26 July, 2021
Designation	Associate	Service Line	Assurance
Rank	44		

COMPONENTS	Per Month (INR)	Annual (INR)
Basic Salary	11,111	1,33,333
House Rent Allowance (HRA)	5,556	66,666
Other allowance including flexible components 1	5,491	65,894
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Employer's Provident Fund (PF) contribution	1,800	21,600
Fixed compensation	27,778	3,33,333

Benefits (Estimated value)		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		15,429
Gratuity 4		6,413
Total of Benefits		21,842

Notes:

You will be eligible to participate in the GDS Variable Pay Bonus (VPB) Program, with a VPB percentage target of 5% at your rank. This target is indicative and the actual pay-out, each year, will vary based on the GDS, Service Line/Service Function and individual performance. Payment under any VPB program is subject to you being employed with the Firm as on the date of pay-out. Employees who join the Firm during the year, will be eligible for a pro-rated VPB amount, subject to meeting the guidelines of the Program. The amount is subject to income tax deduction, as per rules prescribed under the tax laws.

All the above components and benefits are as per the Firm's policies and are subject to change from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for a detailed breakup of your salary structure.

¹ You will also be allowed to determine your flexible components that form a part of your fixed compensation. These will be defined as per policy of the Firm which may be modified from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for applicable flexible components.

³ Insurance benefits

Benefit Type	Benefit Value	Features
Group Medical Insurance	INR 4,00,000	Floater cover for self and five dependents which includes spouse/same sex partner, children and parents/parent-in-law. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal. There will be an employee contribution towards the premium. In addition to the existing INR 4,00,000 cover, employees can opt for an additional sum insured (custom-made 'top-up' health insurance benefit) at a reasonable cost to cover themselves and their dependents.
Group Personal Accident Insurance	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
Group Term Life insurance	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

⁴ Gratuity will be paid as per provisions under the prevailing regulations.



EY Global Delivery Services India LLP
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Benniganahalli, K.R. Puram,
Bangalore - 560016
Karnataka , India

Tel: +91 080 6681 3000
Fax: +91 080 6681 3334
ey.com

29 June, 2021

Ms Gurbani Bal
365, Sector 2 , Near Ram Temple,
Panchkula,
Panchkula,
Haryana - 134112

Contact No: +91 9878983951
Email: gurbanibal@gmail.com

Dear **Gurbani**,

**Subject: Appointment in the position of
Associate**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in **"EY Global Delivery Services India LLP"** (the "Firm") subject to the following terms and conditions:

Please note that this offer letter and your employment with the Firm will only be effective upon your successful completion of the educational qualification set by the Firm for this role ("Educational Qualification"). The Educational Qualification shall be commensurate to or above of the program/course which you are enrolled into, currently with the university. You are required to meet the Educational Qualification and any other condition/s as may be prescribed during the campus placement program by the Firm on or before September 2021

In the event, you have failed to meet the aforesaid prerequisites and obtain the required Educational Qualification on or before September 2021 this offer letter or your employment with the Firm will be terminated with immediate effect, at the sole discretion of the Firm.

1. POSITION:

You will be appointed in the position of **Associate** in Assurance in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Noida** office.

2. DUTIES AND CODE OF CONDUCT:

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters



relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

3. WORKING HOURS:

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

4. DATE OF JOINING:

As per our discussion your date of joining will be **26 July, 2021**

Your initial work location will be B-23, Sector 58-60 Road, Block B, Sector 58, Noida, Uttar Pradesh 201307..

Given the current situation, you will be onboarded virtually and can work remotely till you are specifically advised to report to a GDS facility by your counsellor or your Service Line Operations team.

5. PROBATION:

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance.

During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm.

Please note that a confirmation letter/notification will not be issued to you upon completion of the six month probationary period.

6. ANNUAL FIXED COMPENSATION:

You shall be paid an annual fixed compensation of **INR 3,33,333/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

7. TRANSFERABILITY:

Your initial place of posting will be Noida. The Firm reserves the right to transfer you to any other location in India and/or to any other entity affiliated or associated with the Firm.

8. CONFIDENTIALITY:

- a. Compensation: You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.

- b. Use of Firm's name: You shall use the Firm name, logos, trademarks or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of Services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients/customers/users, vendors or other Firm's
- c. Information: You shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm its representatives, authorized personnel, vendors, sub-contractors, clients/customers/users etc. and by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm . For the purposes of this clause 'Confidential Information' means information about the Firm's business and that of its clients/customers/users, subcontractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its client/customer/user lists, employment policies, personnel, and information about the Firm's products, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, and all papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever.
- d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager and/or an authorized officer of the Firm save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm and for no other purpose or use. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- e. You acknowledge and agree that disclosure of any portion of the Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary damages, that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this contract of employment. In addition the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.
- f. Upon termination of your employment or otherwise upon the Firm's request, you will immediately return and surrender to the Firm , all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information in the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Firm requests, you shall also confirm in writing to the Firm that you have complied with this clause. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.
- g. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this contract of employment and/or your employment with the Firm.



9. INTELLECTUAL PROPERTY:

In consideration of this Contract of employment and of the salary agreed to be paid in consideration hereof, you agree:

- a. The Firm shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you solely or jointly with others during the period of your employment, (1) that are along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment, or (2) that result from or are suggested by any work which you may do for the Firm or (3) that are otherwise made through the use of Firm's time, facilities or materials;
- b. Not to disclose or utilize in your work with the Firm, any confidential information of others (including any prior employers) or any inventions or innovations of otherwise without express permission; and
- c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

10. LEAVE:

You will be entitled to a total leave of 30 days for each completed year of service, in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

11. PROVIDENT FUND AND GRATUITY PLANS:

You will participate in the Firm's Provident Fund, and Gratuity Plans as may be applicable in the Firm as per the Payment of Gratuity Act, 1972.

12. RETIREMENT:

As per the Firm's extant policy, retirement age of the employee is 60 years. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

13. NOTICE PERIOD; TERMINATION:

- a. During the probation or extended probation period, either the Firm or you may terminate your contract of employment by giving one month's written notice or one month's salary which is based on annual fixed compensation, in lieu of notice, to the other party, subject to the release date being approved by the Firm. The Firm reserves the right to terminate your employment by giving you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.
- b. After confirmation of your service at the Firm, the contract of employment is terminable by either the Firm or by you, by giving two months' notice in writing to the other, without assigning any reasons thereof. The Firm reserves the right to pay or recover from you, two month's salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.
- c. If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm will agree to the release date and



salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.

- d. The Firm may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Firm's policies.
- e. The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm, as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

14. PAST RECORD:

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, including but not limited to any information about your educational qualification, professional certification, you will be liable to be discharged from the services of the Firm, without any notice or salary.

15. RULES AND REGULATIONS:

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

16. DUAL EMPLOYMENT:

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

17. PERSONAL DATA:

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including without limitation your financial information, emails, addresses, telephone numbers, shareholdings, physical, physiological and mental health information, and medical records and history (your "Personal Data"). You acknowledge that the Firm may collect, use, transfer, store or otherwise process ("Process") such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Firm will Process your Personal Data in accordance with applicable law and professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.



18. EMPLOYMENT VERIFICATION :

Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

19. SUBMISSION OF DOCUMENTS:

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. The list of relevant documents will be intimated to you. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract of employment without any notice or compensation.

20. MISCELLANEOUS:

- a. The following annexures form an integral part of this agreement.
 - a) Annexure A - List of documents to be submitted
 - b) Annexure B - Illustrative compensation break-up
- b. Previous employment: You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this contract of employment, or is otherwise inconsistent with your obligations under this contract of employment. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer/organization and do not have any outstanding issues/unfulfilled employment obligation pending with your previous employer/organization having legal ramifications/consequences for you or for the Firm.
- c. Additional Documents: In addition you may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to your/your nature of services as well as (ii) per any requirement of law of the jurisdiction were you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client/customer/user request and/or (v) per the Firm's exclusive discretion.
- d. Supersedes previous contract of employment: This contract of employment supersedes and replaces any existing agreement between the Firm and you relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This contract of employment shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your undertakings in this contract of employment shall be an obligation of your executors, administrators, or other legal representatives or assigns.
- e. Severability: If any provision contained in this contract of employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.
- f. Privity of Contract: The terms of this contract of employment may only be enforced by a party to this contract of employment.



- g. Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this contract of employment and submitting the same to us for the Firm's records.

Thanking you.

Yours faithfully,
for **EY Global Delivery Services India LLP**

Signed By : Kabita Paul
Reason : Offer Letter
Location : Bengaluru
Date: 29-06-2021 16:47:47

Authorized Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed: _____ Date: _____

Name: _____

Annexure A

Dear **Gurbani**,

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	4 passport size photographs in formals with a white background	
2	Three printed copies of the following documents: <ul style="list-style-type: none"> Your Pan Card - Mandatory Aadhaar Card - Mandatory Your passport, voters ID, ration card, driving license or ESIC card 	
3	Single printed copies of all semester and year mark sheets, degree and provisional certificates for: <ul style="list-style-type: none"> ▸ Graduation/Post-graduation <p>Note: If you are awaiting results, please submit all previous semester mark sheets, along with a copy of your last semester results</p>	
4	Professional qualification certificates* *For CA qualified - Please carry your articleship completion certificate and membership certificate, along with mark sheets	
5	For Enrolled Agent/CPA qualified - Please carry your completion certificate along with the license/certification number details	
6	Experience certificate or relieving letter from last 2 employers as applicable. Your resignation acceptance letter will also be accepted by us. However, the relieving letter should be submitted to us within 30 days of joining.	
7	PF declaration form	
8	Bank details - Account number along with the IFSC code	
9	Last drawn payslip from your previous employer	
10	Your blood group	
11	Name, address (preferably residence address) and telephone number of two references, excluding relatives. If you have prior work experience, one reference has to be from the last organization or employer.	



Annexure B

Name	Gurbani Bal	DOJ	26 July, 2021
Designation	Associate	Service Line	Assurance
Rank	44		

COMPONENTS	Per Month (INR)	Annual (INR)
Basic Salary	11,111	1,33,333
House Rent Allowance (HRA)	5,556	66,666
Other allowance including flexible components 1	5,491	65,894
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Employer's Provident Fund (PF) contribution	1,800	21,600
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Benefits (Estimated value)		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		15,429
Gratuity 4		6,413
Total of Benefits		21,842

Notes:

You will be eligible to participate in the GDS Variable Pay Bonus (VPB) Program, with a VPB percentage target of 5% at your rank. This target is indicative and the actual pay-out, each year, will vary based on the GDS, Service Line/Service Function and individual performance. Payment under any VPB program is subject to you being employed with the Firm as on the date of pay-out. Employees who join the Firm during the year, will be eligible for a pro-rated VPB amount, subject to meeting the guidelines of the Program. The amount is subject to income tax deduction, as per rules prescribed under the tax laws.

All the above components and benefits are as per the Firm's policies and are subject to change from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for a detailed breakup of your salary structure.

¹ You will also be allowed to determine your flexible components that form a part of your fixed compensation. These will be defined as per policy of the Firm which may be modified from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for applicable flexible components.

³ Insurance benefits

Benefit Type	Benefit Value	Features
Group Medical Insurance	INR 4,00,000	Floater cover for self and five dependents which includes spouse/same sex partner, children and parents/parent-in-law. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal. There will be an employee contribution towards the premium. In addition to the existing INR 4,00,000 cover, employees can opt for an additional sum insured (custom-made 'top-up' health insurance benefit) at a reasonable cost to cover themselves and their dependents.
Group Personal Accident Insurance	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
Group Term Life insurance	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

⁴ Gratuity will be paid as per provisions under the prevailing regulations.



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Karnataka , India

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Fax: +91 080 6681 3334
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15 July, 2021

Ms Muskan Ahuja
H No. 102,
Green City,
Zirakpur,
Punjab - 140603

Contact No: 8968044211
Email: muskanahuja376kc@gmail.com

Dear Muskan,

**Subject: Appointment in the position of
Associate**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in “EY Global Delivery Services India LLP” (the “Firm”) subject to the following terms and conditions:

Please note that this offer letter and your employment with the Firm will only be effective upon your successful completion of the educational qualification set by the Firm for this role (“Educational Qualification”). The Educational Qualification shall be commensurate to or above of the program/course which you are enrolled into, currently with the university. You are required to meet the Educational Qualification and any other condition/s as may be prescribed during the campus placement program by the Firm on or before September 2021

In the event, you have failed to meet the aforesaid prerequisites and obtain the required Educational Qualification on or before September 2021 this offer letter or your employment with the Firm will be terminated with immediate effect, at the sole discretion of the Firm.

1. POSITION:

You will be appointed in the position of **Associate** in Assurance in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Noida** office.

2. DUTIES AND CODE OF CONDUCT:

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm’s Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm’s policies and procedures (as may be intimated from time to time on the Firm’s internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters



relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

3. WORKING HOURS:

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

4. DATE OF JOINING:

As per our discussion your date of joining will be **16 August, 2021**

Your initial work location will be B-23, Sector 58-60 Road, Block B, Sector 58, Noida, Uttar Pradesh 201307..

Given the current situation, you will be onboarded virtually and can work remotely till you are specifically advised to report to a GDS facility by your counsellor or your Service Line Operations team.

5. PROBATION:

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance. During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm. Please note that a confirmation letter/notification will not be issued to you upon completion of the six month probationary period.

6. ANNUAL FIXED COMPENSATION:

You shall be paid an annual fixed compensation of **INR 3,61,905/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

7. TRANSFERABILITY:

Your initial place of posting will be Noida. The Firm reserves the right to transfer you to any other location in India and/or to any other entity affiliated or associated with the Firm.

8. CONFIDENTIALITY:

- a. Compensation: You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.

- b. Use of Firm's name: You shall use the Firm name, logos, trademarks or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of Services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients/customers/users, vendors or other Firm's
- c. Information: You shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm its representatives, authorized personnel, vendors, sub-contractors, clients/customers/users etc. and by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm . For the purposes of this clause 'Confidential Information' means information about the Firm's business and that of its clients/customers/users, subcontractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its client/customer/user lists, employment policies, personnel, and information about the Firm's products, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, and all papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever.
- d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager and/or an authorized officer of the Firm save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm and for no other purpose or use. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- e. You acknowledge and agree that disclosure of any portion of the Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary damages, that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this contract of employment. In addition the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or (iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.
- f. Upon termination of your employment or otherwise upon the Firm's request, you will immediately return and surrender to the Firm , all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information in the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Firm requests, you shall also confirm in writing to the Firm that you have complied with this clause. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.
- g. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this contract of employment and/or your employment with the Firm.



9. INTELLECTUAL PROPERTY:

In consideration of this Contract of employment and of the salary agreed to be paid in consideration hereof, you agree:

- a. The Firm shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you solely or jointly with others during the period of your employment, (1) that are along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment, or (2) that result from or are suggested by any work which you may do for the Firm or (3) that are otherwise made through the use of Firm's time, facilities or materials;
- b. Not to disclose or utilize in your work with the Firm, any confidential information of others (including any prior employers) or any inventions or innovations of otherwise without express permission; and
- c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

10. LEAVE:

You will be entitled to a total leave of 30 days for each completed year of service, in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

11. PROVIDENT FUND AND GRATUITY PLANS:

You will participate in the Firm's Provident Fund, and Gratuity Plans as may be applicable in the Firm as per the Payment of Gratuity Act, 1972.

12. RETIREMENT:

As per the Firm's extant policy, retirement age of the employee is 60 years. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

13. NOTICE PERIOD; TERMINATION:

- a. During the probation or extended probation period, either the Firm or you may terminate your contract of employment by giving one month's written notice or one month's salary which is based on annual fixed compensation, in lieu of notice, to the other party, subject to the release date being approved by the Firm. The Firm reserves the right to terminate your employment by giving you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.
- b. After confirmation of your service at the Firm, the contract of employment is terminable by either the Firm or by you, by giving two months' notice in writing to the other, without assigning any reasons thereof. The Firm reserves the right to pay or recover from you, two month's salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.
- c. If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm will agree to the release date and

salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.

- d. The Firm may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term “moral turpitude” includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Firm's policies.
- e. The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm , as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

14. PAST RECORD:

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, including but not limited to any information about your educational qualification, professional certification, you will be liable to be discharged from the services of the Firm, without any notice or salary.

15. RULES AND REGULATIONS:

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

16. DUAL EMPLOYMENT:

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

17. PERSONAL DATA:

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including without limitation your financial information, emails, addresses, telephone numbers, shareholdings, physical, physiological and mental health information, and medical records and history (your “Personal Data”). You acknowledge that the Firm may collect, use, transfer, store or otherwise process (“Process”) such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Firm will Process your Personal Data in accordance with applicable law and professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.

18. EMPLOYMENT VERIFICATION :

Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

19. SUBMISSION OF DOCUMENTS:

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. The list of relevant documents will be intimated to you. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract of employment without any notice or compensation.

20. MISCELLANEOUS:

- a. The following annexures form an integral part of this agreement.
 - a) Annexure A - List of documents to be submitted
 - b) Annexure B - Illustrative compensation break-up
- b. Previous employment: You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this contract of employment, or is otherwise inconsistent with your obligations under this contract of employment. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer/organization and do not have any outstanding issues/unfulfilled employment obligation pending with your previous employer/organization having legal ramifications/consequences for you or for the Firm.
- c. Additional Documents: In addition you may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to your/your nature of services as well as (ii) per any requirement of law of the jurisdiction where you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client/customer/user request and/or (v) per the Firm's exclusive discretion.
- d. Supersedes previous contract of employment: This contract of employment supersedes and replaces any existing agreement between the Firm and you relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This contract of employment shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your undertakings in this contract of employment shall be an obligation of your executors, administrators, or other legal representatives or assigns.
- e. Severability: If any provision contained in this contract of employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.
- f. Privity of Contract: The terms of this contract of employment may only be enforced by a party to this contract of employment.



- g. Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this contract of employment and submitting the same to us for the Firm's records.

Thanking you.

Yours faithfully,
for EY Global Delivery Services India LLP

Signed By : DIVYA PARIHAR
Reason : Offer Letter
Location : Bangalore
Date: 15-07-2021 20:40:54

Authorized Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed: _____ Date: 16-07-2021

Name: Muskan Ahuja

Annexure A

Dear Muskan,

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	4 passport size photographs in formals with a white background	
2	Three printed copies of the following documents: <ul style="list-style-type: none"> Your Pan Card - Mandatory Aadhaar Card - Mandatory Your passport, voters ID, ration card, driving license or ESIC card 	
3	Single printed copies of all semester and year mark sheets, degree and provisional certificates for: <ul style="list-style-type: none"> Graduation/Post-graduation <p>Note: If you are awaiting results, please submit all previous semester mark sheets, along with a copy of your last semester results</p>	
4	Professional qualification certificates* *For CA qualified - Please carry your articleship completion certificate and membership certificate, along with mark sheets	
5	For Enrolled Agent/CPA qualified - Please carry your completion certificate along with the license/certification number details	
6	Experience certificate or relieving letter from last 2 employers as applicable. Your resignation acceptance letter will also be accepted by us. However, the relieving letter should be submitted to us within 30 days of joining.	
7	PF declaration form	
8	Bank details - Account number along with the IFSC code	
9	Last drawn payslip from your previous employer	
10	Your blood group	
11	Name, address (preferably residence address) and telephone number of two references, excluding relatives. If you have prior work experience, one reference has to be from the last organization or employer.	

Annexure B

Name	Muskan Ahuja	DOJ	16 August, 2021
Designation	Associate	Service Line	Assurance
Rank	44		

COMPONENTS	Per Month (INR)	Annual (INR)
Basic Salary	12,064	1,44,762
House Rent Allowance (HRA)	6,032	72,381
Other allowance including flexible components 1	6,443	77,322
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Employer's Provident Fund (PF) contribution	1,800	21,600
Fixed compensation	30,159	3,61,905

Benefits (Estimated value)		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		15,461
Gratuity 4		6,963
Total of Benefits		22,424

Notes:

You will be eligible to participate in the GDS Variable Pay Bonus (VPB) Program, with a VPB percentage target of 5% at your rank. This target is indicative and the actual pay-out, each year, will vary based on the GDS, Service Line/Service Function and individual performance. Payment under any VPB program is subject to you being employed with the Firm as on the date of pay-out. Employees who join the Firm during the year, will be eligible for a pro-rated VPB amount, subject to meeting the guidelines of the Program. The amount is subject to income tax deduction, as per rules prescribed under the tax laws.

All the above components and benefits are as per the Firm's policies and are subject to change from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for a detailed breakup of your salary structure.

¹ You will also be allowed to determine your flexible components that form a part of your fixed compensation. These will be defined as per policy of the Firm which may be modified from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for applicable flexible components.

³ Insurance benefits

Benefit Type	Benefit Value	Features
Group Medical Insurance	INR 4,00,000	Floater cover for self and five dependents which includes spouse/same sex partner, children and parents/parent-in-law. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal. There will be an employee contribution towards the premium. In addition to the existing INR 4,00,000 cover, employees can opt for an additional sum insured (custom-made 'top-up' health insurance benefit) at a reasonable cost to cover themselves and their dependents.
Group Personal Accident Insurance	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
Group Term Life insurance	INR 10,85,715	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

⁴ Gratuity will be paid as per provisions under the prevailing regulations.



EY Global Delivery Services India LLP
3rd Floor, Tower 'C',
RMZ Infinity, Old Madras Road,
Benniganahalli, K.R. Puram,
Bangalore - 560016
Karnataka , India

Tel: +91 080 6681 3000
Fax: +91 080 6681 3334
ey.com

09 August, 2021

**Ms Navya Chhatwani
#3013,
Sector 37 (D),
Chandigarh,
Uttar Pradesh - 160036**

**Contact No: 9417867982
Email: navyachhatwani25@gmail.com**

Dear Navya,

**Subject: Appointment in the position of
Associate**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in **"EY Global Delivery Services India LLP"** (the "Firm") subject to the following terms and conditions:

Please note that this offer letter and your employment with the Firm will only be effective upon your successful completion of the educational qualification set by the Firm for this role ("Educational Qualification"). The Educational Qualification shall be commensurate to or above of the program/course which you are enrolled into, currently with the university. You are required to meet the Educational Qualification and any other condition/s as may be prescribed during the campus placement program by the Firm on or before June 2021. In the event, you have failed to meet the aforesaid prerequisites and obtain the required Educational Qualification on or before June 2021 this offer letter or your employment with the Firm will be terminated with immediate effect, at the sole discretion of the Firm.

1. POSITION:

You will be appointed in the position of **Associate** in Assurance in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Noida** office.

2. DUTIES AND CODE OF CONDUCT:

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.



3. WORKING HOURS:

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

4. DATE OF JOINING:

As per our discussion your date of joining will be **30 August, 2021**

Your initial work location will be 4th Floor, Tower B, Advant Navis Business Park, Plot #7, Sector 142, Noida-Greater Noida Expressway, Noida, UP-201305.

Given the current situation, you will be onboarded virtually and can work remotely till you are specifically advised to report to a GDS facility by your counsellor or your Service Line Operations team.

5. PROBATION:

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance. During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm. Please note that a confirmation letter/notification will not be issued to you upon completion of the six month probationary period.

6. ANNUAL FIXED COMPENSATION:

You shall be paid an annual fixed compensation of **INR 3,33,333/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

7. TRANSFERABILITY:

Your initial place of posting will be Noida. The Firm reserves the right to transfer you to any other location in India and/or to any other entity affiliated or associated with the Firm.

8. CONFIDENTIALITY:

- a. Compensation: You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.
- b. Use of Firm's name: You shall use the Firm name, logos, trademarks or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of Services delegated to you



to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients/customers/users, vendors or other Firm's

- c. Information: You shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm its representatives, authorized personnel, vendors, sub-contractors, clients/customers/users etc. and by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm . For the purposes of this clause 'Confidential Information' means information about the Firm's business and that of its clients/customers/users, subcontractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its client/customer/user lists, employment policies, personnel, and information about the Firm's products, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, and all papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever.
- d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager and/or an authorized officer of the Firm save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm and for no other purpose or use. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- e. You acknowledge and agree that disclosure of any portion of the Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary damages, that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this contract of employment. In addition the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.
- f. Upon termination of your employment or otherwise upon the Firm's request, you will immediately return and surrender to the Firm , all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information in the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Firm requests, you shall also confirm in writing to the Firm that you have complied with this clause. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.
- g. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this contract of employment and/or your employment with the Firm.



9. INTELLECTUAL PROPERTY:

In consideration of this Contract of employment and of the salary agreed to be paid in consideration hereof, you agree:

- a. The Firm shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you solely or jointly with others during the period of your employment, (1) that are along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment, or (2) that result from or are suggested by any work which you may do for the Firm or (3) that are otherwise made through the use of Firm's time, facilities or materials;
- b. Not to disclose or utilize in your work with the Firm, any confidential information of others (including any prior employers) or any inventions or innovations of otherwise without express permission; and
- c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

10. LEAVE:

You will be entitled to a total leave of 30 days for each completed year of service, in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

11. PROVIDENT FUND AND GRATUITY PLANS:

You will participate in the Firm's Provident Fund, and Gratuity Plans as may be applicable in the Firm as per the Payment of Gratuity Act, 1972.

12. RETIREMENT:

As per the Firm's extant policy, retirement age of the employee is 60 years. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

13. NOTICE PERIOD; TERMINATION:

- a. During the probation or extended probation period, either the Firm or you may terminate your contract of employment by giving one month's written notice or one month's salary which is based on annual fixed compensation, in lieu of notice, to the other party, subject to the release date being approved by the Firm. The Firm reserves the right to terminate your employment by giving you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.
- b. After confirmation of your service at the Firm, the contract of employment is terminable by either the Firm or by you, by giving two months' notice in writing to the other, without assigning any reasons thereof. The Firm reserves the right to pay or recover from you, two month's salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.
- c. If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm will agree to the release date and salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the



Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.

- d. The Firm may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Firm's policies.
- e. The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm , as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

14. PAST RECORD:

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, including but not limited to any information about your educational qualification, professional certification, you will be liable to be discharged from the services of the Firm, without any notice or salary.

15. RULES AND REGULATIONS:

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

16. DUAL EMPLOYMENT:

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

17. PERSONAL DATA:

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including without limitation your financial information, emails, addresses, telephone numbers, shareholdings, physical, physiological and mental health information, and medical records and history (your "Personal Data"). You acknowledge that the Firm may collect, use, transfer, store or otherwise process ("Process") such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Firm will Process your Personal Data in accordance with applicable law and professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.



18. EMPLOYMENT VERIFICATION :

Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

19. SUBMISSION OF DOCUMENTS:

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. The list of relevant documents will be intimated to you. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract of employment without any notice or compensation.

20. MISCELLANEOUS:

- a. The following annexures form an integral part of this agreement.
 - a) Annexure A - List of documents to be submitted
 - b) Annexure B - Illustrative compensation break-up
- b. Previous employment: You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this contract of employment, or is otherwise inconsistent with your obligations under this contract of employment. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer/organization and do not have any outstanding issues/unfulfilled employment obligation pending with your previous employer/organization having legal ramifications/consequences for you or for the Firm.
- c. Additional Documents: In addition you may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to your/your nature of services as well as (ii) per any requirement of law of the jurisdiction were you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client/customer/user request and/or (v) per the Firm's exclusive discretion.
- d. Supersedes previous contract of employment: This contract of employment supersedes and replaces any existing agreement between the Firm and you relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This contract of employment shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your undertakings in this contract of employment shall be an obligation of your executors, administrators, or other legal representatives or assigns.
- e. Severability: If any provision contained in this contract of employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.
- f. Privity of Contract: The terms of this contract of employment may only be enforced by a party to this contract of employment.



- g. Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this contract of employment and submitting the same to us for the Firm's records.


Thanking you.

Yours faithfully,
for **EY Global Delivery Services India LLP**

Signed By : DIVYA PARIHAR
Reason : Offer Letter
Location : Bangalore
Date: 09-08-2021 13:33:53

Authorized Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:  _____ Date: 09/08/2021

Name: Navya Chhatwani



Annexure A

Dear Navya,

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	4 passport size photographs in formals with a white background	
2	Three printed copies of the following documents: <ul style="list-style-type: none"> • Your Pan Card - Mandatory • Aadhaar Card - Mandatory • Your passport, voters ID, ration card, driving license or ESIC card 	
3	Single printed copies of all semester and year mark sheets, degree and provisional certificates for: <ul style="list-style-type: none"> ▸ Graduation/Post-graduation <p>Note: If you are awaiting results, please submit all previous semester mark sheets, along with a copy of your last semester results</p>	
4	Professional qualification certificates* *For CA qualified - Please carry your articleship completion certificate and membership certificate, along with mark sheets	
5	For Enrolled Agent/CPA qualified - Please carry your completion certificate along with the license/certification number details	
6	Experience certificate or relieving letter from last 2 employers as applicable. Your resignation acceptance letter will also be accepted by us. However, the relieving letter should be submitted to us within 30 days of joining.	
7	PF declaration form	
8	Bank details - Account number along with the IFSC code	
9	Last drawn payslip from your previous employer	
10	Your blood group	
11	Name, address (preferably residence address) and telephone number of two references, excluding relatives. If you have prior work experience, one reference has to be from the last organization or employer.	



Annexure B

Name	Navya Chhatwani	DOJ	30 August, 2021
Designation	Associate	Service Line	Assurance
Rank	44		

COMPONENTS	Per Month (INR)	Annual (INR)
Basic Salary	11,111	1,33,333
House Rent Allowance (HRA)	5,556	66,666
Other allowance including flexible components 1	5,491	65,894
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Employer's Provident Fund (PF) contribution	1,800	21,600
Fixed compensation	27,778	3,33,333

Benefits (Estimated value)		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		15,429
Gratuity 4		6,413
Total of Benefits		21,842



Notes:

You will be eligible to participate in the GDS Variable Pay Bonus (VPB) Program, with a VPB percentage target of 5% at your rank. This target is indicative and the actual pay-out, each year, will vary based on the GDS, Service Line/Service Function and individual performance. Payment under any VPB program is subject to you being employed with the Firm as on the date of pay-out. Employees who join the Firm during the year, will be eligible for a pro-rated VPB amount, subject to meeting the guidelines of the Program. The amount is subject to income tax deduction, as per rules prescribed under the tax laws.

All the above components and benefits are as per the Firm's policies and are subject to change from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for a detailed breakup of your salary structure.

¹ You will also be allowed to determine your flexible components that form a part of your fixed compensation. These will be defined as per policy of the Firm which may be modified from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for applicable flexible components.

³ Insurance benefits

Benefit Type	Benefit Value	Features
Group Medical Insurance	INR 4,00,000	Floater cover for self and five dependents which includes spouse/same sex partner, children and parents/parent-in-law. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal. There will be an employee contribution towards the premium. In addition to the existing INR 4,00,000 cover, employees can opt for an additional sum insured (custom-made 'top-up' health insurance benefit) at a reasonable cost to cover themselves and their dependents.
Group Personal Accident Insurance	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
Group Term Life insurance	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

⁴ Gratuity will be paid as per provisions under the prevailing regulations.



Mcm Placements <mcm36placements@gmail.com>

Fwd: Felix Advisory || Internal Audit Department || Interview ||

2 messages

sahiba sharma <sahiba.sharma517@gmail.com>

Sat, Dec 4, 2021 at 11:19 AM

To: Mcm Placements <mcm36placements@gmail.com>, nancysharma@mcmdavcwchd.in

----- Forwarded message -----

From: **NAVYA CHHATWANI** <navyachhatwani25@gmail.com>

Date: Tue, 7 Sep, 2021, 7:16 pm

Subject: Fwd: Felix Advisory || Internal Audit Department || Interview ||

To: sahiba sharma <sahiba.sharma517@gmail.com>

----- Forwarded message -----

From: **Priyanka Jajodia** <priyanka.jajodia@felixadvisory.com>

Date: Tue, 7 Sep 2021, 5:59 pm

Subject: RE: Felix Advisory || Internal Audit Department || Interview ||

To: navyachhatwani25@gmail.com <navyachhatwani25@gmail.com>

Cc: Rajat Masan <rajat.masan@felixadvisory.com>, Raunaq Singh <raunaq.singh@felixadvisory.com>

Dear Navya,

This is to inform you on your selection as "Internal Audit – Team Member" in Felix Advisory Private Limited.

We would like to offer you an annual compensation of 2.4 Lakhs initially. *(The same shall be revised based on your performance evaluation during a period of 6 months)*

Kindly connect the undersigned for way forward.

With regards,

Priyanka Jajodia

From: Priyanka Jajodia**Sent:** 23 August 2021 18:09**To:** navyachhatwani25@gmail.com**Cc:** Rajat Masan <rajat.masan@felixadvisory.com>**Subject:** RE: Felix Advisory || Internal Audit Department || Interview ||

Dear Navya,

We have aligned your interview for Position in Internal Audit Department of Felix Advisory Pvt. Ltd. (Gurgoan Location).

Kindly make yourself available at 12:00 PM today at the below link :-

https://teams.microsoft.com/join/19%3ameeting_ODdiNzdINDctYzA5MC00NWWILThkNDItY2I4N2UzMTg3ZDE2%40thread.v2/0?context=%7b%22Tid%22%3a%22adedcafe-da02-4d85-af51-32288e6c2624%22%2c%22Oid%22%3a%2277229f1a-94a2-45a1-aa92-ed90675f6c30%22%7d

With regards,

Priyanka Jajodia

Process Advisory Services

Risk | **Optimize** | **Automate** | **Forensic**



Gurgaon | Jaipur | Dubai | Netherlands | Mumbai | Pune

45 Arjun Marg, DLF Phase I, Gurgaon 122002

Tel: (91 124) 4252720 | Mobile: +91 8375 9784 11

Email: priyanka.jajodia@felixadvisory.com | www.felixadvisory.com

2 attachments



Felix Advisory
Innovating financial solutions

image001.jpg
4K



Felix Advisory
Innovating financial solutions

image001.jpg
4K

sahiba sharma <sahiba.sharma517@gmail.com>
To: Mcm Placements <mcm36placements@gmail.com>, nancysharma@mcmdavcwchd.in

Sat, Dec 4, 2021 at 11:21 AM

----- Forwarded message -----

From: **Yashika Sood** <yashikasood1341@gmail.com>
Date: Wed, 8 Sep, 2021, 10:22 am
Subject: Fwd: Felix Advisory || Internal Audit Department || Interview ||
To: sahiba.sharma517@gmail.com <sahiba.sharma517@gmail.com>

----- Forwarded message -----

From: **Priyanka Jajodia** <priyanka.jajodia@felixadvisory.com>

Date: Tue, 7 Sep 2021 at 5:59 PM

Subject: RE: Felix Advisory || Internal Audit Department || Interview ||

To: yashikasood1341@gmail.com <yashikasood1341@gmail.com>

Cc: Rajat Masan <rajat.masan@felixadvisory.com>, Raunaq Singh <raunaq.singh@felixadvisory.com>

Dear Yashika,

This is to inform you on your selection as "Internal Audit – Team Member" in Felix Advisory Private Limited.

We would like to offer you an annual compensation of 2.4 Lakhs initially. (*The same shall be revised based on your performance evaluation during a period of 6 months*)

Kindly connect the undersigned for way forward.

With regards,

Priyanka Jajodia

From: Priyanka Jajodia

Sent: 23 August 2021 18:08

To: yashikasood1341@gmail.com

Cc: Rajat Masan <rajat.masan@felixadvisory.com>

Subject: Felix Advisory || Internal Audit Department || Interview ||

Dear Yashika,

We have aligned your interview for Position in Internal Audit Department of Felix Advisory Pvt. Ltd. (Gurgoan Location).

Kindly make yourself available at 12:30 PM today at the below link :-

[Quoted text hidden]

Date : 12/JAN/2021

AL/TAD/HR/JAN/2021

Appointment Letter

Ms Garimaji
D/O Mukesh Kumar
#52, Khushal Enclave, Bhabat,
Zirakpur, SAS Nagar (Mohali) 140603

Dear Ms Garimaji,

This is with reference to your application and the subsequent interview, you had with us. We are pleased to appoint you as a "Consultant" on the following terms & conditions :-

Effective Date of Appointment:

Your appointment with TRIM & DIET will commence from 12th Jan 2021.

Place of Work:

You will be based at TRIM & DIET may be required to work at such other locations within as well as outside India as reasonably determined by the needs of the business.

Remuneration:


You will be entitled for salary and benefits of INR 2,16,000 (Two Lakh Sixteen Thousand only) Per Annum as detailed in Annexure A and in accordance with the company's normal payroll procedures, statutory provisions in force from time to time and deductions of appropriate taxes at source. The company may modify job titles, salaries and benefits from time to time as it deems necessary. Your remuneration package and salary structure / details are confidential between you and the management of the company and you should not discuss it with anyone except your HR.

Your appointment will be governed by the Annexure A and Non Disclosure Agreement appended herewith.

We welcome you to this organization and trust we will have a long and mutually rewarding association. Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us directly or by email.

We wish you all the very best in your career with us, and we are confident that you will continue to build on the good work you have started.

Yours faithfully,


HR Department

For TRIM & DIET



Saupin's School, Mohali

(For Session 2019-2020)
CONTRACT OF CONSULTANCY
(On Part Time Basis)

This contract made on 05/08/2020 between the management of Saupin's School, Mohali and Gaurika Rana who shall impart instruction in Hindi Online Class (subject skills) in the School. The contract shall be valid only for the current academic session ending with 31st March 2021.

Consultation fee will be paid on a monthly basis, shall be calculated according to number of classes taken.

The consultant shall not be entitled to any EPF or any other benefit like ESI, Gratuity or leave of absence, as there no employer employee relationship exists between school and consultant. Being consultant TDS as applicable will deducted as per Income Tax Rules and a certificate issued.

Consultants or their nominee's, so engaged, if found administering "corporal punishment" to any student irrespective of provocation will be liable for termination of service without notice.

(This contract can be terminated by either party with one month notice.)

Signed by

Gaurika Rana

(Consultant(s))

Manager Dabeet
Rep. School Management

Headmistress Kapany

13/08/2020

Name: GAURIKA RANA

Address: H.No-254, Sec-
46-A CHD

Contact No. 9780388511
Pan No. EJPR5958H





Sandeep Kaur <sandeep3371@gmail.com>

Fwd: Female Health Care Consultant

2 messages

Mcm Placements <mcm36placements@gmail.com>

Thu, Jan 14, 2021 at 12:51 PM

To: Sandeep Kaur <sandeep3371@gmail.com>

----- Forwarded message -----

From: **Manpreet** <manpreet2@dietitianshreya.com>

Date: Sat, Jan 9, 2021, 12:52

Subject: Female Health Care Consultant

To: <mcm36placements@gmail.com>

Dear Sir/ Mam

Thanks for your support for successfully online drive placements. I am sharing the name of candidates who have been selected and ready to joined for the position of Diet Consultant.

1. Ms. Garima ready to joined on 12 Jan 2021, hired on 2,16,000(annually) for Chandigarh location.
2. Ms. Sanya ready to joined on 12 Jan 2021, hired on 2,16,000(annually) for Chandigarh location.
3. Ms. Manjot selected but not ready to join till March 2021.(cant consider).

Regards

Ms. Manpreet Viridi

HRM.

----- Forwarded Message -----

Subject:Female Health Care Consultant for Goa**Date:**Sat, 19 Dec 2020 12:16:37 +0530**From:**Manpreet <manpreet2@dietitianshreya.com>**To:**mcm36placements@gmail.com

Dear Sir/Madam

We need bulk hiring for this position. We prefer biotechnology and pharma students for this profile. We would be immensely interested in conducting a recruitment drive in your campus.

Urgent Requirement for Female Health Care Consultant : Panajim (GOA).

Job Description:

We are looking for a Female Health Care Consultant to help us in clients 'counseling, educating, creating relationships and sending diet & lifestyle plans under strict concept and framework laid by head dietitian.

Responsibilities and duties:

- Send reminder to client regarding their diet plans.
- Hold on making Diet charts according to client needs.
- Help to keep check in Clinic reporting and sales.
- Strong follow up with Clinic staff and client.
- Make harmonious relation with client .

Skills:

- Positive attitude.
- Convincing Power.
- Ability to handle pressure.
- Good Communication skills.

Educational required:

- Any Graduate or diploma holder from Medical Background(except nutrition, dietetics and home science).
- Strong communication and presentation skills.
- Fresher also welcome.

Salary Package: 20,000(all included).

Accommodation is not from company side.

Working hours: 9 hours (9 to 6).

--

Regards Ms. Manpreet Viridi
HR Manager

Mcm Placements <mcm36placements@gmail.com>

Tue, Feb 23, 2021 at 9:03 PM

To: Sandeep Kaur <sandeep3371@gmail.com>, Purnima Bhandari <purnima3320@gmail.com>, Leetika Kathuria <leetika85@yahoo.com>, Ritika Bansal <rbansal_298@yahoo.co.in>

Dr. Sandeep is coordinator for the same.

Dr. Sandeep PI send dates of registration and other requires information to Dr. Purnima as well as Dr. Leetika.

Dr. Ritika Please make sure after getting soft cooy of signed notice, it should be updated on website as well as Fb page as discussed.

Thanks

----- Forwarded message -----

From: **Manpreet** <manpreet2@dietitianshreya.com>

Date: Mon, Feb 15, 2021, 15:50

Subject: Fwd: Female Health Care Consultant

To: <mcm36placements@gmail.com>

Dear Sir/Madam

We need bulk hiring for this position. We prefer biotechnology and pharma students for this profile. We would be immensely interested in conducting a recruitment drive in your campus.

Urgent Requirement for Female Health Care Consultant : Chandigarh

Job Description:

We are looking for a Female Health Care Consultant to help us in clients 'counseling, educating, creating relationships and sending diet & lifestyle plans under strict concept and framework laid by head dietitian.

Responsibilities and duties:

- Send reminder to client regarding their diet plans.
- Hold on making Diet charts according to client needs.
- Help to keep check in Clinic reporting and sales.
- Strong follow up with Clinic staff and client.
- Make harmonious relation with client .

Skills:

- Positive attitude.
- Convincing Power.
- Ability to handle pressure.
- Good Communication skills.

Educational required:

- Any Graduate or diploma holder from Medical Background(except nutrition, dietetics and home science).
- Strong communication and presentation skills.
- Fresher also welcome.

Salary Package: 18,000(all included).

Accommodation is not from company side.

Working hours: 9 hours (10 to 7).

[Quoted text hidden]



Mcm Placements <mcm36placements@gmail.com>

Fwd: Information regarding placement of mcm students purely for our own record keeping

1 message

Sandeep Kaur <sandeep3371@gmail.com>
To: mcm36placements@gmail.com

Tue, Dec 7, 2021 at 3:24 PM

----- Forwarded message -----

From: <manpreet2@dietitianshreya.com>

Date: Tue, 7 Dec, 2021, 2:44 PM

Subject: Fwd: Information regarding placement of mcm students purely for our own record keeping

To: <sandeep3371@gmail.com>

Dear Concern

We are highly obliged that we had successfully did virtual drive in your campus. As on trail these students were selected on the drive and Jessica, Rashmi, Sunita joined our organization and Navpreet and himashi selected from our campus drive,.

Regards
Ms. Manpreet
HRM

----- Original Message -----

Subject: Information regarding placement of mcm students purely for our own record keeping

Date: 2021-12-06 04:07

From: Sandeep Kaur <sandeep3371@gmail.com>

To: manpreet2@dietitianshreya.com

Dear Manpreet

We would be obliged if you could communicate the following information through mail (Kindly mail to mcm36placements@gmail.com)

a) The following four students selected for the post of Female healthcare consultant through online placement drive held on 02 June 2021 :

Jessica Sarao-BSc.(MFT)
Navpreet Kaur BSc.(Medical)]

Himanshi Bansal (BSc.-MFT)
Rashmi Surial (BSc.-MFT)

b) One student was finally selected for the post of Female healthcare consultant through online placement drive held on 02 March 2021

Sunita Chauhan (BSc.-MFT)



HRD/2T/21-22/1001983336

July 29, 2021

Ms. Naghma Firdous
Candidate ID: 1001983336
Royal Guest House ,Swarajpuri Road ,
Near Bharat Sevaashram, Gaya Bihar
Gaya - 823001
Bihar
India
Ph: (91) 62033 09931

Dear Naghma,

SUB: LETTER OF INTENT TO HIRE

Congratulations! Further to your application for Employment with Infosys Limited ('Company') and the subsequent selection process, we are delighted to communicate to you our intent to make you an offer for the position of **Operations Executive** in Job Level 2 with the company. Your DoJ is **August 16, 2021** and you will receive the Letter of Appointment with all the elaborates soon.

This letter of intent would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc.

Please be advised that our offer to you will be conditional upon you having successfully completed your graduation qualification and having completed all course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

Should you meet the conditions of employment, your **Total Gross Salary** will be **INR 222972** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This is a letter of intent only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty on either you or the Company. Should you have any questions regarding the above, please do not hesitate to write to us at offer_update@infosys.com.

Welcome to Infosys Ltd. We are confident you will be able to make a significant contribution to the success of Infosys Limited. We wish you a long, rewarding and fulfilling career and look forward to working with you.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

July 5, 2021

HRD/2T/1001975365/21-22

Ms. Aditika Singh
#2056 , Sector 28-C
Near Nanak Sar Gurdwara
Chandigarh-160002
India

Ph: +91-9041775811

Dear Aditika,

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: 2021.07.05 17:28:51 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

July 5, 2021

HRD/1001975365/21-22

Ms. Aditika Singh
#2056 , Sector 28-C
Near Nanak Sar Gurdwara
Chandigarh-160002
India

Ph: +91-9041775811

Dear Aditika,

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **22-Jul-2021**.

Location

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

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

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

Training

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

Probation and Confirmation

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

Leave

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

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

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

Increments and Promotions

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

Transfer

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

Agreement

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

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

Passport and Driving License

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

Compensation and Benefits

Salary

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

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

Ex - Gratia / Bonus

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

Insurance

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

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

Notice Period

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

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

Background Checks

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

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

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

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

Other Terms and Conditions

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

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

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

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

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

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

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Date: _____, 20____

Sign your name

Print your full Name

Location

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.07.05 17:28:51 IST
Reason: Digitally Signed
Location: Bangalore

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

ANNEXURE - I
(Compensation)

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

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

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

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.



Nancy Sharma <nancysharma@mcmdavcwchd.in>

Fwd: Infosys Campus Recruitment Program: Congratulations! You have a job offer

1 message

Dr Leetika <kathurialeetika@gmail.com>
To: Nancy Sharma <nancysharma@mcmdavcwchd.in>

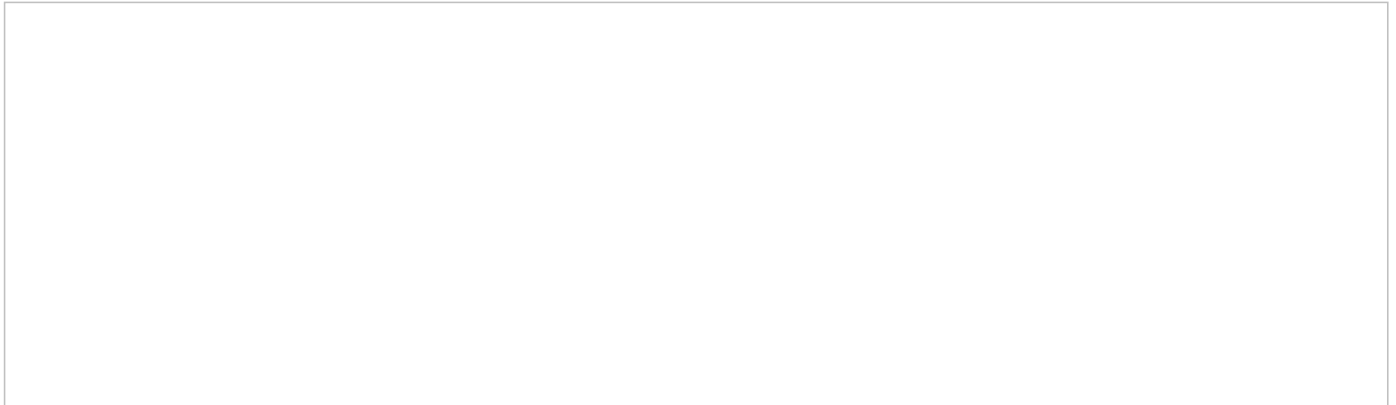
7 December 2021 at 14:07

----- Forwarded message -----

From: **priyanka** <priyanka1224pc@gmail.com>
Date: Tue, 7 Dec 2021, 1:55 pm
Subject: Fwd: Infosys Campus Recruitment Program: Congratulations! You have a job offer
To: **kathurialeetika@gmail.com** <kathurialeetika@gmail.com>

----- Forwarded message -----

From: **Infosys Freshers Recruitment** <Talent.Acquisition@infosys.com>
Date: Thu, 6 May 2021, 7:21 pm
Subject: Infosys Campus Recruitment Program: Congratulations! You have a job offer
To: **priyanka1224pc@gmail.com** <priyanka1224pc@gmail.com>



Dear Priyanka,

Thank you for participating in the Infosys Campus Recruitment Program for 2020-21.

Congratulations! You have cleared the interview round to receive a final job offer for Operations Executive role. The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com.

You will soon hear from us about the next steps of the process.

We look forward to welcoming you into our Infosys family

Best regards,

Talent Acquisition

Infosys

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image001.jpg
230K



Infosys Limited | Virtual
Onboarding Survey Inbox



Infosys Limited 25/6/2021
to me ▾



Dear Candidate,

Greetings! We hope you and your family are safe and well.

As we are initiating our virtual onboarding process for Freshers, we request you to provide us with some vital system information from your side.

Kindly [click here](#) to update your details at the earliest.

Please note, it is essential for you to update details on the link shared above for us to accelerate your virtual onboarding process.

If you have any queries, please write to us at offer_update@infosys.com.

We look forward to welcoming you at **Infosys**.

July 5, 2021

HRD/2T/1001982766/21-22

Ms. Muskan Sabharwal
Block 12 B3
Sector 6
Solan-173220
India

Ph: +91-9816615130

Dear Muskan,

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: 2021.07.05 17:29:20 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
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July 5, 2021

HRD/1001982766/21-22

Ms. Muskan Sabharwal
Block 12 B3
Sector 6
Solan-173220
India

Ph: +91-9816615130

Dear Muskan,

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **22-Jul-2021**.

Location

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

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

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

Training

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

Probation and Confirmation

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

Leave

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

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

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

Increments and Promotions

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

Transfer

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

Agreement

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

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

Passport and Driving License

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

Compensation and Benefits

Salary

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

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

Ex - Gratia / Bonus

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

Insurance

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

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

Notice Period

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

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

Background Checks

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

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

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

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

Other Terms and Conditions

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

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

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

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

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

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

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

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

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Date: _____, 20_____

Sign your name

Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.07.05 17:29:20 IST
Reason: Digitally Signed
Location: Bangalore

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

ANNEXURE - I
(Compensation)

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

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

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

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

July 5, 2021

HRD/2T/1002109566/21-22

Ms. Vanshika Dang
Tulsa Vihar
Near Bhuteshwar Mandir
Saharanpur-247001
India

Ph: +91-6396950811

Dear Vanshika,

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: 2021.07.05 20:47:18 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

July 5, 2021

HRD/1002109566/21-22

Ms. Vanshika Dang
Tulsa Vihar
Near Bhuteshwar Mandir
Saharanpur-247001
India

Ph: +91-6396950811

Dear Vanshika,

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **22-Jul-2021**.

Location

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

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

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

Training

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

Probation and Confirmation

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

Leave

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

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

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

Increments and Promotions

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

Transfer

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

Agreement

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

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

Passport and Driving License

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

Compensation and Benefits

Salary

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

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

Ex - Gratia / Bonus

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

Insurance

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

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

Notice Period

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

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

Background Checks

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

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

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

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

Other Terms and Conditions

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers. Your simple average should not be less than what was 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.

Your employment will be governed by the rules, regulations and policies of the Company. As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

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

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Date: _____, 20_____

Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.07.05 20:47:18 IST
Reason: Digitally Signed
Location: Bangalore

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

ANNEXURE - I
(Compensation)

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

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

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

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

Date: October 06, 2020

Emp Temp Code: 111348948

Joshi Thakur

Vill- Thandar, Teh-chenani, Po-nauglta Udhampur,
Jammu & Kashmir - 182141, India

Contact No: +918803788207

Letter of Appointment

Dear Joshi,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as Customer Service Associate- Voice .You are required to report to the Company's office at **Plot no C-126, Phase – 8, Industrial Area, Mohali , Punjab – 160071.** on **October 07, 2020 ("Joining Date")** at **9:30 AM.**

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I.** All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. Work exigencies and your profile may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy.* By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at 's office at **Mohali** , you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be require to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time ("**Probation Period**") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days** ("**Notice Period**") prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

In case of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behavior, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.
8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.
9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust/discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

You are required to always maintain the highest standard of confidentiality towards Company information which includes but not limited to documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information, quality metrics, financial information about the Company etc. relating to business of the Company, which is proprietary to the Company and / or its clients and other information relating to the business of the Company which may be known, provided or confided to you ("**Confidential Information**"). You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules, regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed/modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.
11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.
12. You will automatically **retire** from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight years**. Your date of birth as per official records is **November 17, 1996**.
13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like by whatever name called.

14. This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.
15. You agree to undergo a drug test or any other medical/fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.
16. You hereby consent to share your payroll and employment related data for processing and review outside of the country, subject to adherence to applicable law.
17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.
18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date .

If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.

Welcome to **Teleperformance** and here's wishing you a rewarding career .

Yours Truly,
For Teleperformance Global Services Private Limited ,

Shekhar Monga
Director - Human Resources

I, **Joshi Thakur** , residing at **Vill- Thandar, Teh-chenani, Po-nauglta Udampur, Jammu & Kashmir - 182141, India** do hereby accept the terms and conditions in this letter.

Employee Signature	_____
Employee Name	Joshi Thakur

Enclosures:

1. Salary Annexure (**Annexure I**)
2. Declaration and Undertaking regarding non-disclosure (**Annexure II**)
3. Declaration (**Annexure III**)

NOTE: For purposes of brevity and ease of reading, the term "**the Company**" or the term "**Teleperformance**" (wherever it appears in this letter) means **Teleperformance**.

Emp Temp Code : 111348948

Annexure I
Compensation Details

Name Of Employee:	Joshi Thakur	
Designation:	Customer Service Associate- Voice	
Grade:	Grade I	
Date Of Joining:	October 07, 2020	
City:	Mohali	
Salary Structure (Appointment)	Amount in Indian (INR)	
Basic Pay	8,398.00	
Housing Rent Allowance (HRA)	5,039.00	
Transport Allowance	0.00	
Flexible Benefit Plan	0.00	
Statutory Bonus#	700.00	
Gross Fixed Salary (1)	14,137.00	
Provident Fund (Employee) (2)	1,008.00	
ESIC (Employee) (3)	106.00	
Net Take Home [1-(2+3)]	13,023.00	
Provident Fund (Employer) (4)	1,008.00	
ESIC (Employer) (5)	459.00	
Gratuity* (6)	404.00	
Total Fixed Cost (1+4+5+6)	16,008.00	
Annual Fixed CTC	192,096.00	
Annual Performance Pay**	0 % of Annual Fixed CTC	
Annual Performance Linked Incentive (PLI)	0.00	
PLI Payout Frequency	Monthly	

For Teleperformance Global Services Private Limited ,

Shekhar Monga

Director - Human Resources

***Gratuity** shall be payable as per "**The Payment of Gratuity Act**".

****Performance Pay** will be paid on **Annual Basis** and would be payable subject to assessed performance achievement level, based on the "**Performance Pay**" payout policy.

#**Statutory Bonus** is paid monthly as per "**The Payment of Bonus Act**".

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a "**Minimum Attendance Threshold/Performance**" as qualifying criteria for such payout.

Employee Signature	_____
Employee Name	Joshi Thakur

ANNEXURE II**DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE**

I, **Joshi Thakur** residing at **Vill- Thandar, Teh-chenani, Po-nauglta Udampur, Jammu & Kashmir - 182141, India**, and working as **Customer Service Associate- Voice**, do hereby solemnly state, undertake and declare that:

1. I will faithfully, truly and to the best of my skills and ability, execute and perform the duties required of me as an employee of **Teleperformance Global Services Private Limited**, a Company having its registered office at Teleperformance Towers, Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai-400090, Maharashtra, India.
2. I shall comply with all Teleperformance policies.
3. I will maintain the highest standard of confidentiality towards **Confidential Information**, by not, directly or indirectly, making known, or permitting such Confidential Information to be disclosed or made known to any person or entity, either inside or outside the Company. I acknowledge that such information is valuable, sensitive and a unique asset of the Company and/or of the Company's clients. I shall faithfully and diligently hold such Confidential Information from being disclosed to unauthorized persons, which may include, but are not limited to, employees of the Company that do not need to know the Confidential Information, persons not employed by the Company, persons that are not bound by a written confidentiality agreement with the Company, with regard to the specific Confidential Information, persons not directly aware of the proprietary and trade secret nature of the Confidential Information.
4. All documents, files, records, project plans, software tools as well as methods and techniques of doing business, including patents, trade secrets and other proprietary rights associated therewith, Strategies, Customer details and items of information or equipment relating to Company's business are and shall remain the property of the Company, including notes, documents, and files created in the performance of my duties of employment. I shall not under any circumstances remove such property from the Company premises without prior written consent. I further agree that all information relating to existing customers and potential customers of the Products, whether recorded in Company's database or otherwise is confidential to the company and that any ownership in respect thereof resides in the company and that it cannot be used by employee for any purpose not specifically referred to in this employment.
5. I understand and acknowledge that as set forth under the **Login Provisioning and De-provisioning Policy (GECSP 11)**, my employee ID and password used to access Company or its Clients' systems are personal and confidential, are **Proprietary Information**, and shall not be disclosed except if expressly requested by my manager. Non-compliance with this Policy may lead to disciplinary sanctions upto and including discontinuation of services, consistent with applicable law.
6. Notwithstanding the separation of my employment with the company for any reason whatsoever I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the Confidential Information and affairs of Teleperformance.
7. I will immediately report to the Company, any violation or breach of the commitments made in this declaration, whether the breach or violation is intentional or inadvertent and I agree that:
 - (i) In the event of a breach or threatened breach of the provisions of this declaration, the Company shall be entitled to an injunction restraining from using or disclosing, in whole or in part, such Confidential Information, or from rendering any services, to any person, firm, corporation, association or other entity to whom any such information has been disclosed or is threatened to be disclosed, which injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,
 - (ii) Any such breach would cause injury to the Company, and
 - (iii) The remedies provided for in this Section shall be cumulative to and not exclusive of any and all other remedies which may be available, either at law or in equity.

8. The rights to any invention, discovery or creation of any system or method related to the Company's operations and arising out of any work done in the course of my employment will automatically vest with the Company. In this connection, the Company may obtain patent rights in its name (or jointly with others) based on the fact of my invention, discovery, improvement or other creative effort. I acknowledge that I will not be liable for any compensation for such invention, discovery, improvement or other creative effort made by me, and that any reward that the Company may, in its sole discretion, bestow on me will not be deemed to confer any rights towards that invention, discovery or improvement in system or method. I further acknowledge that I may be required to execute further documentation in connection with such inventions, discoveries, improvements or other creative efforts and will execute the same without delay.
9. In the event of my leaving services of the Company, for any reason, during the **12-months** period from the separation date, I shall **NOT** directly or indirectly either on my own account or otherwise:
 - i. engage or attempt to engage in providing services to any customer or prospective customer where such services or products are competitive with the services offered by the Company or any affiliate to the Customer
 - ii. canvass solicit or endeavor to entice away from the Company any client or customer(s) of the Company, or any person(s), who at any time during my employment, were or are clients or customers of the Company, or were in the habit of dealing with the Company;
 - iii. solicit, interfere with, or endeavor to entice away any employee of the Company; or
 - iv. counsel, or otherwise assist any person to do any of the acts referred to in para (i), (ii) & (iii) of this clause.
10. I shall **NOT** offer, promise, give, accept, condone, approve or knowingly benefit from an improper business gratuity, a bribe, 'kickback' or other improper advantage, benefit or reward, or otherwise apply inappropriate influence.
11. I shall **NOT** make a '**facilitation payment**'. Facilitation payment refers to the practice of paying a small sum of money to (usually) an official as a way of ensuring that they perform their duty.
12. None of my relatives are employed or associated with the Company or any of its affiliate companies or its customers/clients/suppliers in any form; and I undertake that I **shall** immediately notify the Company in case-
 - (a) any person who is so employed / associated becomes a relative, and/or
 - (b) a relative, in future, is so employed / associated with the Company.

I understand and acknowledge that:

1. the restraints contained herein are reasonable in all the circumstances of employment and agree that they are necessary for the protection and maintenance of the Company and its business.
2. my services can be suspended pending disciplinary action/enquiry/investigation as per Company policy and I shall abide by decision of investigation/enquiry Committee constituted for such purposes.
3. the Company shall be entitled to seek an order for specific performance or injunctive relief or other equitable relief in case I fail to observe or breach any of the restraints herein.

I **shall** indemnify and keep indemnified the company for any loss, damages or injury suffered by the company for any breach of above conditions or any other clause or term of employment.

I understand and acknowledge that my failure to comply with this declaration and undertaking may lead to disciplinary sanctions which may include discontinuation of services, as well as civil liability and/or criminal prosecution under applicable laws.

Executed this _____ day of _____ 20__

Employee Signature	_____
Employee Name	Joshi Thakur

Annexure III

DECLARATION

Article I.

I **Joshi Thakur** hereby certify that all statements made on the **Employment Application Form**, my **Curriculum Vitae** or **during my interviews** with the Company are **true and complete**. I understand that any omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I further understand that I shall be bound by the existing and new rules, regulations and policies of the Company including those related to Frisking (Pat Down) process wherein, a search would be conducted of outer clothing to detect any unauthorized / prohibited articles.

I confirm that I have voluntarily furnished my personal information to the Company and the Company shall be free to use such information and all other information that I may provide at any time hereinafter. The Company may share such information in connection with my employment and other related matters, as deemed fit and necessary by the Company.

I recognize that in connection with employment with Teleperformance, I may be the subject of a background enquiry and drug test by the company or its representative, and I hereby authorize the same. I also authorize the Company to take action including penal action against me in case any fact is found contrary to what has been stated by me in the application form mentioned herein above.

I do hereby declare that I will immediately report to my Line Manager or HR team in case of "**Change to Circumstances**", within **48 hours** of me becoming aware of such "**Change to Circumstances**" which may arise due to the following:

- a) I am found guilty of a criminal offence / is under police caution or investigation;
- b) There is a change in my legal right to work / work status; and
- c) There are any adverse credit judgments against me.
- d) Change in personal status like name change / marital status / permanent or current address change etc.

Executed this _____ day of _____ 20____

Temp Emp Code	111348948
Employee Signature	_____
Employee Name	Joshi Thakur



Intellemo AdTech Private Limited
7th Floor, S-27, 707, JMD
Megapolis, Sohna Road,
Gurgaon, Haryana – 122018
care@intellemo.com +91-8527525215

OFFER AND EMPLOYMENT LETTER

This **EMPLOYMENT LETTER** (hereinafter, the “**Agreement**”) is entered into on this 23rd day of August 2021 (hereinafter, the “**Effective Date**”) at Haryana, India;

BY AND BETWEEN

M/s. Intellemo Adtech Private Limited, a company, incorporated under the provisions of Companies Act, 2013 having its registered office at “**7th Floor, S-27, 707, JMD Megapolis, Sector-48, Sohna Road, Gurgaon, Haryana 122018**” and bearing CIN **U72900HR2018PTC075849** (hereinafter referred to as the “**Company**” or “**Employer**”, which expression shall, unless repugnant to the meaning or context thereof, be deemed to include all permitted successors and assigns);

AND

Ms. **Muskaan Bawa**, with email Muskaanbawa7@gmail.com, daughter of Surinder Singh Bawa, Aged **21** years and residing at H.no. 1621 -A, Sector 35-B, Chandigarh - 160022 (Hereinafter referred to as the “**Employee**”, which expression shall, unless repugnant to the meaning or context hereof, be deemed to include all permitted successors and assigns).

The “**Employer**” and the “**Employee**” shall hereinafter be referred to as “**Employer/Employee/Party**” as the context may require and collectively referred to as “**Parties**”.

WHEREAS, the parties hereto desire to enter into this Agreement to define and set forth the terms and conditions of the employment of the Employee by the Company;

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth below, it is hereby covenanted and agreed by the Company and the Employee as follows:

1. PURPOSE

- a. The Employee has been appointed as **HR Executive (“Position”)** at **Gurgaon, (working remotely from home)**.



b. The Employee will be required to carry out all duties which are normally associated with employment in this position along with those duties which may be prescribed by the Employer.

2. TERM AND PROBATION PERIOD

- a. This Agreement sets out the terms of employment of the Employee and the duration of this agreement shall be till termination or age of retirement (60 years).
- b. The Employee agrees that the first **6 (Six) months** of his/her employment shall be constituted as Probationary Period (“**Probationary Period**”), the period during which, the Employer may, in its absolute discretion, terminate the Employee's employment, for any reason without cause in accordance with **Clause 9** of this Agreement.
- c. After the end of the Probationary Period, this Agreement may be terminated in accordance with **Clause 9** of this Agreement.

3. PERFORMANCE OF DUTIES

- The Employee agrees that during the Employment Period, he/she shall devote his/her full business time to the business affairs of the Company and shall perform the duties assigned to him/her faithfully and efficiently, and shall endeavor, to the best of his/her abilities to achieve the goals and adhere to the parameters set by the Company from time to time.

The Employee's prime responsibility shall be :

- Identifying the qualified candidates, scheduling the interviews, and onboarding candidates.
- Work with company COO to strategically plan HR initiatives that will benefit the company and encourage more efficient and beneficial work from employees
- Direct all hiring and training procedures for new employees
- Continually educate employees on company policies (including sexual harassment, appropriate dress, and social media permissions, etc.) and keep employee handbook current
- Administer or change benefits, health plans, retirement plans, etc.



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Megapolis, Sohna Road,
Gurgaon, Haryana – 122018
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- Monitor employee progress and stay abreast on company climate and culture, ensuring it stays positive and productive
- Coordinate and direct work activities for managers and employees
- Foster cross-functional relationships and ensure managers and employees are properly connected
- Regularly meet with employees for progress reviews and assessments, discussing any problems or grievances they may have
- Promote a positive and open work environment where employees feel comfortable speaking up about issues
- Manage and supervise other HR staff, ensuring they are assigned and carry out proper tasks
- Understand and adhere to all pertinent labor laws.

4. COMPENSATION

Subject to the following provisions of this Agreement, during the term, the Employee shall be compensated for his/her services as follows:

- a. The Employee shall receive a yearly income of **Rs. 3,00,000/- (Rupees Three Lakhs Only)** and the breakup for the same shall be specified as in **Annexure I** and subject to increase or decrease by the Employer in accordance with their performance, determination of which shall at the discretion of the Employer.
- b. The Employee's salary shall be remitted through a convenient method as consented by the Employee.
- c. All reasonable expenses arising out of Employment shall be reimbursed assuming that the same have been authorized before being incurred and with the provision of appropriate receipts.
- d. Allowance for new Laptop:
 - Intellemo will fund upto Rs.2900/month as Laptop Allowance extra in your salary for 24 months from the new purchase (invoice date) till you remain a part of Intellemo.
 - You may buy a new laptop using your Debit/Credit Card EMIs
 - You can buy any Laptop of higher price range. Intellemo will fund Rs.2900/month and rest will be borne by you.
 - You can buy any Laptop of lower price range too. Intellemo will fund on basis of EMI calculated on the amount at 17% for 2 yrs tenure.



- In case you choose to leave Intellemo before 24 months, any remaining EMI's will be borne by you.
- After 24 months, the laptop is yours.
- In case of any issues in Laptop, you'll get it sorted from a service centre near your place.
- You must not use any pirated software/tool whatsoever in your laptop being used for official work. If you use any pirated software, any legal repercussions will not be company's liability.

5. OBLIGATIONS OF THE EMPLOYEE

- a. Upon execution of this Agreement, the Employee shall not engage in any sort of theft, fraud, misrepresentation or any other illegal act neither the employment space nor outside the premise of employment. If he/she shall do so in the employment space, the Employer shall take immediate action against him/her and have the right to terminate this Agreement. If he/she shall do so outside the premises of the employment space, Company shall not be liable for such an act done at his/her own risk.
- b. The Employee shall always ensure that his/her conduct is in accordance with all the rules, regulations and policies of the Company as notified from time to time.
- c. Employee's obligation to maintain the confidentiality and security of Confidential Information remains even after Employee's employment with Company ends and continues for so long as such Confidential Information remains a trade secret.

6. WORKING HOURS

The Employee shall be required to perform his/her duties and obligations under this Agreement during the working hours (10 AM to 7 PM) and working days specified under this Clause. The Company's core operational days are **Monday to Friday**.

The Employee shall, however, complete the assigned roles and responsibilities and any additional tasks provided by the Company clocking in any additional hours as may be required. The Employee may be subjected to undertake certain roles and responsibilities or perform tasks if required on any such holidays including Sundays and other



government holidays.

The Employee may be additionally required to perform any such obligations from the Company's Client's office/site within India or outside India. During such a deployment, you will be required to align your daily working hours and/or regular work week as per the client's working norms.

7. LEAVE POLICY

- a. The Employee shall be entitled to 18 Casual Leaves and 7 Sick Leaves, with total of 25 (twenty five) days of leave in a given year. Also, the Employee will be entitled to public holidays mentioned under the Leave Policy of the Employer
- b. The Employee will be entitled to avail the paid leaves only after the completion of the Probationary period.
- c. All communication for leave shall be made through E-Mails or in such other manner as maybe agreed to between the Parties. Any other form of communication shall not be held valid.
- d. If the Employee is absent from work due to sickness or injury for more than **3 (three) consecutive days** he/she must obtain a medical certificate from his/her doctor and submit it to the Employer.
- e. All leaves are subject to and discretion of the immediate senior and cannot be disputed with any other authority.

8. NON-COMPETE AND NON-SOLICIT

The Employee hereby agrees that, during the term of his/her employment under this Agreement, the Employee will not, whether in India or elsewhere in the world, compete, directly or indirectly with, or own, manage, operate, control or participate in or be connected with the ownership, management, operation or control of any business that is similar to or in competition with the Business or any business of the affiliates of the Employer, or canvass, solicit or entice away from the Employer or endeavor to solicit or entice away from the Employer. Also, you agree that you will not involve yourself in any outside business or other gainful occupation with any other person or entity or even on a freelance basis on portals such as Upwork.com, freelancer.com, fiverr.com, virtualemployee.com, toptal.com, etc. during your period of employment with the Company.



9. TERMINATION

- a. The Employer may terminate this Agreement and the employment of the Employee by giving the Employee at most **7 (seven) days notice during probation.**
- b. The Employer may terminate this Agreement and the employment of the Employee by giving the Employee at most **30 (thirty) days notice .**
- c. The Employee may terminate this Agreement and the employment of the Employee by giving the Employer at least **7 (seven) days notice during probation.**
- d. The Employee may terminate this Agreement and the employment of the Employee by giving the Employer at least **30 (thirty) days notice.**
- e. The Employer may terminate this Agreement and the employment of the Employee on a breach of any of the terms of this Agreement or thereof without any prior notice or intimation.
- f. Your unauthorised absence for overstay after sanctioned leave) for a continuous period of 10 working days shall be deemed to amount to a voluntary abandonment of service and in such an eventuality your employment shall, at the option of the Company, be deemed to have come to an end.

10. CONFIDENTIALITY

During your employment, and even thereafter, you will maintain confidentiality of all information pertaining inter alia to the operations, policies, financials or customers of the Company or any of its associates that you will have access to or that comes to your knowledge and shall not disclose the same to anyone, other than in reference to the business of the Company and in the course of your duties, without the express written permission of the Company. Prior to termination of your employment, by any reason whatsoever, you will return to your supervisor all papers, documents, property, etc. pertaining to the accounts, financials, policies, plans, business, affairs, branches, customers or any other aspect of the Company, which may be in your possession and will not retain any copies thereof or extracts



therefrom. During employment, as also after leaving the Company, you undertake not to solicit, in any way directly or indirectly, any customers or employees of the Company or induce them to discontinue or adversely change their relationship/employment with the Company. You undertake to indemnify the Company and its affiliates from any loss or damage arising from any breach of this provision relating to confidentiality. During your employment with the company, and at least for a period of three years thereafter, you will not transmit, disclose or otherwise use confidential information related to the activities of the company, to an unauthorised person, except as may be required in the course of your duties in connection with the company's business. You will also abide by all confidentiality, safety and security regulations of the Company as may be applicable from time to time.

11. INTELLECTUAL PROPERTY

All intellectual property created by you, namely, inventions, whether patentable or not, improvements, modifications of existing inventions, documentation, training manuals & materials, computer codes, software whether copyrightable or not, trade secrets and other proprietary information either alone or in conjunction with others during the course of your employment or land by using any company's resource / time, fully or partially, shall be assigned to the Company who will be the sole proprietor thereof without any additional compensation or consideration apart from the remuneration payable to you as per this appointment letter. Any intellectual property, whether partially or fully developed, shall be immediately disclosed by you to the Company and all necessary documentation for assigning the same to the Company or as directed by the Company shall be executed by you as required by the Company to perfect the assignment of title therein. The assignment shall be of all your rights and ownership in the intellectual property on a worldwide basis and in perpetuity to the Company. In case of copyrights, the assignment will also be of worldwide rights for the full term (including any possible renewals) of the copyright as provided in the Indian Copyright Act 1957 or legislation of other jurisdiction. Further, the rights assigned by you shall not lapse at any time notwithstanding any failure or delay by the Company to exercise the said rights. You will not oppose or challenge in any manner whatsoever the applications filed by the Company to register the said intellectual property in its own name or as may be desired by the Company in favour of another person / entity / entities in India or



outside India and you will provide all support and execute all documents for the said purpose as directed by the Company.

12. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of India.

13. DISPUTE RESOLUTION AND JURISDICTION

The Parties agree to first mediate any disputes or claims between them in good faith and resolve the disputes amicably and the cost of the mediation shall be borne by the Party initiating the dispute. If mediation fails, any claim arising out of or relating to this Agreement shall be resolved by reference to the court of competent jurisdiction over the subject matter of the dispute. The Parties hereby agree to submit themselves to the exclusive jurisdiction of the Courts in **Haryana, India**. All legal expenses shall be determined by the Courts having exclusive jurisdiction.

14. OTHER CONDITIONS

Your appointment is subject to the following:

- a. The satisfactory verification of your character, antecedents, and testimonials.
- b. Submission of all joining documents, certificates & testimonials as required by the Company within 15 days of joining, failing which the Company at its discretion, can terminate your services.
- c. The authenticity and accuracy of the details provided by you in the company application form
- d. If the information or details provided by you in the Company's application form for employment are found to be incorrect or false, then the Company at its discretion can terminate your services.
- e. In the event of any dispute regarding the terms and conditions of your appointment, you will be subject to the exclusive jurisdiction of the appropriate courts of law at the headquarters of the company viz. Gurgaon, Haryana.



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f. You will be required to intimate in writing to the management any change in your residential address within 7 days from the date of any such change.

15. JOINING DATE

You are required to join your duties latest by 23rd August 2021 (Monday) failing which this offer will become null and void, unless the date of joining given above is extended, in writing, by an authorized officer of the company.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the date first set out above:

For M/s. Intellemo Adtech Pvt Ltd.,

For the Employee

A handwritten signature in blue ink, appearing to read "Saurabh Gupta".

SAURABH GUPTA FOUNDER & CEO.

A handwritten signature in blue ink, appearing to read "Muskaan Bawa".

Name: Muskaan Bawa



ANNEXURE I

(Break-up of Salary and CTC)

Component	Monthly (Rs.)	Annual (Rs.)
Basic	12,500	150,000
HRA	6,250	75,000
Travel Allowance	1,250	15,000
OTHER ALLOWANCE		
Other Allowance	1,250	15,000
Medical Reimbursement	1,250	15,000
Leave Travel Allowance		
Special Allowance	1,000	12,000
Gross Salary	23,500	282,000
*In Lieu of Provident Fund (Employer's Contribution)	1,500	18,000
Fixed CTC	25,000	300,000
Laptop Allowance (for new laptop)	2,900	34,800
Grand Total	27,900	334,800

Hno. 18, Palam Enclave, Opp. Qila Complex, Kharar, Mohali-140301
Kharar,
Punjab - 140301, India

Letter of Appointment

Dear Nikita,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as Customer Care Executive. You are required to report to the Company's office at on **March 16, 2021 ("Joining Date")** at **9:30 AM**.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. Work exigencies and your profile may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at 's office at **Mohali**, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be required to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time ("**Probation Period**") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days ("Notice Period")** prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

In case of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behavior, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.
8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.
9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust/discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

You are required to always maintain the highest standard of confidentiality towards Company information which includes but not limited to documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information, quality metrics, financial information about the Company etc. relating to business, of the Company, which is proprietary to the Company and / or its clients and other information relating to the business of the Company which may be known, provided or confided to you ("**Confidential Information**"). You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules, regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed/modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.
11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.
12. You will automatically **retire** from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight years**. Your date of birth as per official records is **March 18, 1999**.
13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like by whatever name called.

This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.

15. You agree to undergo a drug test or any other medical/fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.
16. You hereby consent to share your payroll and employment related data for processing and review outside of the country, subject to adherence to applicable law.
17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.
18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date.

If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.

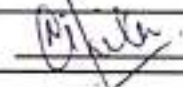
Welcome to Teleperformance and here's wishing you a rewarding career.

Yours Truly,
For CRM Services India Private Limited ,



Shekhar Monga
Director - Human Resources

I, Nikita Bharti, residing at Hno. 18, Palam Enclave, Opp. Qila Complex, Kharar, Mohali-140301 Kharar, Punjab - 140301, India do hereby accept the terms and conditions in this letter.

Employee Signature	
Employee Name	Nikita Bharti

Enclosures:

1. Salary Annexure (Annexure I)
2. Declaration and Undertaking regarding non-disclosure (Annexure II)
3. Declaration (Annexure III)

NOTE: For purposes of brevity and ease of reading, the term "the Company" or the term "Teleperformance" (wherever it appears in this letter) means Teleperformance.

ANNEXURE (r)**OFFER LETTERS OF TOP TEN STUDENTS WHO PASSED OUT IN THE
ACADEMIC YEAR 2020-21 (BBA)**

S.NO	NAME OF THE STUDENT	NAME OF THE COMPANY	PACKAGE OFFERED
1	Prachi Airen	Bank of America	3 LPA - Placement cell
2	Pranjali	Socomo Technologies Pvt. Ltd.	2.5 LPA - UG Progression
3	Paridhi Tandon	eClerx	2.3 LPA - UG Progression
4	Shruti	Integrated Wireless Solutions	1.9 LPA - UG Progression
5	Payal	Applify Tech Private Limited	1.8 LPA - UG Progression
6	Vanisha	Empowering Hands Foundation	NGO - UG Progression

Neha Sharma
29.01.22

Richa
29/01/2022

Namita 29/01/22

Respected Ma'am

According to the results shared by Mr Avnish Rao (Placement Officer ,Chandigarh University) the total number of students selected in Bank of America is 08 now.

I am attaching below two excel sheets having the total registrations and the other one is having the selection details.

I have highlighted the names of the students from our college.The names which are highlighted in yellow signifies that we have their offer letter with us and the names which are highlighted in green signifies that we don't have their offer letters with us.

Ma'am, I would like to bring to your notice that in the list of final selected students our college name is not mentioned against some of our selected students (which i have cross verified from our registration list).The names of those students are

- 1.PRACHI AIREN
- 2.MANJOT KAUR SAINI
- 3.AKANSHA ARORA

Regards

Sahiba Sharma

Sl.No	Candidate Full name	Candidate Email ID	Contact Number	College name	Ed
1	Akshat Khena	akshat.khena06@gmail.com	9855165116		#N/A
2	Anushka sharma	anushka.sharma1208@gmail.com	9877929521	sd college	#N/A
3	Diksha Goyal	dikshagoyal1610@gmail.com	8427441798	sd college	#N/A
4	C S Dharna Rajan	rajandharma08@gmail.com	7484061471	CU Gharan-USB	17BCM1124
5	Raghav Bansal	rbansalkkr@gmail.com	9034144534	sd college	#N/A
6	Rohit	rsr33372@gmail.com	9877168267	CU Gharan	#N/A
7	Satyam kakkur	satyamkakkur350@gmail.com	7109174084	pu	#N/A
8	Prachi Arora	prachi98@gmail.com	7118299634	pu	#N/A
9	Danish Dhar	danishdhar99@gmail.com	7780944028	sd college	#N/A
10	YOGITA	syogita805@gmail.com	8558626198	mem dav	#N/A
11	Karti Kumar	ktkkmr1998@gmail.com	8923681174	sd college	#N/A
12	Riya	riyadavarek1926@gmail.com	9877691655	sd college	#N/A
13	Roshni andora	andoraroshni123@gmail.com	7006327696	mem	#N/A
14	Akash Kumar kushwaha	kushwaha13akash@gmail.com	9199111231	CU Gharan	#N/A
15	Riya Wali	riyawali66@gmail.com	9115316610	sd college	#N/A
16	Ankita Grover	ankitagrover11ag@gmail.com	9877336149	pu	#N/A
17	Manjot Kaur Sami	manjot_1810@gmail.com	7087785436	pu	#N/A
18	Akansa Arora	akanshaarora1709@gmail.com	8427038101	pu	#N/A
19	Neha Thakur	nehathakur3756@gmail.com	8544991064	CU Gharan-USB	17BCM1323
20	Aditi kumar	aditiprofessionalk@gmail.com	7667751912	CU Gharan-USB	#N/A
21	VIKRANT THAKUR	vikrant4511649@gmail.com	8629813501	CU Gharan-UIS	17BNM1016
22	Abhishek Grover	abhishekgrover431@gmail.com	9855228063	CU Gharan-USB	17BCM1072
23	dheeraj bajaj	dheerajbajaj2143@gmail.com	8901594111	CU Gharan-USB	17BCM1129
24	Sahil	sahil113k@gmail.com	9034871539	University School	17BBA1439
25	Bhupinder Singh	ks280047@gmail.com	8210956274	CU	#N/A
26	Isha Thakral	ishathakral21@gmail.com	7906824589	University School	17BCM1281
27	Komal singh	singhkomal0907@gmail.com	8493883079	CU	#N/A
28	Hemalado	hemalado27@gmail.com	7081701495	University School	17BCM1438
29	Shreya aggarwal	shreyaagg173@gmail.com	9870869065	University School	17BCM1417
30	Manpreet Singh	Manpreetvirk284@gmail.com	7307750907	DAV College amritsar	#N/A
31	Ganesh Jagannath Kadam	ganeshjkadam143@gmail.com	9604658041		#N/A
32	Eka Sharma	ektasharma12dec@gmail.com	8053124778	SILKRAJ CHADDA	#N/A
33	Mohini	Mohinisingh1711@gmail.com	7497893643	SILKRAJ CHADDA	#N/A
34	Shanya Sachdeva	Shanyasachdeva@yahoo.com	8070000041	SILKRAJ CHADDA	#N/A
35	Abhinav Gulati	abhinavgulati077@gmail.com	9991284977	SILKRAJ CHADDA	#N/A
36	Gurvinder Singh	gurvinder17100@gmail.com	9466562136	SILKRAJ CHADDA	#N/A
37	Nabar Singh Nandhari	namdharinahar@gmail.com	7696842400	sd college	#N/A
38	Raghav Dogra	raghavdogra37@gmail.com	8894315904	Cbsa Landran	1723421
39	Sagar Singh	Sagar.singh20001801@gmail.com	9717512014	CU	#N/A
40	Suryanshi tomar	suryanshitomar357@gmail.com	975065648, 15280804	CGC BBA	#N/A
41	RAHUL BINDRA	bindra rahul1@gmail.com	7973997201	Cbsa Landran	1723422
42	Chandresh	chandreshrana2612@gmail.com	7018429192	Cbsa Landran	1723367
43	Keshvi Nandu	nanduk@ahduni.edu.in	8607814030	Cbsa Landran	1723395
44	Jancy	jancybansal289@gmail.com	9088863289	sd college	#N/A
45	Vanshika	Vaani17j@gmail.com	8146572824	mem dav	#N/A
46	Parul Goyal	govalparul1999@gmail.com	9815314374	sd college	#N/A
47	Mansi Rawat	mansir1999@gmail.com	9877629660	sd college	#N/A
48	Kirpa Kaur	kirpakaur007@gmail.com	8054353523	sd college	#N/A
49	Raghav Aggarwal	raghavaggarwal2325@gmail.com	9877142863	sd college	#N/A
50	Abhilove	abhilovesharma1999@gmail.com	7508217446		#N/A
51	Muskan Nagpal	muskanagpal2016@gmail.com	7821902679	mem dav	#N/A
52	Varun Rana	varunrana231@gmail.com	8759072200	chaudhary charan singh	#N/A
53	KIRTI KANT SONI	sonikirtikant@gmail.com	9034364776	Technological institute	#N/A
54	Vishesh dehra	dehravisheshvd2302@gmail.com	8556046463	Cbsa Landran	1723458
55	Lovleen Sharma	loveleensharma2@gmail.com	8607814030	Cbsa Landran	1723395
56	Shivangi Sharma	sharmashivangi2633@gmail.com	9878612633	sd college	#N/A
57	Gautam Behl	gautambehl1022@gmail.com	9417031000	sd college	#N/A
58	Bhawana Girdhar	girdharbhawana2@gmail.com	7876293758	pu	#N/A
59	Muskan suman	sumanmuskan26@gmail.com	7018249740	mem dav	#N/A
60	Lakshay Agnihotri	lakshayagnihotri10@gmail.com	9501671311	pu	#N/A
61	Karan Marwaha	kmrmarwaha9@gmail.com	7015239745	University School	17BCM1371
62	Hunar Harja	hunar.harjai@gmail.com	8847470526	sd college	#N/A
63	AMNEEK RAJINDER NAOPAL	ramneeknagpal6@gmail.com	8847483272	CU UIS	#N/A

OFFER LETTER

OFFER LETTER

OFFER LETTER

OFFER LETTER



Nancy Sharma <nancysharma@mcmdavcwchd.in>

Fwd: Invitation to a Joint Campus Placement Drive by BA Continuum India Pvt. Ltd. (Bank of America) (Process will be remotely)
1 message

From: **sahiba sharma** <sahiba.sharma517@gmail.com>
To: nancysharma@mcmdavcwchd.in

27 January 2022 at 10:54

----- Forwarded message -----
From: **sahiba sharma** <sahiba.sharma517@gmail.com>
Date: Mon, 6 Jul, 2020, 10:21 am
Subject: Fwd: Invitation to a Joint Campus Placement Drive by BA Continuum India Pvt. Ltd. (Bank of America) (Process will be remotely)
To: <purnimabhandari.mcm@gmail.com>

----- Forwarded message -----
From: **Mcm Placements** <mcm36placements@gmail.com>
Date: Mon, Jul 6, 2020, 10:14
Subject: Fwd: Invitation to a Joint Campus Placement Drive by BA Continuum India Pvt. Ltd. (Bank of America) (Process will be remotely)
To: Leetika Kathuria <leetika85@yahoo.com>, Ritika Bansal <rbansal_298@yahoo.co.in>, sahiba sharma <sahiba.sharma517@gmail.com>, Purnima Bhandari <purnima3320@gmail.com>, Ruchika Singh <ruchikapsingh@gmail.com>

Dear coordinators,
You are requested to inform required information to Dr. Purnima and Dr. Leetika for preparing notice and online link at the earliest.

----- Forwarded message -----
From: **CRC (CGC Landran)** <crc@cgc.edu.in>
Date: Sun, Jul 5, 2020, 11:26
Subject: Invitation to a Joint Campus Placement Drive by BA Continuum India Pvt. Ltd. (Bank of America) (Process will be remotely)
To: Mr. Avnish K. Rao <hod.crc@cgc.edu.in>

Dear Sir/Madam,

Chandigarh University Gharuan takes this opportunity to invite students from your institute to participate in the joint campus placement drive for **BA Continuum India Pvt. Ltd. (Bank of America)** for B.Com, BBA, BA, BSc for students of 2020 passing out batch. The details are as follows.

Company profile Bank of America is one of the world's leading financial institutions, serving individual consumers, small and middle-market businesses and large corporations with a full range of banking, investing, asset management and other financial and risk management products and services. We are committed to attracting and retaining top talent across the globe to ensure our continued success. Along with taking care of our customers, we want to be the best place for people to work and aim at creating a work environment where all employees have the opportunity to achieve their goals. <https://careers.bankofamerica.com/en-us>

Name of the Company	BA Continuum India Pvt. Ltd.
Type of drive	Virtual Interview
Date of campus drive	ASAP
Stream required	B.Com, BBA, BA, BSc with no active backlog's.
Eligibility criteria	50 % throughout
Batch	2020
Position	Team Member
Job profile	<p>Job Description The Team needs to demonstrate adherence to policies, processes, guidelines and applicable regulatory requirements. In addition the team needs to perform CSA Reviewer steps to review all applications for the Paycheck Protection Program under the CARES Act</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • Must have good personal computing, on-line research and analytical ability. • Need to take into consideration accuracy when viewing the application • Must be detail oriented, an independent thinker, and able to handle multiple cases concurrently requiring multi-tasking skills. • Must have excellent written and verbal communication skills

	<ul style="list-style-type: none"> • Attention to detail and accuracy is absolutely critical as quality of research documentation and resulting findings is critical to the integrity of the process. • Must possess critical thinking & problem solving skills and being able to evaluate information and make judgments about the value and relevancy of information, drawing conclusions from data gathered as part of investigation and review process to aid the line of business in critical decision making process • Must be able to work without close supervision, managing time effectively in order to deliver optimal performance and balance precision & accuracy with timeliness of work product
Skills required	<ul style="list-style-type: none"> • Mandatory skills: Must have excellent written and verbal communication skills and must have good personal computing, on-line research and analytical ability. • Desired skills: <ul style="list-style-type: none"> • Relevant experience in understanding business and personal Tax Form 940, 943, 941, 944, 990, W3, 1040, 1065 etc. • A high degree of confidence and ability to interact with senior executives and other control partners • Familiarity with Small Business an advantage • To ensure consistent delivery on Business metrics along with other new responsibilities and setting higher standards of self and Team performance • Involve in day to day operations and ensure delivery on SLA/KPIs • Ability to exploit opportunities and to improve the end to end process • Excellent organization, written and verbal communication and facilitation skills • Ability to work in a high pressure and fast changing environment • Self-motivated and analytical • Adaptable to new systems and environments • Highly efficient with the ability to juggle multiple high priority activities concurrently
Job location:	<ul style="list-style-type: none"> • During Pandemic Situation – Work From Home • GIFT City, Ahmadabad
No. of vacancies	100 +
Date of joining	1st Week of Aug
Pay package	Compensation to be offered – 3 Lakh INR per annum , This is Fixed Compensation Note : Work Timings: 10:00 – 19:00hrs India Time
Any bond or fee	NO
Placement process	Written Assessment and Business and HR Interview

All the eligible and interested students are required to register themselves online at the below given link

Registration Link: <https://forms.gle/iNEbt6BgKZsQCfsm7>

Last date of Apply: 7th Jun 2020 before 2:00 pm.

For queries please feel free to contact us at: 9781925274

Thanks and Regards

Avnish K. Rao
Chandigarh University, Gharuan

Corporate Office: Graphene,
Plot 16, sector 22, IT park,
Panchkula, 134109
Contact Number - 0172 5033156
Email Id - contact@jugnoo.in

Socomo Technologies Pvt. Ltd.

January 10, 2022

Pranjali Kaushal

Subject: Offer Letter

Dear Pranjali,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you the position of **Business Development Executive** in the **Sales** function with **Socomo Technologies Pvt. Ltd.**

Your date of joining is January 1, 2022.

The **Total Cost to Company (TCTC)** will be **INR 250,000/-**, (Detailed break-up mentioned in CTC Annexure)

You are requested to bring and produce the following documents at the time of joining to enable us to complete your personal records:

1. Date of Birth Proof (Original and photocopy of Matriculation certificate/Birth Certificate)
2. Original of educational qualification certificates - Photocopies duly self-attested
3. All technical & professional certificates – Photocopies duly self-attested.
4. Recent passport size photograph (four copies)
5. Copies of all employment certificates, as mentioned in your bio-data/application
6. Copy of last 3 pay slips/Salary certificate issued by previous employer
7. Experience & Relieving Certificate from previous employer
8. Photo ID Proof (Aadhar Card, Pan Card, Driving License & Passport) duly self-attested
9. Address Proof (Aadhar Card/Passport/Ration Card etc.) Self -attested.

This offer of employment is subject to the satisfactory reference checks and verification of documents. During the reference check, if any information provided by you in Application Form/Interview is found to be incorrect/false, the Company reserves the right to withdraw this offer without further notice or can take up disciplinary action as per disciplinary guidelines applicable in the company post joining.

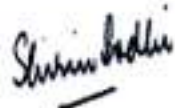
The formal appointment letter will be issued to you after your joining only post submission of all your joining documents. Please note that initially you will be on probation for a period of three (3) months from the actual date of joining with us.

Corporate Office: Graphene,
Plot 16, sector 22, IT park,
Panchkula, 134109
Contact Number - 0172 5033156
Email Id - contact@jugnoo.in

Socomo Technologies Pvt. Ltd.

As a token of acceptance, kindly sign the duplicate copy of this letter and return the same to us. We welcome you to Socomo Family and look forward to your long and fruitful association with the company.

For Socomo Technologies Pvt. Ltd.



Shirin Sodhi
CHRO

I have read and understood the above offer and same is acceptable to me.

Signature of Employee:

Date:



Ms. Paridhi Tandon

Date: August 23, 2021

House No. 106, Sector 10, 134109

Offer Letter

Dear Paridhi,

Based on the interview and discussions you had with us, we are pleased to offer you an employment in our **Customer Operations Vertical**. Details of the terms & conditions of offer are as under:

1. You will be designated as **Analyst** and your initial place of posting will be **Chandigarh**.
2. You will be required to work for five days a week and have two days of leave at any time during the week. Your weekly leaves as well as your shift timings will be conveyed to you by your manager, basis the roster for the program / process you are assigned to.
3. Your date of commencement of employment will be on or before **August 24, 2021**.
4. Your Cost to the Company will be **INR 232,248** (As per the enclosed Annexure).
5. Deductions applicable: Professional Tax / Income Tax / Transport (As applicable).
6. eClerx offers subsidized transport to employees. Should you wish to avail the same, an amount of **INR 1250** will be deductible from your net monthly salary every month.
7. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
8. You will be on probation for a period of three months from the date of joining. Upon successfully completing the probationary period, your employment is terminable with **30 days'** notice, with notice being provided by either you or the company.
9. During the probation period, you may need to undergo specific / designated trainings as a part of your employment.
10. Successful completion of these training and probation period is critical for confirmation of your employment.
11. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training.

12. You are hereby informed that on the day of joining you will have to undergo drug tests pursuant of policies and procedures established by or as may be deemed fit, from time to time, by the Company / client(s) for whom

Registered
eClerx Services Ltd.,
[CIN: L72200MH2000PLC125319]
Sonewala Building, 1st Floor, 29 Bank Street, Fort,
Mumbai - 400 023, Maharashtra, India.
Ph: +91 22 6614 8301 | Fax: +91 22 6614 8655
E-mail ID: contact@eclerx.com | www.eClerx.com

eClerx Services Ltd.
1st Floor, Tower B,
Rajiv Gandhi Chandigarh Technology Park, Kishangarh,
Chandigarh, 160 101, India.
Ph: +91 172 6633 600
www.eClerx.com

- processes you will be working for (i.e. if any). By signing this offer letter, you give irrevocable consent to the Company / its affiliates / officers and employees / Company's client(s), their affiliated companies, agents and officers etc., to conduct / arrange to conduct such test(s) and also release the aforesaid persons/entities of any claims, which you may have in this regard. You may be required to undergo tests for substance abuse as and when deemed necessary by the organisation. Should the reports of such testing be positive, the organisation withholds the right to initiate suitable action, including termination of services, against you.
13. You may need to undergo specific / designated trainings as a part of your employment. Such trainings are aimed to present an opportunity to expand your knowledge base, enhance your domain and product know-how, and equip you for effective execution of all your job responsibilities. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training
14. The offer is made to you subject to the following pre-conditions without fulfilling which your offer may be treated as null and void:
You will be required to submit, the following set of documents within five working days from the date of this letter being issued to you.
- Four passport size color photographs.
 - One set of photocopies of all certificates and mark sheets along with the originals for verification.
 - One photocopy of appointment letter and last three months' salary slips from the current employer along with originals for verification (Applicable if currently employed).
 - One photocopy of appointment letter and experience certificate / relieving letter from all the previous employers along with originals for verification (Applicable if worked with more than one organization).
 - One photocopy of Pan Card. If Pan Card not available, candidate must apply for it and bring the acknowledgement copy.
 - One photocopy of passport / driving license etc. for photo ID.
 - One photocopy of telephone bill / ration card, gas connection bill, etc. for proof of address.
 - One photocopy of experience certificate / relieving letter from the current employer along with originals for verification (Applicable if currently employed) within three working days from the date of joining.
15. In the initial recruitment process you were advised that this position is considered 'critical' and, therefore, your appointment is contingent upon successful completion of a background check, documents submitted by you are sent for necessary verification and authentication to the background verification agency.
16. Your offer of Employment will not be valid if you are unable to provide your Graduation final year Mark sheets & Degree Certificate on or before September 30, 2021.

Confidential

Paridhi Tandon

You will be required to report on the said date or you are required to inform the HR at least 15 days before the agreed joining date, failing this, the offer shall stand withdrawn automatically, without any further intimation to you.

On the day of your joining, you are requested to meet with Ankita Trehan from Human Resources team for all joining formalities at our Chandigarh office at 9:00 a.m. (Address: Tower A and B, 2nd Floor, Rajiv Gandhi Technology Park, Chandigarh, email: : Ankita.trehan@eclerx.com; contact number: 9646815243)

Terms of your employment are governed by eClerx and eClerx reserves the right to make changes to your work location, shift and business vertical based on requirements of the organisation.

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

We welcome you to the eClerx family and wish you a successful career with us.

Accepted

Yours Truly,
By

For eClerx Services Ltd



Andrews Simon
Associate Principal – Human Resources

Paridhi Tandon

Ref: IWS/DL/Dec/2021

Offer Letter

Date: 01-Dec-2021

Dear Shruti Jain

We are pleased to offer you the position of HR Executive with the CTC of INR 1,92,000/Annum (One Lakh Ninety Two Thousands Only Per Annum) for the date of joining as Dec 01, 2021. Your base location for all official purposes will be Delhi/NCR; however, your project location may vary from time to time.

You shall receive our standard HR Policy post joining and shall receive a formal appointment letter within 1 month of uploading your joining documents in the portal.

Your offer of employment is contingent upon a satisfactory outcome of a personal background check, which include professional references, verification of previous employment and education, criminal background check. This offer can be withdrawn, and your employment terminated, in case of any negative/wrong/invalid feedback received post verification.

We are eager to have you as a part of our team. We look forward to a long and meaningful association with you.

Yours Truly,
Gitika Raheja
Manager - HR

Salary Structure

Particulars	Per Month	Per Annum
Basic Pay	15,050	1,80,600
HRA	0	0
Other Allowance	446	5,352
Special Pay	0	0
Leave Travel Allowance	0	0
Bonus	0	0
Medical allowances	0	0
TPT	0	0
Special Allowance	0	0
PF Employer Contribution	0	0
ESI Employer Contribution	504	6,048
Total CTC	16,000	1,92,000

- The salary payments are subject to income tax and the deductions for the same would be made every month.
- Insurance shall be provided as per IWS Policy.

Acceptance of Offer

I, Shruti Jain, agree that I have read, understood, and accept offer of Integrated Wireless Solutions (IWS).

Signature

Date

This is a system generated document. Signature not required.



Imagine It. Done!

Applify Tech Private Limited

Unit 908-909 Tower B, Bestech Towers
Sector 66, SAS Nagar, Punjab 160066

Phone: 076268 48484
www.applify.co

Date: 20th July 2021

CONTRACT OF EMPLOYMENT

Dear Payal,

With reference to your application and subsequent interviews, we are pleased to appoint you as a **"SEO Executive"** in our organization as per the terms and conditions mentioned hereunder.

1. Commencement of Employment

Your employment with the company commences on 26th July 2021.

2. Remunerations and other benefits

2.1 Salary will be paid to the employee on a monthly basis on or before the Tenth of the month following the month to which it is due.

2.2 Your remuneration is **INR 1.80 LPA.**

3. Place of Posting:

You will be posted in our office at **Applify Tech Pvt. Ltd., Mohali, Sector 66, Best Tech Business Towers, Tower B, 9th floor, 908-909.** However, at any time during

the period of appointment, you will be liable to transfer in such other capacity that the company may determine to any other Department/ Branch/ Establishment or any other Company under the same management without adversely affecting your emoluments and general condition of service. The company also reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.

4. Probationary Period

You will be on probation for a period of 3 months. During this period, your performance will be regularly reviewed. Until not confirmed in writing, you would continue to remain on probation, which would be extendable up to three months. The probation period is extendable at the sole discretion of the management. If during the probationary period the management is dissatisfied with your performance or your performance is not found satisfactory to the entire satisfaction of the management, your services are liable to be terminated with a notice. On your satisfactory completion of the probationary period of employment your case for permanent absorption as a regular employee of the company shall be considered by the management.

5. Confidentiality

During the term of your employment with the company, you will have access to and will get acquainted with various trade secrets of our company and/or our company's client. You agree that you should not misuse, misappropriate or disclose any of the confidential information of any description either directly or indirectly or use them in any way either during the course of the present employment or anytime thereafter, except as required in the course of your employment with the company.

6. Non-Solicitation

You agree that you will not solicit direct employment with any of the company's clients,

wherein you were deputed by the company during the course of your employment within 18 months of your leaving the services of the company unless it is approved by the company in writing. If found doing this, a penalty of INR 50000 will be charged.

7. Secrecy/Confidentiality:

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also, use your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

8. Hours of work, attendance and weekly off.

Normally the company runs in 9.30 hours including lunch/snacks break. You are required to adhere to the time schedule and be punctual about the office timings. Normally, Saturday and Sunday are weekly off. However, you shall work as required by the company from time to time without any extra payment.

9. Leave and holidays

As per company policy.

10. The increment in grade/Appraisal

The employee's appraisal will be reviewed annually on the basis of performance management norms of the Company and your performance in a given assessment period of 45 days after completing one year with the company; which includes the probation period.

However, to be eligible for being considered for any salary revision, the employee is required to work at least 12 complete months from the date of joining for payment on a pro-rata basis.

11. Income tax

Subject to tax deduction permitted by law.

12. Separation/termination of services:

12.1 For the employees on probation or confirmed employees, the employee can terminate this employment by serving a notice of 3 months to Applify Tech or by paying the salary in lieu of the notice period. Applify Tech can terminate this employment by serving a notice of 3 months to the employee or by paying the salary in lieu of the notice period. The company reserves the right for approving or disapproving of the buy-out option.

12.2 For the employees on the extended probation period(s) thereof, either party can terminate this employment by serving a notice of 1 month on the other or by paying the salary in lieu of the notice period.

12.3 Unauthorized absence or absence without permission from duty for a continuous period of 3 days would make you lose your lien on employment. In such a case, your employment shall automatically come to an end without any notice of termination or notice pay.

12.4 You will be governed by the laid down code of conduct of the company and if there is any breach of the same or nonconformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

12.5 Company hold the rights to revise the policies at any point in time.

12.6 Poor performance and gross misconduct may lead to immediate termination of your employment.

12.7 Full and final payment of any employee will be given after 45 days of his last working day with Applify.

12.8 Your appointment in the company is full time and you shall devote yourself exclusively to the business of the company. You will not engage yourself in any other gainful employment or business (part - time or full - time) as long as you are employed in the company. Any action contrary to this shall render your services liable for termination without any notice or payment in lieu thereof and a penalty of INR 50000.

In case the above terms & conditions are acceptable to you, please return a duplicate copy hereof conveying your acceptance.

Thanks & Regards,



Vaani Wadhwa
Human Resources
Applify Tech Pvt. Ltd.



Payal Jolly
Candidate's Signature



Offer letter

March 24, 2021

Vanisha

Street no. 18, Valmiki Chowk,
Raman Mandi, District Bathinda
151301, Punjab

Dear Vanisha,

We are pleased to offer you the position of Secretary at **Empowering Hands Foundation**. We feel confident that you will contribute your skills and experience to the growth of our Organization.

As per the discussion, your starting date will be 1 April, 2021. You are authorized to go through our daily routine as well as our office schedule and will assist us with our daily business and personal tasks. You are authorized to act as a first point of contact for us. You are expected to work with loyalty, honesty, dignity and determination.

Please confirm your acceptance of this offer by signing and returning the copy of this letter.

We look forward to welcome you on board.

Sincerely,

Empowering Hands Foundation

Hyder Ali

Hyder Ali

Co-founder/MD

Letter of Appointment

Dear Pratibha Kumari,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as Customer Service Associate-Voice .You are required to report to the Company's office at **Plot no C-126, Phase – 8, Industrial Area, Mohali , Punjab – 160071.** on **September 15, 2020 ("Joining Date")**.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. Work exigencies and your profile may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement .
4. While your initial place of posting will be at 's office at **Mohali** , you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location . Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be require to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time ("**Probation Period**") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days** ("**Notice Period**") prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

Annexure I
Compensation Details

Designation:	Customer Service Associate- Voice	
Grade:	Grade I	
Date Of Joining:	September 15, 2020	
City:	Mohali	
Salary Structure (Appointment)	Amount in Indian (INR)	
Basic Pay	9,348.00	
Housing Rent Allowance (HRA)	5,609.00	
Transport Allowance	0.00	
Flexible Benefit Plan	0.00	
Statutory Bonus#	796.00	
Gross Fixed Salary (1)	15,726.00	
Provident Fund (Employee) (2)	1122.00	
ESIC (Employee) (3)	511.00	
Net Take Home [1-(2+3)]	14,486.00	
Provident Fund (Employer) (4)	1122.00	
ESIC (Employer) (5)	118.00	
Gratuity* (6)	450.00	
Total Fixed Cost (1+4+5+6)	17,809.00	
Annual Fixed CTC	213708.00	
Annual Performance Pay**	0 % of Annual Fixed CTC	
Annual Performance Linked Incentive (PLI)	0.00	
PLI Payout Frequency	Monthly	
<p>For Teleperformance Global Services Private Limited ,</p> <p>Shekhar Monga Director - Human Resources</p> <p>*Gratuity shall be payable as per "The Payment of Gratuity Act". **Performance Pay will be paid on Annual Basis and would be payable subject to assessed performance achievement level, based on the " Performance Pay" payout Policy. #Statutory Bonus is paid monthly as per "The Payment of Bonus Act".</p>		

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time .
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a "**Minimum Attendance Threshold/Performance**" as qualifying criteria for such payout.

Employee Signature	_____
Employee Name	

ST No. 63093018 Dt. 3-10-60

24823/24558 R
CST No. 63093018 Dt. 22-5-61



SINDHI TRUNK HOUSE

Mfs. :- TRUNK, PATTIES, SUITCASE ALMIRAH & BALTIES Etc.

School No. 2, N. T. C., RAJPURA TOWN

ميشي ٹرنک ہاؤس، راجپورا ٹاؤن | ❖ میسز ڈبلیو جی، راجپورا ٹاؤن |

Ref. No.....

Dated 30/08/2020

OFFER LETTER

DEAR POUKIT,

WE ARE PLEASED TO INFORM YOU THAT WE ARE HIRING YOU FOR THE POST OF 6th GRAD CONSULTANT, ON THE FOLLOWING CONDITIONS:

1. TERM - THIS APPOINTMENT WILL BE EFFECTIVE FROM THE DATE OF YOUR JOINING i.e 01/09/2020.
2. PAY - YOU WILL RECEIVE A SUM OF Rs. 10,000 (TEN THOUSAND ONLY) PER MONTH AS SALARY.

YOURS TRULY,

Jangay Singh

Sindhi Trunk House
ST No. 63093018 Dt. 3-10-60

Sindhi Trunk House
ST No. 63093018 Dt. 3-10-60

SNO	Full Name (without Ms.)	College Roll No.	Contact Details (Mobile No)	Post Grad.	Year of Co	Name of Employer	REMARKS
1	Muskan Gupta	5439	9888902378	M.Com	2021	School/start up	OFFER LETTER NOT AVAILABLE ✗
2	Ritika Dhiman	5427	8837682197	M.Com	2021	Saint teresa covent school	OFFER LETTER ATTACHED ✓ ①
3	DIVYA SHARMA	5452	07009607044	M.Com	2021	Frontizo Pvt. Ltd.	NO RESPONSE ✗
4	Mannat Bains	5432	9646546943	M.Com	2021	Chandigarh Group of Coll	OFFER LETTER ATTACHED ✓ ②
5	Moren	5440	7087176866	M.Com	2021	EY global	PLACEMENT CELL
6	Muskan Ahuja	5421	8968044211	M.Com	2021		PLACEMENT CELL
7	Peeyushi grover	5455	09416156553	M.Com	2021	Ey	CONFIRMATION EMAIL ATTACHED, OFFER LETTER NOT SHARED BY THE STUDENT ✓ ③
8	Simran Bansal	5456	+919896760988	M.Com	2021	EY GDS	OFFER LETTER NOT AVAILABLE ✗

Nawika Bansal
7th Feb, 2022

**Rose Petal Educational and Children Welfare Society,
Chandigarh**

Unit: St. Teresa Convent School, Sector 25, Panchkula

Ref. No. STSC/APPT/202-202 /

Date: 10.11.2021

Sub: Appointment Letter

Mr. *Ms. Ritika*

1. This is with reference to your application for the post of PGT (commerce) and subsequent interview. We are pleased to inform you that you have been appointed as a PGT (commerce) on probation in the scale of 10,230 with other allowances as admissible in the school.
2. You will be on probation for one year (twelve working months), which may be extended by another year.
3. Service of probationers may be terminated by giving one month's notice or salary in lieu, without assigning any reason. In case of confirmed, services may be terminated by giving three months' notice or salary in lieu. Summer vacation period will not be considered as a part of notice period.
4. You will have to deposit one month's salary as security with the school, which will be deducted from your salary in four equal installments. The security will be refunded to you at the time of your leaving the school without any interest. In case of non-serving of the Notice Period, your security will stand forfeited as penalty.
5. You are entitled to get 10 earned leaves during the session.
6. Your appointment is being made on the basis of your particulars such as qualifications etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu thereof.
7. Your address as indicated in your application for appointment shall be deemed to be correct for sending any communication addressed to you and shall be deemed to have been served upon you.
8. In case there is any change in your residential address, you will intimate the same in writing, within three days from the date of such change and get such change recorded in the office.
9. Your appointment will also be subject to the terms and conditions given in the service agreement. If you accept the given terms and conditions, please sign the duplicate copy of this letter and join the duty w e f 11.11.2021.
10. A notice of one month has to be provided in case you wish to leave the job, during the probation period and three months' notice if you are permanent.
11. Disciplinary action shall be taken against you if you:
 - a. Take school property home.
 - b. Administer corporal punishment.
 - c. Take personal tuitions of any St. Teresa Convent student.
 - d. Use any unfair means to help students during exams.
12. Experience letter will not be issued, if due notice period is not served.

Alshpa
10.11.2021
Vice Principal / Vice President

CGC/HR/2021/277

12-Oct-21

Ms. Mannat Bains
#1086, Sector-43 B,
Chandigarh.

Subject: - Appointment as Assistant Professor -Commerce

We are pleased to inform you that you have been selected and appointed for the above said post w.e.f. **11-Oct-21** in this college as per terms & conditions given below:

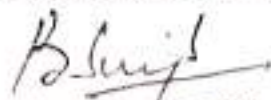
1. You will be given a Total Salary of **Rs 19,600/-** per month (Rupees Nineteen Thousand Six Hundred Only) from the date of joining.
2. Your appointment will be on probation for a period of one year from the date of your joining. Your work / performance shall be reviewed periodically and the management reserves the right to extend probation period by three month or more if your performance is found not satisfactory. During the probation period or extended probation period, your service can be discontinued by either party on giving 15 days' notice period.
3. Your appointment shall be confirmed after successful completion of the probation period. On confirmation of your appointment in the college, the services can be discontinued by either party on giving one month notice or one month pay in lieu of notice during worked course of time period. However, no faculty member is permitted to leave the services during the ongoing academic semester. In case any faculty member leaves the service during the Semester, he/she will be required to pay equivalent to the salary of the remaining period of the semester.
4. Cheque for one month's salary will be kept as security against one month's notice. The same will be returned to you when you leave the job with the notice.
5. You will be reporting to Director/Principal/Head of Department and performing duties assigned by them from time to time. You are required to shoulder any additional responsibility assigned to you by the Director/Principal/Head of Department.
6. You will update the HR Department with any change in your address / marital Status immediately. You shall submit the copies of the certificates of the Degree/Diploma on completion of higher education/qualification, if any.
7. Your services are transferable to any other organization under the Management of Chandigarh Group of Colleges.
8. Your leave entitlement will be as per College rules.

9. You will be required to comply with all such rules and regulations as the College may frame from time to time.
10. During the period of your employment with the College, you will devote full time to the work. Further, you will not take up any other employment or assignment without the prior written permission of CGC with any other colleges.
11. The college shall be entitled to terminate your services without notice on any of the following grounds :
 - a. You are convicted of a criminal offence by a competent Court of Law / Authority;
 - b. You are found guilty of committing breach of any of the conditions of the employment or rules and regulations of the organization;
 - c. If you misbehave, disobey or refuse to carry out the work orders of your Superior/Management or are irregular in attendance.
 - d. You are declared medically unfit by the medical practitioner appointed by the College.
12. Absence for a continuous period of Three days without prior approval of your superior, (including overstay on leave) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.
13. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including resume), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deemed fit in its sole discretion, including termination of your employment.
14. You will be responsible for safekeeping and return in good condition and order of all College property, which may be in your use, custody or charge.
15. Other service terms & Conditions framed by Shri Guru Ram Dass Educational Society for Teaching & Non-Teaching staff will be applicable to you.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to CGC family and look forward to a fruitful collaboration. With best wishes.

For Chandigarh Group of Colleges



[Barinder S. Sawhney]
Director HR

CC:
HR Department
Accounts Department for information & necessary action
Personal File of Ms. Mannat Bains



EYOnboarding 7/12/2021

to me ▾



Dear Peeyushi,

Congratulations, today marks day one of your exceptional EY experience. We are delighted to welcome you.

You were selected to join EY because of your unique skills, experience and perspective. Our onboarding program is designed to provide you with the right support, framework and environment to help you succeed and help us build a better working world, together.

Click [here](#) to access Success Factors, our **Talent** platform. In addition to accessing learning, you'll also find the [Welcome to EY portal](#), which was developed specifically for our new joiners. It will be a critical resource for you to help your transition. Please also use [this link](#) to validate and, if needed, update your personal information that has been collected as part of your joining process.

We will also share additional information with you during the coming months in an effort to help you settle in and reach your potential.

If you have any questions, please do not hesitate to ask your buddy (if available in your location/ Service line), your counselor or your new colleagues.

During your time with EY, we hope to provide you with the opportunity to grow as an individual, be successful in your career and contribute to building a better working world.

Congratulations, again, on joining EY.





Dear

Shagun**Congratulations!!**

This is with reference to your application/CV/interest to join CSPL and subsequent discussions/interview you had with us. We are pleased to offer you this Letter of Intent to join training with **Competent Synergies Private Limited**, subject to the following terms and conditions:

You have been shortlisted for **Paytm Bank Process as On Job Trainee**.

You shall report at the below mentioned address after lockdown period (which will be intimated separately).

Competent House Plot No. C-157, Industrial Area, Phase-7, Mohali – 160055, Punjab.

1. The commencement of your Training/Joining will be from 21-9-2020 and can be subject to Work from Home basis or Work from Office basis.
2. Training Period would be of **15 to 20 days**.
3. Training batch timings will be from **9am to 6 pm** with breaks.
4. Training timings can be changed based on the business requirement by your respective trainer.
5. Please note that your joining CSPL is subject to meeting all the following conditions mentioned here under:
 - i. You will have to clear the client round of interview before the start of your training.
 - ii. You will have to complete the training successfully.
 - iii. There should not be any complaint of mis-conduct and/or behavior against you, verbal or written by Trainer and/or HR
 - iv. You will have to be certified as "Passed" by your trainer and/or Client.
 - v. Your joining CSPL is subject to positive Reference Check and Police Verification.
6. Please note that the training or subsequent employment with the CSPL is subject to either **Work from Home** or **Work from Office** as per the requirements of the business, process or client
7. Please note that training fees is payable if the training period is more than seven working days
8. Please note that in the event of your not clearing training, you will not be paid training fee and any other costs.
9. Please note that the continuance of your "**On Job Training**" / **Service** with CSPL is also subject to availability of work with CSPL and/or our client companies. In case of non-renewal of contract or non-availability of work with the client companies or CSPL, your "On Job Training" / **Services** would be liable to be discontinued with immediate effect without giving any further notice or compensation in this regard.
10. **Force Majeure:** The obligations of CSPL with respect to this offer shall be suspended when the company is subject to *Force Majeure*, which can be termed as civil disturbance, riots, strikes, storm, tempest, acts of God, emergency etc.,
11. You will have to provide your bank account details to the company along with a "cancelled cheque"/"photocopy of passbook" or you are required to get your account opened during the training before certification.

your parallel energy

Competent Centre
REGISTERED OFFICE
H/O. 20155, Pritam,
Sector 14, Chandigarh
160021 India
T: +91 98 152 888 888

Competent House
2701 Phase 7
Industrial Area, Mohali
160055, India
T: +91 98 152 888 888

Competent Towers
H/O. Sector 27
Mohali
160087, India
T: +91 98 152 888 888



**Emerson Information
Technology Solutions, Mohali**

(A Division of Emerson Electric Co. India Pvt. Ltd.)

3rd Floor, F-3 Tower, Landmark Plaza
Plot No. A-40A, Phase VIII-B, Industrial Area
Quark City India Pvt. Ltd. (SEZ)
Mohali 160 059, Punjab

Tel: +91 172 4267800
Fax: +91 172 4683824

CIN - U29190MH1995PTC087858

13-August-2021

**Sonalika Grover
Chandigarh**

Dear Sonalika,

Offer of Employment with Emerson Information Technology Solutions, Mohali

Heartiest Congratulations on being selected for the below position at Emerson Information Technology Solutions, Mohali, a division of Emerson Electric Co. (India) Private Ltd, India.

**Title: Engineer L1, Operations, Automation Solutions
Grade: 4
Role: IT Analyst**

We are pleased to extend an Offer of Rs. **4,18,300** per annum (Cost to Company) excluding Variable Pay. Your target annual Variable Pay will be Rs.**26,700** based on your performance "meeting expectations". Also, you will be entitled to benefits mentioned in the Annexure. Your employment will commence on **18-August-2021**. You will be on probation for a period of six months and your confirmation is subject to satisfactory performance standard and no adverse verification reports.

This is subject to your clearance of the Pre-Employment Medical Check-Up; background and reference check. Please submit a copy of your resignation letter duly accepted by your present company within three working days of receipt of this Offer.

Please indicate your acceptance of our employment offer by signing and returning to us a copy of this Offer letter and other joining documents. The timeframe for the same is **7 working days**. On joining the Company, you will be given a detailed letter of appointment.

As a condition to the commencement of your employment, you will be required to complete and sign the following:

- The Conflict of Interest declaration
- The Ethics declaration
- The Employee Intellectual Property and Confidential Information Agreement
- The EITS, Mohali Employee Handbook
- The Information Security and Electronic Media Handbook

We look forward to you being a part of the team at the earliest.

Sincerely,
For Emerson Information Technology Solutions, Mohali

**Pranadharthi Mahadevan
Director- Human Resources**

Dated:
Received & Accepted

Reliance SMSL Limited

Ref : SMSL/64262500/14207028/110621/1651

Date : 11 Jun 2021

Tarika Sachdeva

Godia Press Street,
H No 3000 , Sri Muktsar Sahib,
Sri Muktsar Sahib, Punjab - 152026

Offer cum Appointment Letter

Dear **Tarika Sachdeva**,

This is with reference to your application and subsequent test / Interviews you had with us, we are pleased to offer you employment in the **Executive Family** as **Executive** in the Job Role **Advisor Voice**. Your base location would be **Chandigarh 3 - Phase 7A M**. You will be working from home.

You will join us on or before **15 Jun 2021**.

You will receive an Annual Gross Compensation (including Basic and allowances) of **INR 1,32,300 /- per annum (INR ONE LAKH THIRTY TWO THOUSAND THREE HUNDRED only)** .

Details are mentioned in **Annexure - I**. Disbursement shall be as per the prevailing rules and guidelines.

You will also be entitled to Provident Fund and E.S.I.C. benefits as per applicable rules. Please note that salaries, allowances, facilities and other sums payable under this appointment are subject to Income Tax and other statutory deductions and you shall be liable for the same.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization.

Please review, acknowledge and accept the offer cum appointment letter with annexures including "**Terms & Conditions of Employment**" at Annexure II. These employment terms will be effective from the date of your joining the company, and sets forth the terms and conditions under which Company would employ you and your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

This offer cum appointment letter shall automatically stand withdrawn, in case we do not receive your acknowledgement and acceptance within **ten days** from issue of this letter.

Your joining is subject to your timely accepting the offer cum appointment letter, verification of your pre-boarding documents and you being declared medically fit by authorized Medical Officer.

We wish you a long successful association with us.
Sincerely yours,

Reliance SMSL Limited



Authorized Signatory

Signature of the Employee:

Date: 11 Jun 2021

Page 1 of 7

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Annexure - I

Name : Tarika Sachdeva		
Grade : K3		
Designation : Executive		
Payments	Monthly (INR)	Annual (INR)
Basic	6,500	78,000
House Rent Allowance	4,525	54,300
Conveyance Allowance	0	0
Gross Compensation	11,025	1,32,300
Provident Fund (Employer Contribution - As per Act)	780	9,360
Bonus (As per Act)	542	6,500
ESIC (Employer Contribution - As per Act)**	358	4,300

Note :

**All the above emoluments should be reduced to the extent of absence without leave or leave without pay.*

** It is further clarified that HRA and Conveyance shall not be reckoned for the purpose of contribution to the Provident Fund.*

Signature :

Date: 11 Jun 2021

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Reliance SMSL Limited

Annexure – II

TERMS & CONDITIONS OF EMPLOYMENT

1. The word 'establishment / office' used in offer-cum-appointment letter and / or any other communications from the Company should be construed to encompass workplace while working from home / office / facility / field, unless context means or specifies otherwise.
2. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer
3. You are assigned to work and perform duties that are assigned to you by our Company / client from time to time.
4. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.
5. The address and email ID as indicated in your application for appointment shall deem to be correct for sending any future communication to you. Every communication addressed to you at the given address / email ID shall be deemed to have been served upon you. You will immediately notify change of address / email ID, if any.
6. You are required to submit the following documents, if the same have not been submitted earlier a) Certificates in support of Educational / Professional Qualifications, Experience, Date of Birth and other testimonials in original together with copies thereof; b) copies of your passport photographs with blue background; and c) Copy of Aadhar Card / Passport / Voter ID/ License or any other document as proof of your residence and photo identity.
7. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.
8. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.
9. During your tenure with the company and based on your job profile, you might be granted access to various IT assets & applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your credentials.

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10. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Company / client as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the base location of your posting. The tenure of your employment shall be subject to requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of project with the client.
11. You shall be entitled to leave and other benefits as per the rules and regulations governing the base / home location where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly off may be staggered and determined as per the roster.
12. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the Company / client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered, and you may be required to work in spells in the morning and evening.
13. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.
14. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. You may be asked to work from office / facility / field / home. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
15. If advised to work from home, 'Home' means current residential premises declared by you in the employment application data furnished to the company at the time of joining. Any change thereof must be promptly communicated to the company. Any temporary change of residence because of any emergency should be communicated to the reporting manager at the earliest. Work from home does not permit working from public places, restaurants, markets, shops and malls, transport stations or vehicles or private premises belonging to unconnected individuals and organizations.
16. If advised to work from home, you must ensure availability of prescribed infrastructure, space, internet connectivity and equipment required to discharge your duties as specified by the organization from time to time. The cost of the infrastructure at home shall be borne by you.
17. If advised to work from home, your inability to login for part or whole shift and / or fulfil corresponding target output for any reason whatsoever, including but not limited to outage of power / data connectivity issues or any other circumstances beyond control of either or both parties will be treated as absence for part / whole day as may be applicable.
18. The company reserves right to advise employees to proceed on leave on loss of pay or implement lay-off or retrenchment of any employees, in the unlikely event of business environment or financial sustenance of the company being adversely impacted.

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19. In normal course you shall retire from the services of the organization on attaining the age of 58 years.
20. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
 - a. Return to work within 8 days from the commencement of such absence
 - b. Give an explanation to the satisfaction of the Management regarding such absence.
21. You will initially be on probation for a period of Six months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving seven days' notice in writing by either side or payment of seven days Basic salary in lieu thereof. Unless extended in writing, you will deemed to be confirmed on completion of initial probation period or extended probation period, as the case may be. After confirmation, your services are liable to be terminated at any time without assigning any reason by giving 30 days' notice in writing by either side or payment of 30 days basic salary in lieu thereof. You shall attend duties till you are relieved from service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.
22. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
23. You shall extend all cooperation to the Company / client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the Company / client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.
24. You shall engage yourself exclusively in the work assigned by the Company / client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the Company / client in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company / client. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
25. You shall not seek membership of any local or public bodies without first obtaining written permission from the Management. Seeking membership of any local or public bodies would include:
 - a) Holding any position, whether honorary or otherwise, in any legislature or local authority.
 - b) Being an office bearer of any political party or organization which takes part in political or other collective activities.

Reliance SMSL Limited

- c) To take part in or assist in any manner in any movement / agitation or demonstrations of a political nature or other collective nature.
 - d) To canvas or take part in an election to any legislature or local authority
26. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
27. You will not enter into any commitments or dealings on behalf of the Company / client for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company / client or exceed the authority or discretion vested in you without the previous sanction of the Company / client or those in authority over you.
28. You will scrupulously follow company's social media policy. Any deviation may make you liable for strict disciplinary action.
29. You may be selected and sponsored by the Company / client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
30. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
31. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the Company / client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.
32. All proprietary information and material of the Company / client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the Company / client are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the Company / client, as the case may be.
33. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.

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34. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
35. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.
36. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.

I have read and / or have been explained the contents of the above contract of employment in _____ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 9 & 10 specifically.

Name : Tarika Sachdeva

Signature :



Offer: Computer Consultancy
Ref: TCSL/DT20217726805/Delhi
Date: 07/06/2021

Ms. Naghma Firdous
House 165 Sector 36 A,
Near Mcm Dav College For Women,
Chandigarh-160036,
Chandigarh.
Tel# -

Dear Naghma Firdous,

Sub: Letter of Offer

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

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

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

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

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

COMPENSATION AND BENEFITS

BASIC SALARY

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

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TCSL/DT20217726805

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India

Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

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

2. Leave Travel Allowance

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

3. Personal Allowance

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

4. Food Card

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

PERFORMANCE PAY

Monthly Performance Pay

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

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

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

2. Higher Hospitalisation

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

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

Maternity Leave

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

Loans

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

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

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

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

Professional Memberships

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

RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Training Period

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



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

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

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

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

3. Working Hours

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

4. Mobility

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

5. Compensation Structure / Salary components

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

6. Increments and Promotions

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

7. Alternative Occupation / Employment

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



8. Confidentiality Agreement

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

9. Service Agreement

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

10. Overseas International Assignment Agreement

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

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

11. Terms and Conditions

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



12. TATA Code of Conduct

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

13. Notice Period

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

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

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

14. Retirement

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

15. Pre-employment Medical Certificate

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

16. Employment of Non Indian Citizens

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

17. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action



including termination of traineeship/service without notice.

18. Submission of Documents

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

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

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

The original documents will be returned to you after verification.

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



documents

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

19. TCS Xperience Program

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

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

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

20. Letter of Appointment

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

21. Rules and Regulations of the Company

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

22. Compliance to all clauses

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



23. Data Privacy Clause:

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

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

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

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

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

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



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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



GROSS SALARY SHEET

Annexure 1

Name	Naghma Firdous
Designation	Graduate Trainee
Institute Name	Panjab University, Chandigarh

Table 1: Compensation Details (All Components in INR)

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

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

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

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

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



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 109-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Restriction on Associate's Rights

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

8. No License

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



9. Equitable Rights

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

10. General

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

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

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

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



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

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



Offer: Computer Consultancy
Ref: TCSL/DT20217730720/Delhi
Date: 07/06/2021

Ms. Chitra Sharma
Ajay Krishan, Basini(61),
Jind,
Safidon-126112,
Haryana.
Tel# -

Dear Chitra Sharma,

Sub: Letter of Offer

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

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

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

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

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

COMPENSATION AND BENEFITS

BASIC SALARY

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

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BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

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

2. Leave Travel Allowance

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

3. Personal Allowance

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

4. Food Card

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

PERFORMANCE PAY

Monthly Performance Pay

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

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India

Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

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

2. Higher Hospitalisation

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

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

Maternity Leave

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

Loans

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

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

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

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

Professional Memberships

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

RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Training Period

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

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

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

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

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

3. Working Hours

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

4. Mobility

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

5. Compensation Structure / Salary components

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

6. Increments and Promotions

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

7. Alternative Occupation / Employment

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



8. Confidentiality Agreement

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

9. Service Agreement

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

10. Overseas International Assignment Agreement

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

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

11. Terms and Conditions

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



12. TATA Code of Conduct

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

13. Notice Period

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

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

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

14. Retirement

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

15. Pre-employment Medical Certificate

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

16. Employment of Non Indian Citizens

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

17. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action.



including termination of traineeship/service without notice.

18. Submission of Documents

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

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

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

The original documents will be returned to you after verification.

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



documents

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

19. TCS Xperience Program

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

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

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

20. Letter of Appointment

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

21. Rules and Regulations of the Company

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

22. Compliance to all clauses

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



23. Data Privacy Clause:

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

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

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

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

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

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



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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



GROSS SALARY SHEET

Annexure 1

Name	Chitra Sharma
Designation	Graduate Trainee
Institute Name	Panjab University, Chandigarh

Table 1: Compensation Details (All Components in INR)

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

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

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

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

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



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 109-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Restriction on Associate's Rights

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

8. No License

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



9. Equitable Rights

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

10. General

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

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

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

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



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

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



Offer: Computer Consultancy
Ref: TCSL/DT20207510538/Trivandrum
Date: 18/11/2021

Ms. Rupali Mittal
House No 14, Ward No 6R-1 Colony,
Cheeka Kaithal, Haryana,
Cheeka-136034,
Haryana.
Tel# -

Dear Rupali Mittal,

Sub: Letter of Offer

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

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

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

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

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

COMPENSATION AND BENEFITS

BASIC SALARY

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

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TCSL/DT20207510538

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Visnaya Building 6th Floor, Infopark, Kusunjeri PO, Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Career's ServiceLine: 1800 209 3111 Email: careers@tcs.com



BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

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

2. Leave Travel Allowance

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

3. Personal Allowance

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

4. Food Card

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

PERFORMANCE PAY

Monthly Performance Pay

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



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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

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

2. Higher Hospitalisation

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

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

Maternity Leave

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

Loans

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

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

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

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3

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO, Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com



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

Professional Memberships

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

RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Training Period

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

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

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

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

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

3. Working Hours

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

4. Mobility

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

5. Compensation Structure / Salary components

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

6. Increments and Promotions

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

7. Alternative Occupation / Employment

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



8. Confidentiality Agreement

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

9. Work in SBWS mode

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

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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



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

12. Terms and Conditions

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

13. TATA Code of Conduct

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

14. Notice Period

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

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

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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



qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

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

18. Background Check

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

19. Submission of Documents

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

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

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



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

The original documents will be returned to you after verification.

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

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

20. TCS Xperience Program

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

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

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

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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



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

23. Compliance to all clauses

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

24. Data Privacy Clause:

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

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

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

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

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

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



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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



GROSS SALARY SHEET

Annexure 1

Name	Rupali Mittal
Designation	Graduate Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

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

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

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

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

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



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 109-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Working in SBWS Framework:

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

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

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

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



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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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



10. Equitable Rights

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

11. General

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

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

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

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



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

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



Nancy Sharma <nancysharma@mcmdavcwchd.in>

Fwd: Wipro Campus Update_LOI

1 message

Dr Leetika <kathurialeetika@gmail.com>
 To: Nancy Sharma <nancysharma@mcmdavcwchd.in>, mcm36placements@gmail.com

8 June 2021 at 20:37

----- Forwarded message -----

From: **Vanshika Dang** <vanshikadang27@gmail.com>
 Date: Fri, 16 Apr 2021, 1:55 pm
 Subject: Fwd: Wipro Campus Update_LOI
 To: kathurialeetika@gmail.com <kathurialeetika@gmail.com>

----- Forwarded message -----

From: **Campus HR Team** <wipro+email+zmzi-b0abfb3a69@talent.icims.com>
 Date: Tue, 13 Apr 2021 at 5:11 PM
 Subject: Wipro Campus Update_LOI
 To: <vanshikadang27@gmail.com>

April 13, 2021

Dear VANSHIKA DANG,
 Resume Number - 21267580

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.

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

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

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete and accepting the contents of this communication within 15 calendar days.](#) Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,
 For **Wipro Limited**,

Nancy Sharma <nancysharma@mcmdavcwchd.in>

Fwd: Wipro Campus Update_LOI

2 messages

Dr Leetika <kathurialeetika@gmail.com>

17 April 2021 at 02:01

To: nancysharma@mcmdavcwchd.in, mcm36placements@gmail.com

----- Forwarded message -----

From: **Chitra Sharma** <sharmachitra240@gmail.com>
 Date: Fri, Apr 16, 2021 at 12:57 AM
 Subject: Fwd: Wipro Campus Update_LOI
 To: <kathurialeetika@gmail.com>

----- Forwarded message -----

From: **Campus HR Team** <wipro+email+zn1h-d4e7532ffe@talent.icims.com>
 Date: Tue, Apr 13, 2021 at 5:11 PM
 Subject: Wipro Campus Update_LOI
 To: <sharmachitra240@gmail.com>

April 13, 2021

Dear CHITRA SHARMA,
 Resume Number - 21264625

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.

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

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

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,
 For **Wipro Limited**,



Nancy Sharma <nancysharma@mcmdavcwchd.in>

Fwd: Wipro Campus Update_LOI

3 messages

Dr Leetika <kathurialeetika@gmail.com>
 To: nancysharma@mcmdavcwchd.in, mcm36placements@gmail.com

17 April 2021 at 00:52

----- Forwarded message -----
 From: **aditika singh** <aditika22@gmail.com>
 Date: Thu, Apr 15, 2021 at 12:56 AM
 Subject: Fwd: Wipro Campus Update_LOI
 To: <kathurialeetika@gmail.com>

----- Forwarded message -----
 From: **aditika singh** <aditika22@gmail.com>
 Date: Thu, Apr 15, 2021 at 8:57 AM
 Subject: Fwd: Wipro Campus Update_LOI

April 13, 2021

Dear aditika singh ,
 Resume Number - 21264681

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.

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

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

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,
 For **Wipro Limited**,



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Feb 26th, 2020

Dear Ms. Ridhi,

We are pleased to offer you employment for the position of **Business Development Executive** with AlgoMill Technologies Private Ltd. We trust that your knowledge, skills and experience will be among our most valuable assets.

Annexure A below includes your salary and benefits information.

Your signing these documents confirms your acceptance of the terms and conditions.

You will need to sign these documents at the time of commencement of your employment.

Joining Date: **4-Mar-2020**

Time: **02:00 PM IST**

Location: **A-45, Quark City - Atrium, IT Park, Sector 74, Mohali, PB - 160071**

Kindly acknowledge your acceptance by signing the document, confirming the joining date. There shall be a mandatory orientation program at Corporate Office.

For any further questions or concerns feel free to reach us.

We at AlgoMill, hope that you'll accept this job offer and we look forward to welcoming you aboard.

Sincerely, **AlgoMill Technologies Pvt. Ltd.**

Director

For AlgoMill Technologies Pvt. Ltd

Somesh Kapuria

Managing Director

AlgoMill Technologies Pvt Ltd
Providing Bespoke IT Solutions Globally
CIN# U72900PB20190PC049199



Annexure A

COMPENSATION OF EMPLOYEE AND DEDUCTIONS

FIXED PAY:

	Monthly
Basic Pay	Rs.10,833
H.R.A	Rs.5000
Conveyance	Rs.5000
TOTAL	Rs. 20,833

BONUS:

- After successful completion of your probation period, you will be eligible to receive an annual bonus of INR 100,000/- (Rupees One Lac) which will be paid quarterly on a pro rata basis, contingent to your satisfactory job performance. You will also be eligible to receive Additional bonus amounts, subject to your job performance at AlgoMill.

TERMS AND CONDITIONS:

This is in reference to your appointment as **Business Development Executive** on the following terms and conditions:

1. You will start working at AlgoMill on a part-time basis (I.e. working 5 hours a day) from 4-Mar-2020, and your work timing will (tentatively) be from 2:00 PM to 7:00 PM. You will continue to work at AlgoMill on a part-time basis, up till the completion of your Master's Degree at the MCM DAV College, Sector 36, Chandigarh, which is expected to be completed tentatively by May-2020. During this period, you will be considered to be on probation and you would be paid 60% of your "Fixed Pay" salary amount.
2. Upon satisfactory completion of your probation period, you shall be confirmed and till such time you shall continue to be on probationary service. In the event of your resignation or termination of services, you will have to give a 45 days notice or two months gross salary and company will give you a 07 days notice or salary in lieu thereof.



3. You acknowledge and agree that Company has offered you employment based on the specific information and records furnished by you or on your behalf. You will provide or arrange to have provided any information and/or grant any consent or permission required by Company and/or its agents from time to time to verify any such information and/or records and/or perform any background and/or reference checks. If, at any time, Company believes, in its sole discretion, that there is a discrepancy or inaccuracy in or with respect to any information furnished by you or on your behalf, including any information, documents or certificates provided as a proof of your qualifications and experience, or if you fail to cooperate with Company and/or its agents in conducting such verification and/or background and/or reference checks, Company may, in its sole discretion, elect to terminate or suspend your employment immediately.
4. Company's leave policy shall apply to your employment and maybe modified by Company at any time, in its sole discretion, upon notice to you. There will be Eight (8) fixed holidays and Thirteen (13) paid leaves in each fiscal year. You shall be granted the same based on your joining date on a prorated basis, with the weekends being off.
5. A normal working day shall comprise of Nine (9) hours, irrespective of the shift timings, with a break for an hour (in the aggregate)
6. The Employee agrees that all "Confidential and Proprietary Information" learned during the Employee's employment, whether or not in writing, of the Company, the Company's vendors or the Company's clients is secret and shall not be disclosed. Confidential and proprietary information shall mean but is not limited to, any information relating to and including trade programs, client lists, client contacts and requirements, referral lists, consultant lists, employee lists, vendors, suppliers, business information, strategic plans, business dealings, ideas, processes, designs, discoveries, inventions, improvements, concepts, methods, common procedures, techniques, written material, know how not generally known in the trader industry, company records, protocols, programs and other similar information that is part of the Company. The Employee agrees that all confidential and proprietary information is the property of the Company or the Company's clients, end-clients, end-users or vendors. The Employee agrees that the Employee's obligation to treat all confidential and proprietary information as secret shall survive the termination of the Employee's employment at the Company. In the event of the Employee's termination from the Company, the Employee shall return within twenty-four (24) hours of the Employee's termination any and all confidential and proprietary information in the Employee's possession, custody or control failing which it shall be treated as embezzlement of company's product.
7. "Confidential Information" means any proprietary or confidential information, work product (whether produced by you or other resources of the or provided to you by Company or on Company's and its affiliates' and their employees', contractors' and/or clients' behalf) designs, business information or plans, inventions, technical data, business strategies, trade secrets or know-how, in any media of Company, its affiliates and their employees, contractors and/or clients, whether oral or written or in electronic format, and whether marked as confidential or proprietary or not, including but not limited to, research, business plans, product plans, service offerings or services descriptions,



projects or opportunities, proposals, Work Product or deliverables, computer programs and documentation, contractor, customer or client lists, software, developments, inventions, processes, formulas, technology, drawings, engineering plans, distribution and sales methods, sales and profit figures, finances, titles and descriptions of any patents or patent applications filed or which could be applied for in any country or jurisdiction, methodologies, training materials, personnel information and internal publications. Confidential Information shall not include information which is publicly available.

8. Should there be any issue between the Company and the Employee which may require adjudication then Chandigarh Territory shall be the area of Jurisdiction with total bar on any other place/state/city.

In witness whereof, the parties have executed Annexure A and Terms and Conditions as of the date above first written.

AlgoMill Technologies Pvt. Ltd.

For AlgoMill Technologies Pvt. Ltd

For Employee

Director

Somesh Kapuria

Name: Somesh Kapuria

Name: _____

Title: Managing Director

PAN: _____

Date: 26-Feb-2020

Address: _____

Phone: _____

Email: _____



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Feb 26th, 2020

Dear Ms. **Sandeep**,

We are pleased to offer you employment for the position of **Business Development Executive** with AlgoMill Technologies Private Ltd. We trust that your knowledge, skills and experience will be among our most valuable assets.

Annexure A below includes your salary and benefits information.

Your signing these documents confirms your acceptance of the terms and conditions.

You will need to sign these documents at the time of commencement of your employment.

Joining Date: **4-Mar-2020**

Time: **02:00 PM IST**

Location: **A-45, Quark City - Atrium, IT Park, Sector 74, Mohali, PB - 160071**

Kindly acknowledge your acceptance by signing the document, confirming the joining date. There shall be a mandatory orientation program at Corporate Office.

For any further questions or concerns feel free to reach us.

We at AlgoMill, hope that you'll accept this job offer and we look forward to welcoming you aboard.

Sincerely,

AlgoMill Technologies Pvt. Ltd.

Director

For AlgoMill Technologies Pvt. Ltd

Somesh Kapuria

Managing Director

AlgoMill Technologies Pvt Ltd
Providing Bespoke IT Solutions Globally

CIN# U72900PB20190PC049199



Annexure A

COMPENSATION OF EMPLOYEE AND DEDUCTIONS

FIXED PAY:

	Monthly
Basic Pay	Rs. 10,833
H.R.A	Rs. 5000
Conveyance	Rs. 5000
TOTAL	Rs. 20,833

BONUS:

- After successful completion of your probation period, you will be eligible to receive an annual bonus of INR 100,000/- (Rupees One Lac) which will be paid quarterly on a pro rata basis, contingent to your satisfactory job performance. You will also be eligible to receive Additional bonus amounts, subject to your job performance at AlgoMill.

TERMS AND CONDITIONS:

This is in reference to your appointment as **Business Development Executive** on the following terms and conditions:

1. You will start working at AlgoMill on a part-time basis (i.e. working 5 hours a day) from 4-Mar-2020, and your work timing will (tentatively) be from 2:00 PM to 7:00 PM. You will continue to work at AlgoMill on a part-time basis, up till the completion of your Master's Degree at the MCM DAV College, Sector 36, Chandigarh, which is expected to be completed tentatively by May-2020. During this period, you will be considered to be on probation and you would be paid 60% of your "Fixed Pay" salary amount.
2. Upon satisfactory completion of your probation period, you shall be confirmed and till such time you shall continue to be on probationary service. In the event of your resignation or termination of services, you will have to give a 45 days notice or two months gross salary and company will give you a 07 days notice or salary in lieu thereof.



3. You acknowledge and agree that Company has offered you employment based on the specific information and records furnished by you or on your behalf. You will provide or arrange to have provided any information and/or grant any consent or permission required by Company and/or its agents from time to time to verify any such information and/or records and/or perform any background and/or reference checks. If, at any time, Company believes, in its sole discretion, that there is a discrepancy or inaccuracy in or with respect to any information furnished by you or on your behalf, including any information, documents or certificates provided as a proof of your qualifications and experience, or if you fail to cooperate with Company and/or its agents in conducting such verification and/or background and/or reference checks, Company may, in its sole discretion, elect to terminate or suspend your employment immediately.
4. Company's leave policy shall apply to your employment and maybe modified by Company at any time, in its sole discretion, upon notice to you. There will be Eight (8) fixed holidays and Thirteen (13) paid leaves in each fiscal year. You shall be granted the same based on your joining date on a prorated basis, with the weekends being off.
5. A normal working day shall comprise of Nine (9) hours, irrespective of the shift timings, with a break for an hour (in the aggregate).
6. The Employee agrees that all "Confidential and Proprietary Information" learned during the Employee's employment, whether or not in writing, of the Company, the Company's vendors or the Company's clients is secret and shall not be disclosed. Confidential and proprietary information shall mean but is not limited to, any information relating to and including trade programs, client lists, client contacts and requirements, referral lists, consultant lists, employee lists, vendors, suppliers, business information, strategic plans, business dealings, ideas, processes, designs, discoveries, inventions, improvements, concepts, methods, common procedures, techniques, written material, know how not generally known in the trader industry, company records, protocols, programs and other similar information that is part of the Company. The Employee agrees that all confidential and proprietary information is the property of the Company or the Company's clients, end-clients, end-users or vendors. The Employee agrees that the Employee's obligation to treat all confidential and proprietary information as secret shall survive the termination of the Employee's employment at the Company. In the event of the Employee's termination from the Company, the Employee shall return within twenty-four (24) hours of the Employee's termination any and all confidential and proprietary information in the Employee's possession, custody or control failing which it shall be treated as embezzlement of company's product.
7. "Confidential Information" means any proprietary or confidential information, work product (whether produced by you or other resources of the or provided to you by Company or on Company's and its affiliates' and their employees', contractors' and/or clients' behalf) designs, business information or plans, inventions, technical data, business strategies, trade secrets or know-how, in any media of Company, its affiliates and their employees, contractors and/or clients, whether oral or written or in electronic format, and whether marked as confidential or proprietary or not, including but not limited to, research, business plans, product plans, service offerings or services descriptions,



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projects or opportunities, proposals, Work Product or deliverables, computer programs and documentation, contractor, customer or client lists, software, developments, inventions, processes, formulas, technology, drawings, engineering plans, distribution and sales methods, sales and profit figures, finances, titles and descriptions of any patents or patent applications filed or which could be applied for in any country or jurisdiction, methodologies, training materials, personnel information and internal publications. Confidential Information shall not include information which is publicly available.

B. Should there be any issue between the Company and the Employee which may require adjudication then Chandigarh Territory shall be the area of Jurisdiction with total bar on any other place/state/city.

In witness whereof, the parties have executed Annexure A and Terms and Conditions as of the date above first written.

AlgoMill Technologies Pvt. Ltd.

For AlgoMill Technologies Pvt. Ltd

Somesh Kapuria

Director

Name: Somesh Kapuria

Title: Managing Director

Date: 26-Feb-2020

For Employee

Name: _____

PAN: _____

Address: _____

Phone: _____

Email: _____

AlgoMill Technologies Pvt Ltd

Providing Bespoke IT Solutions Globally

CIN# U72900PB20190PC049199



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Feb 26th, 2020

Dear Ms. Shubhangi,

We are pleased to offer you employment for the position of **Business Development Executive** with AlgoMill Technologies Private Ltd. We trust that your knowledge, skills and experience will be among our most valuable assets.

Annexure A below includes your salary and benefits information.

Your signing these documents confirms your acceptance of the terms and conditions.

You will need to sign these documents at the time of commencement of your employment.

Joining Date: **4-Mar-2020**

Time: **02:00 PM IST**

Location: **A-45, Quark City - Atrium, IT Park, Sector 74, Mohali, PB - 160071**

Kindly acknowledge your acceptance by signing the document, confirming the joining date. There shall be a mandatory orientation program at Corporate Office.

For any further questions or concerns feel free to reach us.

We at AlgoMill, hope that you'll accept this job offer and we look forward to welcoming you aboard.

Sincerely, **AlgoMill Technologies Pvt. Ltd.**

Director

For AlgoMill Technologies Pvt. Ltd

Somesh Kapuria

Managing Director

AlgoMill Technologies Pvt Ltd

Providing Bespoke IT Solutions Globally

CIN# U72900PB20190PC049199



Annexure A

COMPENSATION OF EMPLOYEE AND DEDUCTIONS

FIXED PAY:

	Monthly
Basic Pay	Rs.10,833
H.R.A	Rs.5000
Conveyance	Rs.5000
TOTAL	Rs. 20,833

BONUS:

- After successful completion of your probation period, you will be eligible to receive an annual bonus of INR 100,000/- (Rupees One Lac) which will be paid quarterly on a pro rata basis, contingent to your satisfactory job performance. You will also be eligible to receive Additional bonus amounts, subject to your job performance at AlgoMill.

TERMS AND CONDITIONS:

This is in reference to your appointment as **Business Development Executive** on the following terms and conditions:

1. You will start working at AlgoMill on a part-time basis (i.e. working 5 hours a day) from 4-Mar-2020, and your work timing will (tentatively) be from 2:00 PM to 7:00 PM. You will continue to work at AlgoMill on a part-time basis, up till the completion of your Master's Degree at the MCM DAV College, Sector 36, Chandigarh, which is expected to be completed tentatively by May-2020. During this period, you will be considered to be on probation and you would be paid 60% of your "Fixed Pay" salary amount.
2. Upon satisfactory completion of your probation period, you shall be confirmed and till such time you shall continue to be on probationary service. In the event of your resignation or termination of services, you will have to give a 45 days notice or two months gross salary and company will give you a 07 days notice or salary in lieu thereof.



3. You acknowledge and agree that Company has offered you employment based on the specific information and records furnished by you or on your behalf. You will provide or arrange to have provided any information and/or grant any consent or permission required by Company and/or its agents from time to time to verify any such information and/or records and/or perform any background and/or reference checks. If, at any time, Company believes, in its sole discretion, that there is a discrepancy or inaccuracy in or with respect to any information furnished by you or on your behalf, including any information, documents or certificates provided as a proof of your qualifications and experience, or if you fail to cooperate with Company and/or its agents in conducting such verification and/or background and/or reference checks, Company may, in its sole discretion, elect to terminate or suspend your employment immediately.
4. Company's leave policy shall apply to your employment and maybe modified by Company at any time, in its sole discretion, upon notice to you. There will be Eight (8) fixed holidays and Thirteen (13) paid leaves in each fiscal year. You shall be granted the same based on your joining date on a prorated basis, with the weekends being off.
5. A normal working day shall comprise of Nine (9) hours, irrespective of the shift timings, with a break for an hour (in the aggregate).
6. The Employee agrees that all "Confidential and Proprietary Information" learned during the Employee's employment, whether or not in writing, of the Company, the Company's vendors or the Company's clients is secret and shall not be disclosed. Confidential and proprietary information shall mean but is not limited to, any information relating to and including trade programs, client lists, client contacts and requirements, referral lists, consultant lists, employee lists, vendors, suppliers, business information, strategic plans, business dealings, ideas, processes, designs, discoveries, inventions, improvements, concepts, methods, common procedures, techniques, written material, know how not generally known in the trader industry, company records, protocols, programs and other similar information that is part of the Company. The Employee agrees that all confidential and proprietary information is the property of the Company or the Company's clients, end-clients, end-users or vendors. The Employee agrees that the Employee's obligation to treat all confidential and proprietary information as secret shall survive the termination of the Employee's employment at the Company. In the event of the Employee's termination from the Company, the Employee shall return within twenty-four (24) hours of the Employee's termination any and all confidential and proprietary information in the Employee's possession, custody or control failing which it shall be treated as embezzlement of company's product.
7. "Confidential Information" means any proprietary or confidential information, work product (whether produced by you or other resources of the or provided to you by Company or on Company's and its affiliates' and their employees', contractors' and/or clients' behalf) designs, business information or plans, inventions, technical data, business strategies, trade secrets or know-how, in any media of Company, its affiliates and their employees, contractors and/or clients, whether oral or written or in electronic format, and whether marked as confidential or proprietary or not, including but not limited to, research, business plans, product plans, service offerings or services descriptions,



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projects or opportunities, proposals, Work Product or deliverables, computer programs and documentation, contractor, customer or client lists, software, developments, inventions, processes, formulas, technology, drawings, engineering plans, distribution and sales methods, sales and profit figures, finances, titles and descriptions of any patents or patent applications filed or which could be applied for in any country or jurisdiction, methodologies, training materials, personnel information and internal publications. Confidential Information shall not include information which is publicly available.

8. Should there be any issue between the Company and the Employee which may require adjudication then Chandigarh Territory shall be the area of Jurisdiction with total bar on any other place/state/city.

In witness whereof, the parties have executed Annexure A and Terms and Conditions as of the date above first written.

AlgoMill Technologies Pvt. Ltd.

For AlgoMill Technologies Pvt. Ltd

For Employee

Somesh Kapuria

Director

Name: Somesh Kapuria

Name: _____

Title: Managing Director

PAN: _____

Date: 26-Feb-2020

Address: _____

Phone: _____

Email: _____

AlgoMill Technologies Pvt Ltd

Providing Bespoke IT Solutions Globally

CIN# U72900PB20190PC049199



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Feb 26th, 2020

Dear Ms. Suman,

We are pleased to offer you employment for the position of **Business Development Executive** with AlgoMill Technologies Private Ltd. We trust that your knowledge, skills and experience will be among our most valuable assets.

Annexure A below includes your salary and benefits information.

Your signing these documents confirms your acceptance of the terms and conditions.

You will need to sign these documents at the time of commencement of your employment.

Joining Date: **4-Mar-2020**

Time: **02:00 PM IST**

Location: **A-45, Quark City - Atrium, IT Park, Sector 74, Mohali, PB - 160071**

Kindly acknowledge your acceptance by signing the document, confirming the joining date. There shall be a mandatory orientation program at Corporate Office.

For any further questions or concerns feel free to reach us.

We at AlgoMill, hope that you'll accept this job offer and we look forward to welcoming you aboard.

Sincerely, **AlgoMill Technologies Pvt. Ltd.**

Director

For AlgoMill Technologies Pvt. Ltd

Somesh Kapuria

Managing Director

AlgoMill Technologies Pvt Ltd

Providing Bespoke IT Solutions Globally

CIN# U72900PB2019OPC049199



Annexure A

COMPENSATION OF EMPLOYEE AND DEDUCTIONS

FIXED PAY:

	Monthly
Basic Pay	Rs. 10,833
H.R.A	Rs. 5000
Conveyance	Rs. 5000
TOTAL	Rs. 20,833

BONUS:

- After successful completion of your probation period, you will be eligible to receive an annual bonus of INR 100,000/- (Rupees One Lac) which will be paid quarterly on a pro rata basis, contingent to your satisfactory job performance. You will also be eligible to receive Additional bonus amounts, subject to your job performance at AlgoMill.

TERMS AND CONDITIONS:

This is in reference to your appointment as **Business Development Executive** on the following terms and conditions:

1. You will start working at AlgoMill on a part-time basis (i.e. working 5 hours a day) from 4-Mar-2020 and your work timing will (tentatively) be from 2:00 PM to 7:00 PM. You will continue to work at AlgoMill on a part-time basis, up till the completion of your Master's Degree at the MCM DAV College, Sector 36, Chandigarh, which is expected to be completed tentatively by May-2020. During this period, you will be considered to be on probation and you would be paid 60% of your "Fixed Pay" salary amount.
2. Upon satisfactory completion of your probation period, you shall be confirmed and till such time you shall continue to be on probationary service. In the event of your resignation or termination of services, you will have to give a 45 days notice or two months gross salary and company will give you a 07 days notice or salary in lieu thereof.



3. You acknowledge and agree that Company has offered you employment based on the specific information and records furnished by you or on your behalf. You will provide or arrange to have provided any information and/or grant any consent or permission required by Company and/or its agents from time to time to verify any such information and/or records and/or perform any background and/or reference checks. If, at any time, Company believes, in its sole discretion, that there is a discrepancy or inaccuracy in or with respect to any information furnished by you or on your behalf, including any information, documents or certificates provided as a proof of your qualifications and experience, or if you fail to cooperate with Company and/or its agents in conducting such verification and/or background and/or reference checks, Company may, in its sole discretion, elect to terminate or suspend your employment immediately.
4. Company's leave policy shall apply to your employment and maybe modified by Company at any time, in its sole discretion, upon notice to you. There will be Eight (8) fixed holidays and Thirteen (13) paid leaves in each fiscal year. You shall be granted the same based on your joining date on a prorated basis, with the weekends being off.
5. A normal working day shall comprise of Nine (9) hours, irrespective of the shift timings, with a break for an hour (in the aggregate).
6. The Employee agrees that all "Confidential and Proprietary Information" learned during the Employee's employment, whether or not in writing, of the Company, the Company's vendors or the Company's clients is secret and shall not be disclosed. Confidential and proprietary information shall mean but is not limited to, any information relating to and including trade programs, client lists, client contacts and requirements, referral lists, consultant lists, employee lists, vendors, suppliers, business information, strategic plans, business dealings, ideas, processes, designs, discoveries, inventions, improvements, concepts, methods, common procedures, techniques, written material, know how not generally known in the trader industry, company records, protocols, programs and other similar information that is part of the Company. The Employee agrees that all confidential and proprietary information is the property of the Company or the Company's clients, end-clients, end-users or vendors. The Employee agrees that the Employee's obligation to treat all confidential and proprietary information as secret shall survive the termination of the Employee's employment at the Company. In the event of the Employee's termination from the Company, the Employee shall return within twenty-four (24) hours of the Employee's termination any and all confidential and proprietary information in the Employee's possession, custody or control failing which it shall be treated as embezzlement of company's product.
7. "Confidential Information" means any proprietary or confidential information, work product (whether produced by you or other resources of the or provided to you by Company or on Company's and its affiliates' and their employees', contractors' and/or clients' behalf) designs, business information or plans, inventions, technical data, business strategies, trade secrets or know-how, in any media of Company, its affiliates and their employees, contractors and/or clients, whether oral or written or in electronic format, and whether marked as confidential or proprietary or not, including but not limited to, research, business plans, product plans, service offerings or services descriptions,



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projects or opportunities, proposals, Work Product or deliverables, computer programs and documentation, contractor, customer or client lists, software, developments, inventions, processes, formulas, technology, drawings, engineering plans, distribution and sales methods, sales and profit figures, finances, titles and descriptions of any patents or patent applications filed or which could be applied for in any country or jurisdiction, methodologies, training materials, personnel information and internal publications. Confidential Information shall not include information which is publicly available.

8. Should there be any issue between the Company and the Employee which may require adjudication then Chandigarh Territory shall be the area of Jurisdiction with total bar on any other place/state/city.

In witness whereof, the parties have executed Annexure A and Terms and Conditions as of the date above first written.

AlgoMill Technologies Pvt. Ltd.

For AlgoMill Technologies Pvt. Ltd

For Employee

Somesh Kapuria

Director

Name: Somesh Kapuria

Name: _____

Title: Managing Director

PAN: _____

Date: 26-Feb-2020

Address: _____

Phone: _____

Email: _____

AlgoMill Technologies Pvt Ltd

Providing Bespoke IT Solutions Globally

CIN# U72900PB20190PC049199



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Feb 26th, 2020

Dear Ms. Manisha,

We are pleased to offer you employment for the position of **Business Development Executive** with AlgoMill Technologies Private Ltd. We trust that your knowledge, skills and experience will be among our most valuable assets.

Annexure A below includes your salary and benefits information.

Your signing these documents confirms your acceptance of the terms and conditions.

You will need to sign these documents at the time of commencement of your employment.

Joining Date: **4-Mar-2020**

Time: **02:00 PM IST**

Location: **A-45, Quark City - Atrium, IT Park, Sector 74, Mohali, PB - 160071**

Kindly acknowledge your acceptance by signing the document, confirming the joining date. There shall be a mandatory orientation program at Corporate Office.

For any further questions or concerns feel free to reach us.

We at AlgoMill, hope that you'll accept this job offer and we look forward to welcoming you aboard.

Sincerely,

AlgoMill Technologies Pvt. Ltd.

Director

For AlgoMill Technologies Pvt. Ltd

Somesh Kapuria

Managing Director

AlgoMill Technologies Pvt Ltd

Providing Bespoke IT Solutions Globally

CIN# U72900PB20190PC049199



Annexure A

COMPENSATION OF EMPLOYEE AND DEDUCTIONS

FIXED PAY:

	Monthly
Basic Pay	Rs.10,833
H.R.A	Rs.5000
Conveyance	Rs.5000
TOTAL	Rs. 20,833

BONUS:

- After successful completion of your probation period, you will be eligible to receive an annual bonus of INR 100,000/- (Rupees One Lac) which will be paid quarterly on a pro rata basis, contingent to your satisfactory job performance. You will also be eligible to receive Additional bonus amounts, subject to your job performance at AlgoMill.

TERMS AND CONDITIONS:

This is in reference to your appointment as **Business Development Executive** on the following terms and conditions:

1. You will start working at AlgoMill on a part-time basis (i.e. working 5 hours a day) from 4-Mar-2020, and your work timing will (tentatively) be from 2:00 PM to 7:00 PM. You will continue to work at AlgoMill on a part-time basis, up till the completion of your Master's Degree at the MCM DAV College, Sector 36, Chandigarh, which is expected to be completed tentatively by May-2020. During this period, you will be considered to be on probation and you would be paid 60% of your "Fixed Pay" salary amount.
2. Upon satisfactory completion of your probation period, you shall be confirmed and till such time you shall continue to be on probationary service. In the event of your resignation or termination of services, you will have to give a 45 days notice or two months gross salary and company will give you a 07 days notice or salary in lieu thereof.



3. You acknowledge and agree that Company has offered you employment based on the specific information and records furnished by you or on your behalf. You will provide or arrange to have provided any information and/or grant any consent or permission required by Company and/or its agents from time to time to verify any such information and/or records and/or perform any background and/or reference checks. If, at any time, Company believes, in its sole discretion, that there is a discrepancy or inaccuracy in or with respect to any information furnished by you or on your behalf, including any information, documents or certificates provided as a proof of your qualifications and experience, or if you fail to cooperate with Company and/or its agents in conducting such verification and/or background and/or reference checks, Company may, in its sole discretion, elect to terminate or suspend your employment immediately.
4. Company's leave policy shall apply to your employment and maybe modified by Company at any time, in its sole discretion, upon notice to you. There will be Eight (8) fixed holidays and Thirteen (13) paid leaves in each fiscal year. You shall be granted the same based on your joining date on a prorated basis, with the weekends being off.
5. A normal working day shall comprise of Nine (9) hours, irrespective of the shift timings, with a break for an hour (in the aggregate).
6. The Employee agrees that all "Confidential and Proprietary Information" learned during the Employee's employment, whether or not in writing, of the Company, the Company's vendors or the Company's clients is secret and shall not be disclosed. Confidential and proprietary information shall mean but is not limited to, any information relating to and including trade programs, client lists, client contacts and requirements, referral lists, consultant lists, employee lists, vendors, suppliers, business information, strategic plans, business dealings, ideas, processes, designs, discoveries, inventions, improvements, concepts, methods, common procedures, techniques, written material, know-how not generally known in the trader industry, company records, protocols, programs and other similar information that is part of the Company. The Employee agrees that all confidential and proprietary information is the property of the Company or the Company's clients, end-clients, end-users or vendors. The Employee agrees that the Employee's obligation to treat all confidential and proprietary information as secret shall survive the termination of the Employee's employment at the Company. In the event of the Employee's termination from the Company, the Employee shall return within twenty-four (24) hours of the Employee's termination any and all confidential and proprietary information in the Employee's possession, custody or control failing which it shall be treated as embezzlement of company's product.
7. "Confidential Information" means any proprietary or confidential information, work product (whether produced by you or other resources of the or provided to you by Company or on Company's and its affiliates' and their employees', contractors' and/or clients' behalf) designs, business information or plans, inventions, technical data, business strategies, trade secrets or know-how, in any media of Company, its affiliates and their employees, contractors and/or clients, whether oral or written or in electronic format, and whether marked as confidential or proprietary or not, including but not limited to, research, business plans, product plans, service offerings or services descriptions,



projects or opportunities, proposals, Work Product or deliverables, computer programs and documentation, contractor, customer or client lists, software, developments, inventions, processes, formulas, technology, drawings, engineering plans, distribution and sales methods, sales and profit figures, finances, titles and descriptions of any patents or patent applications filed or which could be applied for in any country or jurisdiction, methodologies, training materials, personnel information and internal publications. Confidential Information shall not include information which is publicly available.

8. Should there be any issue between the Company and the Employee which may require adjudication then Chandigarh Territory shall be the area of Jurisdiction with total bar on any other place/state/city.

In witness whereof, the parties have executed Annexure A and Terms and Conditions as of the date above first written.

AlgoMill Technologies Pvt. Ltd.

For AlgoMill Technologies Pvt. Ltd

Director

Somesh Kapuria

Name Somesh Kapuria

Title Managing Director

Date 26-Feb-2020

For Employee

Name: _____

PAN _____

Address _____

Phone _____

Email _____



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Feb 26th, 2020

Dear Ms. Vani,

We are pleased to offer you employment for the position of **Business Development Executive** with AlgoMill Technologies Private Ltd. We trust that your knowledge, skills and experience will be among our most valuable assets.

Annexure A below includes your salary and benefits information.

Your signing these documents confirms your acceptance of the terms and conditions.

You will need to sign these documents at the time of commencement of your employment.

Joining Date: **4-Mar-2020**

Time: **02:00 PM IST**

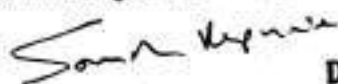
Location: **A-45, Quark City - Atrium, IT Park, Sector 74, Mohali, PB - 160071**

Kindly acknowledge your acceptance by signing the document, confirming the joining date. There shall be a mandatory orientation program at Corporate Office.

For any further questions or concerns feel free to reach us.

We at AlgoMill, hope that you'll accept this job offer and we look forward to welcoming you aboard.

Sincerely, **AlgoMill Technologies Pvt. Ltd.**


Director

For AlgoMill Technologies Pvt. Ltd
Somesh Kapuria
Managing Director

AlgoMill Technologies Pvt Ltd
Providing Bespoke IT Solutions Globally
CIN# U72900PB20190PC049199



Annexure A

COMPENSATION OF EMPLOYEE AND DEDUCTIONS

FIXED PAY:

	Monthly
Basic Pay	Rs 10,833
H.R.A	Rs 5000
Conveyance	Rs 5000
TOTAL	Rs. 20,833

BONUS:

- After successful completion of your probation period, you will be eligible to receive an annual bonus of INR 100,000/- (Rupees One Lac) which will be paid quarterly on a pro rata basis, contingent to your satisfactory job performance. You will also be eligible to receive Additional bonus amounts, subject to your job performance at AlgoMill.

TERMS AND CONDITIONS:

This is in reference to your appointment as **Business Development Executive** on the following terms and conditions:

1. You will start working at AlgoMill on a part-time basis (i.e. working 5 hours a day) from 4-Mar-2020, and your work timing will (tentatively) be from 2:00 PM to 7:00 PM. You will continue to work at AlgoMill on a part-time basis, up till the completion of your Master's Degree at the MCM DAV College, Sector 36, Chandigarh, which is expected to be completed tentatively by May-2020. During this period, you will be considered to be on probation and you would be paid 60% of your "Fixed Pay" salary amount.
2. Upon satisfactory completion of your probation period, you shall be confirmed and till such time you shall continue to be on probationary service. In the event of your resignation or termination of services, you will have to give a 45 days notice or two months gross salary and company will give you a 07 days notice or salary in lieu thereof.



3. You acknowledge and agree that Company has offered you employment based on the specific information and records furnished by you or on your behalf. You will provide or arrange to have provided any information and/or grant any consent or permission required by Company and/or its agents from time to time to verify any such information and/or records and/or perform any background and/or reference checks. If, at any time, Company believes, in its sole discretion, that there is a discrepancy or inaccuracy in or with respect to any information furnished by you or on your behalf, including any information, documents or certificates provided as a proof of your qualifications and experience, or if you fail to cooperate with Company and/or its agents in conducting such verification and/or background and/or reference checks, Company may, in its sole discretion, elect to terminate or suspend your employment immediately.
4. Company's leave policy shall apply to your employment and maybe modified by Company at any time, in its sole discretion, upon notice to you. There will be Eight (8) fixed holidays and Thirteen (13) paid leaves in each fiscal year. You shall be granted the same based on your joining date on a prorated basis, with the weekends being off.
5. A normal working day shall comprise of Nine (9) hours, irrespective of the shift timings, with a break for an hour (in the aggregate).
6. The Employee agrees that all "Confidential and Proprietary Information" learned during the Employee's employment, whether or not in writing, of the Company, the Company's vendors or the Company's clients is secret and shall not be disclosed. Confidential and proprietary information shall mean but is not limited to, any information relating to and including trade programs, client lists, client contacts and requirements, referral lists, consultant lists, employee lists, vendors, suppliers, business information, strategic plans, business dealings, ideas, processes, designs, discoveries, inventions, improvements, concepts, methods, common procedures, techniques, written material, know how not generally known in the trader industry, company records, protocols, programs and other similar information that is part of the Company. The Employee agrees that all confidential and proprietary information is the property of the Company or the Company's clients, end-clients, end-users or vendors. The Employee agrees that the Employee's obligation to treat all confidential and proprietary information as secret shall survive the termination of the Employee's employment at the Company. In the event of the Employee's termination from the Company, the Employee shall return within twenty-four (24) hours of the Employee's termination any and all confidential and proprietary information in the Employee's possession, custody or control failing which it shall be treated as embezzlement of company's product.
7. "Confidential Information" means any proprietary or confidential information, work product (whether produced by you or other resources of the or provided to you by Company or on Company's and its affiliates' and their employees', contractors' and/or clients' behalf) designs, business information or plans, inventions, technical data, business strategies, trade secrets or know-how, in any media of Company, its affiliates and their employees, contractors and/or clients, whether oral or written or in electronic format, and whether marked as confidential or proprietary or not, including but not limited to, research, business plans, product plans, service offerings or services descriptions,



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projects or opportunities, proposals, Work Product or deliverables, computer programs and documentation, contractor, customer or client lists, software, developments, inventions, processes, formulas, technology, drawings, engineering plans, distribution and sales methods, sales and profit figures, finances, titles and descriptions of any patents or patent applications filed or which could be applied for in any country or jurisdiction, methodologies, training materials, personnel information and internal publications. Confidential Information shall not include information which is publicly available.

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In witness whereof, the parties have executed Annexure A and Terms and Conditions as of the date above first written.

AlgoMill Technologies Pvt. Ltd.

For AlgoMill Technologies Pvt. Ltd

Somesh Kapuria

Director

Name: Somesh Kapuria

Title: Managing Director

Date: 26-Feb-2020

For Employee

Name: _____

PAN: _____

Address: _____

Phone: _____

Email: _____



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Feb 26th, 2020

Dear Ms. Nimrat,

We are pleased to offer you employment for the position of **Business Development Executive** with AlgoMill Technologies Private Ltd. We trust that your knowledge, skills and experience will be among our most valuable assets.

Annexure A below includes your salary and benefits information.

Your signing these documents confirms your acceptance of the terms and conditions.

You will need to sign these documents at the time of commencement of your employment.

Joining Date: **4-Mar-2020**

Time: **02:00 PM IST**

Location: **A-45, Quark City - Atrium, IT Park, Sector 74, Mohali, PB - 160071**

Kindly acknowledge your acceptance by signing the document, confirming the joining date. There shall be a mandatory orientation program at Corporate Office.

For any further questions or concerns feel free to reach us.

We at AlgoMill, hope that you'll accept this job offer and we look forward to welcoming you aboard.

Sincerely, **AlgoMill Technologies Pvt. Ltd.**

Director

For AlgoMill Technologies Pvt. Ltd

Somesh Kapuria

Managing Director

AlgoMill Technologies Pvt Ltd

Providing Bespoke IT Solutions Globally

CIN# U72900PB2015OPC049199



Annexure A

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7. "Confidential Information" means any proprietary or confidential information, work product (whether produced by you or other resources of the or provided to you by Company or on Company's and its affiliates' and their employees', contractors' and/or clients' behalf) designs, business information or plans, inventions, technical data, business strategies, trade secrets or know-how, in any media of Company, its affiliates and their employees, contractors and/or clients, whether oral or written or in electronic format, and whether marked as confidential or proprietary or not, including but not limited to, research, business plans, product plans, service offerings or services descriptions,



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projects or opportunities, proposals, Work Product or deliverables, computer programs and documentation, contractor, customer or client lists, software, developments, inventions, processes, formulas, technology, drawings, engineering plans, distribution and sales methods, sales and profit figures, finances, titles and descriptions of any patents or patent applications filed or which could be applied for in any country or jurisdiction, methodologies, training materials, personnel information and internal publications. Confidential Information shall not include information which is publicly available.

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In witness whereof, the parties have executed Annexure A and Terms and Conditions as of the date above first written.

AlgoMill Technologies Pvt. Ltd.

For AlgoMill Technologies Pvt. Ltd

For Employee

 **Director**

Name: Somesh Kapuria
Title: Managing Director
Date: 26-Feb-2020

Name: _____
PAN: _____
Address: _____
Phone: _____
Email: _____

IDS INFOTECH LTD : List of Selected students

1 message

Tue, Feb 11, 2020 at 1:11 PM

Ashok Benial <ashok.benial@idsil.com>

To: "purnima3320@gmail.com" <purnima3320@gmail.com>, Mom Placements <mom36placements@gmail.com>

Dear Team,

This is to bring into your kind reference that below mentioned candidates are finally selected for Medical Scribe job at IDS INFOTEC LTD.

Please share the same communication with all the selected students.

Our special request to training and placement team. Please confirm among the total below mentioned selected students how many can join us as soon as possible and how many leaves they require in future for exams if they join now.

Name	Facebook	Qualification
Alka Gaur	lovealka.106@gmail.com	B.Sc. (Medical) III
SURBHI BISHNOI	surbhibeniwal29@gmail.com	B.Sc. (Medical) III
Sunita Sharma	sunita.sharmadps20@gmail.com	B.Sc. MFT III
Uditi Moudgil	moudgil.uditi98@gmail.com	B.Sc. MFT III
Vanshika Sharma	anothervanshika@gmail.com	B.Sc. MFT III
Garimaji	garimaji.garmy@gmail.com	B.Sc. MFT III
Mahima	Mahimac933@gmail.com	B.Sc. MFT III
Nancy Aggarwal	nancyaggarwal1710@gmail.com	B.Sc. MFT III
Muskan	Muskangoel35@gmail.com	B.Sc. MFT III
Bhawna	bhawna2898@gmail.com	B.Sc. MFT III
Manjot Kaur	manjotkaur0113@gmail.com	B.Sc. MFT III

Congratulations to all above selected students

Message for Rejected students : Candidate who got rejected during any of the phase of interview process or who missed to attend this recruitment drive, they all can prepare themselves for a month and they can directly visit our Mohali office at IDS INFOTECH LTD Plot no C138 Industrial Area Phase 8 Mohali on any working day between Monday to Friday 11 am to re-appear for the same interview. We will consider their candidature for the same profile.

Any student can write to us directly at ashok.benial@idsil.com for any support they need.

3/19/2020

My special thanks to training and placement team for the best contribution in making this drive a successful one. We will share the same experience among our various verticals so that they can directly approach you for any future requirement. We wish to conduct many more recruitment initiative at the same campus. Please keep on sharing your support the same way.

Regards

Ashok Benial

Talent Acquisition Manager.

IDS INFOTECH LTD.



Mcm Placements <mcm36placements@gmail.com>

List of selected Students

3 messages

Aiyush Bansal <aiyush.bansal@gmail.com>
To: Mcm36placements@gmail.com

Thu, Sep 12, 2019 at 12:05 PM

Dear mam,

Thank you for the opportunity given by your college to our company's recruitment process. It was a nice experience with you and we appreciate your time and attention amidst the throng of students seeking jobs.

Below mentioned is the list of selected candidate's names.

1. Sakshi
2. Aditi Sood
3. Swati Malik
4. Eshita Mittal
5. Mehak Dogra
6. Roopum

Thanks and Regards,
We are seeking for the same in future.

Regards,
Siya(MM Travels)
(Travel Expert - Domestic || International Holidays)
Mobile : 9988196274, Mobile 2 : 7888701603
E-Mail : travelexpert@lifeleisuretrip.com
Website : www.lifeleisuretrip.com



Mcm Placements <mcm36placements@gmail.com>
To: Aiyush Bansal <aiyush.bansal@gmail.com>

Fri, Sep 20, 2019 at 3:10 PM

Thank you for your mail.

Regards,
Dr. Mamta Ratti,
Placement Convener,
Mcmdav College for Women,
Chandigarh
9815104499
www.mcmdavcw-chd.edu
<https://www.facebook.com/MCM-DAV-College-for-Women-Placement-Cell-1109704689186169/>

[Quoted text hidden]

Mcm Placements <mcm36placements@gmail.com>
To: Nancy Sharma <n160588@gmail.com>, pallvidhingra06@gmail.com

Fri, Sep 20, 2019 at 3:11 PM

Dear team member,
FYI
Regards,
Dr. Mamta Ratti,
Placement Convener,
Mcmdav College for Women,
Chandigarh
9815104499

www.mcmdavcw-chd.edu

<https://www.facebook.com/MCM-DAV-College-for-Women-Placement-Cell-1109704689186169/>

[Quoted text hidden]

LIFE LEISURE TRIP

Dear Swati Malik

This is in reference to your application and subsequent interview you had with us. We are pleased to inform you that you have been selected for the position of Trainee in LIFE LEISURE TRIP (MM TRAVELS) on the following terms and conditions:

1. You will be based at our office in Panchkula and are requested to report for your duties on 3rd Week of June
2. Your services are terminable by the Company without having to assign any reason thereof.
3. You will be paid a Gross Stipend of INR 15000 for the first 45 days.
4. Your performance will be monitored during your training period and the same may be extended or reduced at the sole discretion of the management.
5. Your leave entitlement will be governed by LLT's rules.
6. You will be required to sign a Non-Disclosure agreement at the time of joining as per the company policy.

We welcome you to the Life Leisure Trip family and wish you a successful career with us.

Mohona

Mohona Sahoo
HR and Operations
hr@lifeleisuretrip.com

I have read and understood the above terms and Conditions of employment and I accept them.

Candidate's Signature

Swati

Life Leisure Trip

Mail Id: info@lifeleisuretrip.com

LIFE LEISURE TRIP

Dear Mehak Dogra

This is in reference to your application and subsequent interview you had with us. We are pleased to inform you that you have been selected for the position of Trainee in LIFE LEISURE TRIP (MM TRAVELS) on the following terms and conditions:

1. You will be based at our office in Panchkula and are requested to report for your duties on 3rd Week of June
2. Your services are terminable by the Company without having to assign any reason thereof.
3. You will be paid a Gross Stipend of INR 15000 for the first 45 days.
4. Your performance will be monitored during your training period and the same may be extended or reduced at the sole discretion of the management.
5. Your leave entitlement will be governed by LLT's rules.
6. You will be required to sign a Non-Disclosure agreement at the time of joining as per the company policy.

We welcome you to the Life Leisure Trip family and wish you a successful career with us.

Mohona Sahoo

Mohona Sahoo

HR and Operations

hr@lifeleisuretrip.com

I have read and understood the above terms and Conditions of employment and I accept them.

Candidate's Signature

Mehak

Life Leisure Trip

Mail Id: info@lifeleisuretrip.com

LIFE LEISURE TRIP

Dear Sakshi,

This is in reference to your application and subsequent interview you had with us. We are pleased to inform you that you have been selected for the position of Trainee in LIFE LEISURE TRIP(MM TRAVELS)on the following terms and conditions:

1. You will be based at our office in Panchkula and are requested to report for your duties on 3rd Week of June
2. Your services are terminable by the Company without having to assign any reason thereof.
3. You will be paid a Gross Stipend of INR 15000 for the first 45 days.
4. Your performance will be monitored during your training period and the same may be extended or reduced at the sole discretion of the management.
5. Your leave entitlement will be governed by LLT's rules.
6. You will be required to sign a Non-Disclosure agreement at the time of joining as per the company policy.

We welcome you to the Life Leisure Trip family and wish you a successful career with us.

Mohona

Mohona Sahoo
HR and Operations
hr@lifeleisuretrip.com

I have read and understood the above terms and Conditions of employment and I accept them.

Candidate's Signature

Sakshi

LIFE LEISURE TRIP

Dear Shikha Mittal,

This is in reference to your application and subsequent interview you had with us. We are pleased to inform you that you have been selected for the position of Trainee in LIFE LEISURE TRIP (MM TRAVELS) on the following terms and conditions:

1. You will be based at our office in Panchkula and are requested to report for your duties on 3rd Week of June
2. Your services are terminable by the Company without having to assign any reason thereof.
3. You will be paid a Gross Stipend of INR 15000 for the first 45 days.
4. Your performance will be monitored during your training period and the same may be extended or reduced at the sole discretion of the management.
5. Your leave entitlement will be governed by LLT's rules.
6. You will be required to sign a Non-Disclosure agreement at the time of joining as per the company policy.

We welcome you to the Life Leisure Trip family and wish you a successful career with us.

Mohona Sahoo
Mohona Sahoo
HR and Operations
hr@lifeleisuretrip.com

I have read and understood the above terms and Conditions of employment and I accept them.

Candidate's Signature

Shikha



Mcm Placements <mcm36placements@gmail.com>

Amazon - Selects 2020

12 messages

M, Umarani <mumarani@amazon.com>

Tue, Feb 11, 2020 at 5:47 PM

To: "mcm36placements@gmail.com" <mcm36placements@gmail.com>, "davc.tpo@gmail.com" <davc.tpo@gmail.com>

Dear All,

It was a great event, thank you for showing interest.

Pl find the attached list of selects.

Regards,

Umarani.

From: M, Umarani**Sent:** Friday, February 7, 2020 12:59 PM**To:** 'mcm36placements@gmail.com' <mcm36placements@gmail.com>**Subject:** RE: Student List

Dear Mamta,

As discussed, there is a change in the venue for 10th Feb.Request you to send all your students to DAV College on 10th Dec.Kindly share the names of those folks who cannot attend the interviews on 10th Feb.

Regards,

Umarani.

From: M, Umarani**Sent:** Tuesday, February 4, 2020 12:40 PM

To: 'Mcm Placements' <mcm36placements@gmail.com>

Subject: RE: Student List

Dear Mamta,

As discussed, we would like to postpone the campus drive for 10th Feb. There is an important meeting scheduled on 7th Feb, hence need to postpone the drive.

Regret the inconvenience caused.

Drive details for 10th Feb as follows:

Time : 10:00am

Venue.

Amazon Development Centre India Pvt Ltd.

Regus office, 4th Floor, Tower A,

Godrej Eternia Building,

Industrial Area Phase 1,

Chandigarh.

Contact Person – Umarani.

Regards,

Umarani.

From: Mcm Placements <mcm36placements@gmail.com>

Sent: Tuesday, February 4, 2020 10:46 AM

To: M, Umarani <mumarani@amazon.com>

Subject: Re: Student List

Received, thank you.

On Mon, Feb 3, 2020, 17:17 M, Umarani <mumarani@amazon.com> wrote:

Dear Mamta,

Pl find the attached test result.

Regards,

Umarani.

From: Mcm Placements <mcm36placements@gmail.com>

Sent: Monday, February 3, 2020 4:27 PM

To: M, Umarani <mumarani@amazon.com>

Subject: Fwd: Student List

----- Forwarded message -----

From: Nancy Sharma <ns160588@gmail.com>

Date: Mon, Feb 3, 2020, 15:43

Subject: Student List

To: Mcm Placements <mcm36placements@gmail.com>

PFA

Regards

Nancy Sharma



Selects 10th Feb.xlsx

10K

Mcm Placements <mcm36placements@gmail.com>

Tue, Feb 11, 2020 at 10:03 PM

To: "M, Umarani" <mumarani@amazon.com>

Thanks Ms. Uma...I am waiting for schedule for pending students.

Thanks & Regards

[Quoted text hidden]

Mcm Placements <mcm36placements@gmail.com>

Fri, Feb 14, 2020 at 7:17 PM

To: "M, Umarani" <mumarani@amazon.com>

Dear Umarani,

Please fix schedule. Few students are after me on daily basis 😊😊

Hope you understand.

Thanks & Regards

[Quoted text hidden]

M, Umarani <mumarani@amazon.com>

Sat, Feb 15, 2020 at 8:59 AM

To: Mcm Placements <mcm36placements@gmail.com>

Dear Mamta,

The interviews will be conducted on 20th feb at 11:00am, at out office.

Regards,

Umarani.

[Quoted text hidden]

Mcm Placements <mcm36placements@gmail.com>
To: "M, Umarani" <mumarani@amazon.com>

Sat, Feb 15, 2020 at 10:43 AM

Sure, will do that.

[Quoted text hidden]

Mcm Placements <mcm36placements@gmail.com>

Sat, Feb 15, 2020 at 10:51 AM

To: amandeep waraich Economics <waraichaman06@gmail.com>, baliz73@yahoo.co.in

Dear Ms. Baljeet Tiwana,
Please inform students who could not appear for final round of Amazon to contact with Dr. Amandeep (coordinator of Amazon) asap for the same.
Regards

[Quoted text hidden]

Mcm Placements <mcm36placements@gmail.com>

Mon, Feb 24, 2020 at 3:47 PM

To: "M, Umarani" <mumarani@amazon.com>

Waiting for updated list of selected candidates from MCMDAV college

[Quoted text hidden]

M, Umarani <mumarani@amazon.com>

Tue, Feb 25, 2020 at 12:18 PM

To: Mcm Placements <mcm36placements@gmail.com>

Hello,

Pl find below, list of recent selects.

1. Japreena
2. Sakshi Rajput
3. Harjot Kaur
4. Manjot Kaur

Regards,

Umarani.

From: Mcm Placements <mcm36placements@gmail.com>

Sent: Monday, February 24, 2020 3:47 PM

To: M, Umarani <mumarani@amazon.com>

Subject: Re: Amazon - Selects 2020

Waiting for updated list of selected candidates from MCMDAV college

[Quoted text hidden]

Mcm Placements <mcm36placements@gmail.com>

Tue, Feb 25, 2020 at 12:30 PM

To: "M, Umarani" <mumarani@amazon.com>

Noted. Thanks

[Quoted text hidden]

Mcm Placements <mcm36placements@gmail.com>
To: amandeep waraich Economics <waraichaman06@gmail.com>

Tue, Feb 25, 2020 at 12:30 PM

----- Forwarded message -----

From: **M, Umarani** <mumarani@amazon.com>
Date: Tue, Feb 25, 2020, 12:18
Subject: RE: Amazon - Selects 2020
To: Mcm Placements <mcm36placements@gmail.com>

[Quoted text hidden]

Mcm Placements <mcm36placements@gmail.com>
To: amandeep waraich Economics <waraichaman06@gmail.com>

Wed, Feb 26, 2020 at 1:01 PM

[Quoted text hidden]

amandeep waraich <waraichaman06@gmail.com>
To: Mcm Placements <mcm36placements@gmail.com>

Wed, Feb 26, 2020 at 6:13 PM

Mam the attachment is not there

Thanks & Regards
Sent from my iPhone

Dr Amandeep Kaur

On 15-Feb-2020, at 10:52 AM, Mcm Placements <mcm36placements@gmail.com> wrote:

[Quoted text hidden]

Candidates selected

Campus Drive Date	Candidate Name	Candidate: Mobile Phone	Candidate: Home Phone	Candidate: Email ID
2/10/2020	Mansi Chhillar	6283474792	9417130495	mansichhillar27@gmail.com
2/10/2020	Vanshika Singh	7837520595	7837520595	vanshikadhiman1605@gmail.com
2/10/2020	Snigdha Mehta	8872745181	9876024363	snigdha9819@gmail.com
2/10/2020	Mahima Sahni	9882020087	9816895325	mahimasahni.prime@gmail.com
2/10/2020	Dalli Bagga	9416681498	9034787001	dallibagga22@gmail.com
2/10/2020	Manasi Agarwal	8384856775	9266666667	manasi.ag.16@gmail.com
2/10/2020	Bhumikia Malhotra	7973402958	9417779249	bhumika99malhotra@gmail.com
2/10/2020	Dihu Malhi	9560628119	9814113703	dihumalhi.99@gmail.com
2/10/2020	Shradha Sharma	8556968007	9815196955	shradha.s28899@gmail.com
2/10/2020	Saniya Ahuja	8264098706	9646500239	sana.71999@gmail.com
2/10/2020	Srishti Sachdeva	8054448164	9872738340	srishty1998@gmail.com
2/10/2020	Gunjan Ghai	9888466891	9780880163	ghaigunjan14@gmail.com
2/10/2020	Garima Agarwal	9760265480	9557922687	garima29ag@gmail.com
2/10/2020	Mehak Dogra	7889166894	9646409000	mehakdogra20699@gmail.com
2/10/2020	Gurman Kaur	8264819003	9872669057	gurmankbhatti1999@gmail.com



LETTER OF INTENT FOR EMPLOYMENT

30 September 2019

Prachi Airen
603, Tower – 6, Uniworld Gardens,
Sector 47, Sohna Road, Gurgaon

Dear Prachi,

It was great meeting with you and discussing about Cvent India Private Limited's ("Company") position of **Associate Product Consultant** in the **Client Services** department.

We are pleased to let you know that we intend to hire you for this position as **Associate Product Consultant, Band -1A**.

You will be employed at our Gurgaon Office located at Cvent India office. Your annual salary (Total CTC) will be **INR 448,741** (₹ Four Lakhs Forty Eight Thousand Seven Hundred and Forty One per annum/-). Your starting date will be in January 2020.

Please sign and return copy this letter as your confirmation via e-mail, letting me know whether you accept this offer.

We hope to receive a favorable response from you, and to welcome you to our staff, very soon.

Sincerely,

Gurgaon

Reetika Sood
Senior Manager, Recruitment
Cvent India

I acknowledge and accept the employment terms set out in this letter.

Signed:

Dated:

cvent

Hi Prachi Arora

We would like to congratulate you on qualifying for the final round of an interview with Cvent and like to invite you to our office for the next rounds of interview for the position of

APC - CS on 30th Sept 119 at 3pm IST.

As a part of interview process, we would like you to come and complete a few position specific tests. The entire process will consume over 3 to 5 hours.

Our Address: Cvent India – 19th Floor, Building 14, Tower – C, DLF Cyber City Gurgaon

Directions to our office:

If you are coming from Delhi on NH8 (National Highway # 8) towards Gurgaon, take the left after the DLF Gateway Tower (Ship Building). Drive straight for about 200m and turn left as soon as you cross the Ericsson building. On entering the compound, let the guards at the gate know that you have an appointment at Cvent and walk towards Tower C in Building No. 14. We are located on the 19th floor in Tower C.

- If you are driving, you will have to park at the paid-parking area available close to the Ericsson building.
- If you are coming to Gurgaon on the metro, deboard at the Sikandarpur Metro Station and take either public transport to Building 14 DLF Cyber City or the Rapid Metro and deboard at the Phase 3 Metro Station

Please carry below documents

Xth and XIIth Certificate	Xth and XIIth Marksheets
Graduation Certificate/ Mark sheet (Consolidated)	Cheque (Carry the cheque book)
Post- Graduation if- applicable	Address proof (2 Copies)
Aadhar Card and Pan-card	Photographs (7)

We look forward to our next meeting and taking our conversation to the next level.

Regards
Human Resources Team
Cvent India

www.cvent.com/India

Reed
25/09/17

LETTER OF INTENT FOR EMPLOYMENT

30 September 2019

Shradha Sharma
119/1, Sector 55
Chandigarh

Dear Shradha,

It was great meeting with you and discussing about Cvent India Private Limited's ("Company") position of **Associate Product Consultant** in the **Client Services** department.

We are pleased to let you know that we intend to hire you for this position as **Associate Product Consultant, Band -1A**.

You will be employed at our Gurgaon Office located at Cvent India office. Your annual salary (Total CTC) will be **INR 448,741** (₹ Four Lakhs Forty Eight Thousand Seven Hundred and Forty One per annum/-). Your starting date will be in January 2020.

Please sign and return copy this letter as your confirmation via e-mail, letting me know whether you accept this offer.

We hope to receive a favorable response from you, and to welcome you to our staff, very soon.



Reetika Sood
Senior Manager, Recruitment
Cvent India

I acknowledge and accept the employment terms set out in this letter.

Signed:

Dated:



Hi Shraadha Sharma

We would like to congratulate you on qualifying for the final round of an interview with Cvent and like to invite you to our office for the next rounds of interview for the position of APC - CS on 30-09-2017 at 3pm IST.

As a part of interview process, we would like you to come and complete a few position specific tests. The entire process will consume over 3 to 5 hours.

Our Address: Cvent India – 19th Floor, Building 14, Tower – C, DLF Cyber City Gurgaon

Directions to our office:

If you are coming from Delhi on NH8 (National Highway # 8) towards Gurgaon, take the left after the DLF Gateway Tower (Ship Building). Drive straight for about 200m and turn left as soon as you cross the Ericsson building. On entering the compound, let the guards at the gate know that you have an appointment at Cvent and walk towards Tower C in Building No. 14. We are located on the 19th floor in Tower C.

- If you are driving, you will have to park at the paid-parking area available close to the Ericsson building.
- If you are coming to Gurgaon on the metro, deboard at the Sikandarpur Metro Station and take either public transport to Building 14 DLF Cyber City or the Rapid Metro and deboard at the Phase 3 Metro Station


Please carry below documents

Xth and XIIth Certificate	Xth and XIIth Marksheets
Graduation Certificate/ Mark sheet (Consolidated)	Cheque (Carry the cheque book)
Post- Graduation if- applicable	Address proof (2 Copies)
Aadhar Card and Pan-card	Photographs (7)

We look forward to our next meeting and taking our conversation to the next level.

Regards
Human Resources Team
Cvent India

www.cvent.com/India


25/9/17



LETTER OF INTENT FOR EMPLOYMENT

30 September 2019

Srishti Sachdeva
#515 Sector 18B
Chandigarh

Dear Srishti,

It was great meeting with you and discussing about Cvent India Private Limited's ("Company") position of **Associate Product Consultant** in the **Client Services** department.

We are pleased to let you know that we intend to hire you for this position as **Associate Product Consultant, Band -1A**.

You will be employed at our Gurgaon Office located at Cvent India office. Your annual salary (Total CTC) will be **INR 448,741** (₹ Four Lakhs Forty Eight Thousand Seven Hundred and Forty One per annum/-). Your starting date will be in January 2020.

Please sign and return copy this letter as your confirmation via e-mail, letting me know whether you accept this offer.

We hope to receive a favorable response from you, and to welcome you to our staff, very soon.



Reetika Goel
Senior Manager, Recruitment
Cvent India

I acknowledge and accept the employment terms set out in this letter.

Signed:

Dated:



Hi Sushiti Sachdev

We would like to congratulate you on qualifying for the final round of an interview with Cvent and like to invite you to our office for the next rounds of interview for the position of APC on 30-01-19 at 3pm IST.

As a part of interview process, we would like you to come and complete a few position specific tests. The entire process will consume over 3 to 5 hours.

Our Address: Cvent India – 19th Floor, Building 14, Tower – C, DLF Cyber City Gurgaon

Directions to our office:

If you are coming from Delhi on NH8 (National Highway # 8) towards Gurgaon, take the left after the DLF Gateway Tower (Ship Building). Drive straight for about 200m and turn left as soon as you cross the Ericsson building. On entering the compound, let the guards at the gate know that you have an appointment at Cvent and walk towards Tower C in Building No. 14. We are located on the 19th floor in Tower C.

- If you are driving, you will have to park at the paid-parking area available close to the Ericsson building.
- If you are coming to Gurgaon on the metro, deboard at the Sikandarpur Metro Station and take either public transport to Building 14 DLF Cyber City or the Rapid Metro and deboard at the Phase 3 Metro Station

Please carry below documents

Xth and XIIth Certificate	Xth and XIIth Marksheets
Graduation Certificate/ Mark sheet (Consolidated)	Cheque (Carry the cheque book)
Post- Graduation if- applicable	Address proof (2 Copies)
Aadhar Card and Pan-card	Photographs (7)

We look forward to our next meeting and taking our conversation to the next level.

Regards
Human Resources Team
Cvent India

www.cvent.com/India

[Handwritten Signature]
25/1/19



Mcm Placements <mcm36placements@gmail.com>

Concentrix Campus Recruitment Drive 2019-2020 - MCM DAV - Chandigarh

9 messages

Balasaraswathi V <Balasaraswathi.V1@concentrix.com>

Tue, Jan 14, 2020 at 12:34 PM

To: "Mcm36placements@gmail.com" <Mcm36placements@gmail.com>

Cc: Atul Balain <Atul.Balain1@concentrix.com>, Varun Srivastava <varun.srivastava2@concentrix.com>, M Balasubramanian <m.balasubramanian1@concentrix.com>, Ankita Sinha <Ankita.Sinha1@concentrix.com>, Balasaraswathi V <Balasaraswathi.V1@concentrix.com>

Dear Ma'am,

Greetings from Concentrix!

Further to the discussions held with **Ms. Mamta Ratti**, we are pleased to inform you that we have planned to conduct a campus recruitment drive at your college. During the recruitment process we shall be assessing students from courses like **B.A / B.Com / B.Sc. / BBA / BCA / MCA / B.Sc. HM / M.A / MBA / M.Com / M.Sc. / BTech (CSE & IT) / B.Phram.** and other streams for various opportunities in our organization.

About Concentrix.

Concentrix, a wholly-owned subsidiary of SYNnex Corporation (NYSE: SNX), is a technology-enabled global business services company specializing in customer engagement and improving business performance for some of the world's best brands. Every day, from more than 40 countries and across 6 continents, our staff delivers next generation customer experience and helps companies better connect with their customers. We create better business outcomes and differentiate our clients through technology, design, data, process, and people. Concentrix provides services to clients in ten industry verticals: automotive; banking and financial services; insurance; healthcare; technology; consumer electronics; media and communications; retail and e-commerce; travel and transportation; energy and public-sector. We are Different by Design. Design.

A brief about the role.

Currently, we are hiring for our international and domestic processes that operate in a 24X7 working environment via rotational shifts. This job role will enable the candidates to carve out an amazing career for themselves through multiple opportunities which Concentrix offers.

The recruitment process will happen digitally. The candidates would be required to appear for a set of online assessments for which the details will be sent to their smartphone via a text message. Request you to please refer to the attached deck which will give you in detailed information about the organization, positions we are hiring for (Job description) and the step by step Recruitment process.

To begin the digital recruitment process, please share the details of the interested students in the excel format attached.

In addition to this student can also update their information Advance registration of interested students on url: <http://tiny.cc/wa27cz>.

We seek your agreement to our recruitment proposal at the earliest and request you to respond via e-mail, confirming the schedule as given above.

In case of any queries, you may reach out to our campus recruitment SPOC whose contact details are mentioned below.

We would also like to bring to your kind notice, that we follow a strict and standardized approach to campus recruitment which is outlined below

- All interactions/ relationships are conducted directly with the campuses across India if their candidates participate and qualify in our assessment / validation process.
- Neither Concentrix nor any authorized third party, who assists in our recruitment process, ever seeks a fee from either colleges or students with respect to placement or recruitment of students with Concentrix.

Thanks & regards,

Balasaraswathi.V | Analyst Human Resource | Talent Transformation Business Unit

Concentrix Daksh Services India Pvt. Ltd | Building 6 - Tower A, Ground Floor, Cybercity, DLF Ph III, Haryana-122002
M : +91 9716284189 and +91 8860352554 | Email : Balasaraswathi.v1@concentrix.com | www.concentrix.com

2 attachments

 **Concentrix Campus Deck.pdf**
1845K

 **Student Database format.xlsx**
12K

Balasaraswathi V <Balasaraswathi.V1@concentrix.com>

To: "Mcm36placements@gmail.com" <Mcm36placements@gmail.com>

Cc: Atul Balain <Atul.Balain1@concentrix.com>, Varun Srivastava <varun.srivastava2@concentrix.com>, M Balasubramanian <m.balasubramanian1@concentrix.com>, Ankita Sinha <Ankita.Sinha1@concentrix.com>

Dear Ma'am,

Greetings from Concentrix !

As discussed, we are looking forward to visit your Campus to give the instructions related to Online interviews and there will be preplacement talk (benefits, growth, career opportunities, learning & development) about the organization.

Time – 09:00 AM – 11:30 AM

Date – 27th January 2020 (Monday)

Following process will be completed :-

1. Preplacement talk (Presentation on Projector)
2. Instructions & online Registrations for Video Interview
3. Video Interview (On Smart Phone Mobile)
4. Aptitude Test (On Smart Phone Mobile)
5. Closing Ceremony

Shortlisted students will receive Expression of interested letter on their email, after 3-4 days from the date of Interview.

Thanks & regards,

Balasaraswathi.V | Analyst Human Resource | Talent Transformation Business Unit



Concentrix Daksh Services India Pvt. Ltd | Building 6 - Tower A, Ground Floor, Cybercity, DLF Ph III, Haryana-122002

M : +91 9716284189 and +91 8860352554 | Email : Balasaraswathi.v1@concentrix.com | www.concentrix.com

[Quoted text hidden]

Mcm Placements <mcm36placements@gmail.com>
To: Balasaraswathi V <Balasaraswathi.V1@concentrix.com>
Cc: Atul Balain1 <Atul.Balain1@concentrix.com>

Sun, Feb 16, 2020 at 4:47 PM






Dear Mr. Atul,

As per telephonic conversation, we have booked your visit to our campus on 2nd March 2020 at 10.00. You are requested to send JD with salary offered, infrastructure required for the same asap. Waiting for quick response.

Thanks & Regards

[Quoted text hidden]

5 attachments

-  **image001.gif**
3K
-  **image001.gif**
3K
-  **image001.gif**
3K
-  **image001.gif**
3K
-  **image001.gif**
3K

Mcm Placements <mcm36placements@gmail.com>
To: Balasaraswathi V <Balasaraswathi.V1@concentrix.com>
Cc: Atul Balain1 <Atul.Balain1@concentrix.com>

Tue, Feb 25, 2020 at 10:17 PM

No reply from your side. Please confirm the same by tonight for the same dates

Regards

[Quoted text hidden]

Balasaraswathi V <Balasaraswathi.V1@concentrix.com>
To: Mcm Placements <mcm36placements@gmail.com>

Tue, Feb 25, 2020 at 10:31 PM

Cc: Atul Balain <Atul.Balain1@concentrix.com>

Hi ma'am,

This is to inform you that we can conduct the drive however it will be via zoom (video conferencing call) on 2nd March 2020 at 10:30 AM

Get [Outlook for Android](#)

From: Mcm Placements <mcm36placements@gmail.com>

Sent: Tuesday, February 25, 2020 10:17:39 PM

To: Balasaraswathi V <Balasaraswathi.V1@concentrix.com>

Cc: Atul Balain <Atul.Balain1@concentrix.com>

Subject: Re: Concentrix Campus Recruitment Drive 2019-2020 - MCM DAV - Chandigarh

**** CAUTION: EXTERNAL EMAIL ****

This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Forward suspicious email to alertus@concentrix.com

[Quoted text hidden]

Mcm Placements <mcm36placements@gmail.com>

To: Balasaraswathi V <Balasaraswathi.V1@concentrix.com>

Cc: Atul Balain <Atul.Balain1@concentrix.com>

Wed, Feb 26, 2020 at 4:08 AM

Thank you for the information. we confirm the same and we will do the needful. Our coordinator will contact you shortly.

[Quoted text hidden]

Mcm Placements <mcm36placements@gmail.com>

To: sahiba sharma <sahiba.sharma517@gmail.com>, Purnima Bhandari <purnima3320@gmail.com>, Ritika Bansal <rbansal_298@yahoo.co.in>, Leetika Kathuria <leetika85@yahoo.com>

Wed, Feb 26, 2020 at 4:16 AM

Dear team members,

Ms. Sahiba sharma is coordinator for the drive. It is compulsory for all final year students General English Section A and B, as well as BBA. Ms. Sahiba please contact me by today.

No registration fee

Coordinator is requested to make necessary arrangements by 28th Feb
drive will be on 2nd March 2020.

[Show quoted text](#)

[Quoted text hidden]

Balasaraswathi V <Balasaraswathi.V1@concentrix.com>

Thu, Mar 12, 2020 at 12:55 PM

To: Mcm Placements <mcm36placements@gmail.com>

Cc: Atul Balain <Atul.Balain1@concentrix.com>, Varun Srivastava <varun.srivastava2@concentrix.com>, M Balasubramanian <m.balasubramanian1@concentrix.com>, Ankita Sinha <Ankita.Sinha1@concentrix.com>, Rashmi Chhabra <rashmi.chhabra@concentrix.com>

Hi Sir,

This is to inform you that the attached list is the status of the candidates who have given the test. Please refer last column as follows:

1. Selects – **32** (Candidates will receive an EOI soon).
2. Didn't give the test – **04** (Ask each candidate to give both the test asap)

Request you to ask all the test pending candidates and re-attempt candidates to give the online test by 14th March 2020.

Should you have any queries, please feel free to contact us.

Thanks & regards,

Balasaraswathi.V | Analyst Human Resource | Talent Transformation Business Unit



Concentrix Daksh Services India Pvt. Ltd | Building 6 - Tower A, Ground Floor, Cybercity, DLF Ph III, Haryana-122002
M : +91 9716284189 and +91 8860352554 | **Email** : Balasaraswathi.v1@concentrix.com | www.concentrix.com

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From: Balasaraswathi V

Sent: Tuesday, January 14, 2020 12:35 PM

To: Mcm36placements@gmail.com

Cc: Atul Balain <Atul.Balain1@concentrix.com>; Varun Srivastava <varun.srivastava2@concentrix.com>; M Balasubramanian <m.balasubramanian1@concentrix.com>; Ankita Sinha <Ankita.Sinha1@concentrix.com>; Balasaraswathi V <Balasaraswathi.V1@concentrix.com>

Subject: Concentrix Campus Recruitment Drive 2019-2020 - MCM DAV - Chandigarh

Dear Ma'am,

Greetings from Concentrix!

Further to the discussions held with **Ms. Mamta Ratti**, we are pleased to inform you that we have planned to conduct a campus recruitment drive at your college. During the recruitment process we shall be assessing students from courses like **B.A / B.Com / B.Sc. / BBA / BCA / MCA / B.Sc. HM / M.A / MBA / M.Com / M.Sc. / BTech (CSE & IT) / B.Phram.** and other streams for various opportunities in our organization.

About Concentrix.

Concentrix, a wholly-owned subsidiary of SYNnex Corporation (NYSE: SNX), is a technology-enabled global business services company specializing in customer engagement and improving business performance for some of the world's best brands. Every day, from more than 40 countries and across 6 continents, our staff delivers next generation customer experience and helps companies better connect with their customers. We create better business outcomes and differentiate our clients through technology, design, data, process, and people. Concentrix provides services to clients in ten industry verticals: automotive; banking and financial services; insurance; healthcare; technology; consumer electronics; media and communications; retail and e-commerce; travel and transportation; energy and public-sector. We are Different by Design. Design.

A brief about the role.

Currently, we are hiring for our international and domestic processes that operate in a 24X7 working environment via rotational shifts. This job role will enable the candidates to carve out an amazing career for themselves through multiple opportunities which Concentrix offers.

The recruitment process will happen digitally. The candidates would be required to appear for a set of online assessments for which the details will be sent to their smartphone via a text message. Request you to please refer to the attached deck which will give you in detailed information about the organization, positions we are hiring for (Job description) and the step by step Recruitment process.

To begin the digital recruitment process, please share the details of the interested students in the excel format attached.

In addition to this student can also update their information Advance registration of interested students on url: <http://tiny.cc/wa27cz>.

We seek your agreement to our recruitment proposal at the earliest and request you to respond via e-mail, confirming the schedule as given above.

In case of any queries, you may reach out to our campus recruitment SPOC whose contact details are mentioned below.

We would also like to bring to your kind notice, that we follow a strict and standardized approach to campus recruitment which is outlined below

- All interactions/ relationships are conducted directly with the campuses across India if their candidates participate and qualify in our assessment / validation process.
- Neither Concentrix nor any authorized third party, who assists in our recruitment process, ever seeks a fee from either colleges or students with respect to placement or recruitment of students with Concentrix.

Thanks & regards,

Balasaraswathi.V | Analyst Human Resource | Talent Transformation Business Unit

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 **MCM DAV - Chandigarh 2019 - 2020.xlsx**
17K

Mcm Placements <mcm36placements@gmail.com>
To: sahiba sharma <sahiba.sharma517@gmail.com>

Thu, Mar 12, 2020 at 1:47 PM

FYI please
[Quoted text hidden]

4 attachments

 **image001.gif**
3K

 **image001.gif**
3K



Sno	Candidate Name	Mobile No	Email ID	Campus Location	campusName	Status
1	Aakriti Kothari	6239641445	aakritikothari329@gmail.com	Chandigarh	MCM DAV	Clear
2	abhilasha mehta	9877209332	mehta.abhilasha287@gmail.com	Chandigarh	MCM DAV	Clear
3	Anupriya .	9915381546	anupriya15381538@gmail.com	Chandigarh	MCM DAV	Clear
4	Asmita Sharma	9888152362	asmita.sharma2499@gmail.com	Chandigarh	MCM DAV	Clear
5	Avantika Choudhary	9878728668	avantikachoudhary170@gmail.com	Chandigarh	MCM DAV	Clear
6	Avneet Kaur	8847097719	avneetkaur.sidhu26@gmail.com	Chandigarh	MCM DAV	Didnit give the test
7	Divya Bansal	9041357925	Divubansal11@gmail.com	Chandigarh	MCM DAV	Clear
8	Gunjan Jhhanji	9463011595	jhhanjigunjan@gmail.com	Chandigarh	MCM DAV	Clear
9	Gunjan Khurana	9592651237	gkhurana1696@gmail.com	Chandigarh	MCM DAV	Clear
10	Harjot Kaur Sarna	8847470266	harjot.hk2000@gmail.com	Chandigarh	MCM DAV	Didnit give the test
11	Himanshi Chauhan	7347388063	himanshi2799@gmail.com	Chandigarh	MCM DAV	Clear
12	Jaishree Gupta	8968635618	jaishreeg17@gmail.com	Chandigarh	MCM DAV	Clear
13	Jeevanjot .	8968805996	jeevanjot006@gmail.com	Chandigarh	MCM DAV	Clear
14	Jyoti .	6280915210	Jasschoudhary28@gmail.com	Chandigarh	MCM DAV	Clear
15	Kajal Chawla	9166403222	chawla.jyotika@yahoo.com	Chandigarh	MCM DAV	Clear
16	Kamna Kumari	7986136765	kamnabhardwaj8054@gmail.com	Chandigarh	MCM DAV	Clear
17	Kuljeet Kaur .	7888360886	Kuljeetkaurnishu@Gmail.Com	Chandigarh	MCM DAV	Clear
18	Manisha .	8360834860	Manishaxxy@gmail.com	Chandigarh	MCM DAV	Clear
19	Neha Chand	7983325833	msdianneha07@gmail.com	Chandigarh	MCM DAV	Clear
20	Nikita Singroha	9646879210	singhrohanikita@gmail.com	Chandigarh	MCM DAV	Clear
21	Palak Singla	9478101976	9478101976palak@gmail.com	Chandigarh	MCM DAV	Didnit give the test
22	Prachi Airen	7838200634	pairen98@gmail.com	Chandigarh	MCM DAV	Clear
23	Preeti Sandhu	8708257050	preetisandhu0187@gmail.com	Chandigarh	MCM DAV	Didnit give the test
24	Preeti Sandhu	8708032270	jividhamor09@gmail.com	Chandigarh	MCM DAV	Clear
25	Reeya Gupta	9878255511	Reeyagupta8sept2000@gmail.com	Chandigarh	MCM DAV	Clear
26	Riya Rana	8558881680	riyaranaaa999@gmail.com	Chandigarh	MCM DAV	Clear
27	Ruchi Garg	8872907775	Ruchigarg505@gmail.com	Chandigarh	MCM DAV	Clear
28	Saavri Gupta	9418721354	Saavrigupta0208@gmail.com	Chandigarh	MCM DAV	Clear
29	Sakshi Batra	9255112304	sakshibatra210@gmail.com	Chandigarh	MCM DAV	Clear
30	Shambhavi Gupta	8219838611	Guptashambhavi39@gmail.com	Chandigarh	MCM DAV	Clear
31	Simardeep Kaur	9914375407	simarjass99@gmail.com	Chandigarh	MCM DAV	Clear
32	Simran Arora	8556000456	Arorasimran1816@gmail.com	Chandigarh	MCM DAV	Clear
33	Simran Sharma	7087790914	Simransharmasimran1999@gmail.com	Chandigarh	MCM DAV	Clear

34	Smriti Bahri	7017140843	bahrismriti4@gmail.com	Chandigarh	MCM DAV	Clear
35	Sukhmanpreet Kaur	9877363057	sukhmanpreetkaur461@gmail.com	Chandigarh	MCM DAV	Clear
36	Udayna Mohindroo	7888643852	mohindroo02udayna@gmail.com	Chandigarh	MCM DAV	Clear



Date:- 12-Mar-20

Subject: Expression of Interest - Campus

Dear abhilasha mehta,

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

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

Concentrix Hiring Team



Date:- 12-Mar-20

Subject: Expression of Interest - Campus

Dear Asmita Sharma,

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

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Concentrix Hiring Team

Date:- 12-Mar-20

Subject: Expression of Interest - Campus

Dear Gunjan Khurana,

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

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Concentrix Hiring Team



Date:- 12-Mar-20

Subject: Expression of Interest - Campus

Dear Himanshi Chauhan,

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Concentrix Hiring Team



Date:- 12-Mar-20

Subject: Expression of Interest - Campus

Dear Jaishree Gupta,

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

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Concentrix Hiring Team



Date:- 12-Mar-20

Subject: Expression of Interest - Campus

Dear Jyoti .,

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

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Concentrix Hiring Team

Subject: Expression of Interest - Campus

Dear Kamna Kumari,

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

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Concentrix Hiring Team



Date:- 12-Mar-20

Subject: Expression of Interest - Campus

Dear Kuljeet Kaur ,

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

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Concentrix Hiring Team

Subject: Expression of Interest - Campus

Dear Neha Chand,

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Concentrix Hiring Team

Subject: Expression of Interest - Campus

Dear Nikita Singroha,

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Concentrix Hiring Team



Date:- 12-Mar-20

Subject: Expression of Interest - Campus

Dear Riya Rana,

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

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

Concentrix Hiring Team



Date:- 12-Mar-20

Subject: Expression of Interest - Campus

Dear Ruchi Garg,

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Concentrix Hiring Team



Date:- 12-Mar-20

Subject: Expression of Interest - Campus

Dear Simran Sharma,

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

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Concentrix Hiring Team



Date:- 12-Mar-20

Subject: Expression of Interest - Campus

Dear Smriti Bahri,

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

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Concentrix Hiring Team

Date:- 12-Mar-20

Subject: Expression of Interest - Campus

Dear Udayna Mohindroo,

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Concentrix Hiring Team

Subject: Expression of Interest - Campus

Dear Kajal Chawla,

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

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

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

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

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

Concentrix Hiring Team

Subject: Expression of Interest - Campus

Dear Reeya Gupta,

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

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

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

Concentrix Hiring Team



Date:- 12-Mar-20

Subject: Expression of Interest - Campus

Dear Saavri Gupta,

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

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

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

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

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

Concentrix Hiring Team



Date:- 12-Mar-20

Subject: Expression of Interest - Campus

Dear Sakshi Batra,

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

1. Your initial place of work shall be at the company's discretion and can be at any Concentrix locations.

2. This Expression of Interest shall remain valid for a period of 60 days from the date of your Final Examination. Considering the candidature beyond the 60 days period would be as per the requirement in the organization.

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

Concentrix Hiring Team

Date:- 12-Mar-20

Subject: Expression of Interest - Campus

Dear Simardeep Kaur,

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

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

Concentrix Hiring Team



Date:- 12-Mar-20

Subject: Expression of Interest - Campus

Dear Avantika Choudhary,

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

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2. This Expression of Interest shall remain valid for a period of 60 days from the date of your Final Examination. Considering the candidature beyond the 60 days period would be as per the requirement in the organization.

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

Concentrix Hiring Team



Date:- 12-Mar-20

Subject: Expression of Interest - Campus

Dear Divya Bansal,

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

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

Concentrix Hiring Team

Subject: Expression of Interest - Campus

Dear Prachi Alren,

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

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

Concentrix Hiring Team



Mcm Placements <mcm36placements@gmail.com>

Chitkara University:: List of BCA / B. Sc. (CS / IT) students (Batch 2020 pass out) shortlisted for Interviews by Deloitte, Hyderabad on 14th November 2019 (Thursday) at Chitkara University, Chandigarh - Patiala National Highway, Punjab Campus.

3 messages

Harsharn Sehgal <harsharn.sehgal@chitkara.edu.in>
To: Harsharn Sehgal <harsharn.sehgal@chitkara.edu.in>
Bcc: mcm36placements@gmail.com

Sat, Nov 9, 2019 at 1:47 PM

Respected Director / Principal / Head of Department / Head (Training & Placements) and Training & Placement Officer.

Greetings from Chitkara University!

Hope you are doing well.

First and foremost, on behalf of Chitkara University, I like to take an opportunity to thank you for sending students of your esteemed University / Institute and looking forward to have continued support in future.

Further, with immense pleasure I would like to inform you that please find enclosed (as attachment), list of students shortlisted for interview process on 14th November 2019 (Thursday) as per the details mentioned below:

Year of Graduation:- Batch 2020 pass out only.

Dates of Interview Process: **14th November 2019 (Thursday).**

Reporting Time: 10:30am (Sharp).

Venue: SUN Hall, Placement Cell, Turing Block, Chitkara University,
Chandigarh – Patiala National Highway,
(Just 32 kms from Chandigarh on Chandigarh – Zirakpur – Banur – Rajpura Highway)

Process: Pre Placement Talk followed by Interviews.

NOTE: All candidates (as per the list attached) are to carry a hard copy of his / her resume, 2 passport size photographs and wear clearly visible name tags during the process.

Students would have to make their own Boarding, Lodging and Transportation arrangements.

Thanking you once again and looking forward to your continued support and encouragement.. I remain,

With warm regards,

Harsharn Sehgal
Associate Director | Office of External Affairs
CHITKARA UNIVERSITY



Administrative Office

Saraswati Kendra, SCO 160-161
Sector 9 C, Chandigarh - 160009
India.

www.chitkara.edu.in

harsharn.sehgal@chitkara.edu.in



Students - Shortlisted for Interviews on 14th November 2019.xls

28K

Mcm Placements <mcm36placements@gmail.com>

Sat, Nov 9, 2019 at 9:32 PM

To: APARA SHARMA <sharmaapara1@gmail.com>

[Quoted text hidden]



Students - Shortlisted for Interviews on 14th November 2019.xls

28K

APARA SHARMA <sharmaapara1@gmail.com>

Wed, May 25, 2022 at 12:29 PM

To: Mcm Placements <mcm36placements@gmail.com>

[Quoted text hidden]



Students - Shortlisted for Interviews on 14th November 2019.xls

28K

Sr No.	First Name	Last Name	Email Id	Mobile Number	Graduation Degree	Graduation Stream	Graduation College Name
1	Deepak	Kumar	deepakkumarbfgi@gmail.com	9517233214	BCA	Computer Application	BABA Farid Group of Institution
2	Paras	Singla	sinparas.98@gmail.com	7508836488	BCA	Computer Application	BABA Farid Group of Institution
3	Aayush	Punia	aaayushpunia007@gmail.com	8699236052	BCA	Computer Application	Chitkara University
4	Akshit	Gupta	akshit160520@gmail.com	9034468645	BCA	Computer Application	Chitkara University
5	ankit	kaushik	beatankit@gmail.com	8814888859	BCA	Computer Application	Chitkara University
6	chirag	chawla	cchawla2518.ca17@chitkara.edu.in	9463988152	BCA	Computer Application	Chitkara University
7	Harsh	Gulati	hgulati2528.ca17@chitkara.edu.in	8279786740	BCA	Computer Application	Chitkara University
8	Jahnvi	Dutta	jdutta2540.ca17@chitkara.edu.in	9996050955	BCA	Computer Application	Chitkara University
9	Karan	Rawat	ksrawat313@gmail.com	9306843885	BCA	Computer Application	Chitkara University
10	keshav	chugh	kchugh2545.ca17@chitkara.edu.in	8708974835	BCA	Computer Application	Chitkara University
11	manees	saini	msaini2725.ca17@chitkara.edu.in	8092126549	BCA	Computer Application	Chitkara University
12	Mohd	Zishan	zishan2539@gmail.com	9816612476	BCA	Computer Application	Chitkara University
13	Piyush	Dua	piyushdua94@gmail.com	9653412224	BCA	Computer Application	Chitkara University
14	shivani	kumari	sshivani2739ca17@chitkara.edu.in	9877789604	BCA	Computer Application	Chitkara University
15	Ankush	Kashyap	ak1847279@gmail.com	8284985573	BCA	Computer Application	D.A.V College
16	Gurpreet	kaur	gurpreet004822@gmail.com	8708451797	BCA	Computer Application	D.A.V College
17	Harkirat	Singh	harkiratsingh101610@gmail.com	9720366997	BCA	Computer Application	D.A.V College
18	Rishabh	Bhatia	rishabh.bhatia211@gmail.com	8894976533	BCA	Computer Application	D.A.V College
19	Rohan	Arya	rohanarya255@gmail.com	9988683087	BCA	Computer Application	D.A.V College
20	Rohit	Nandwani	nandwani.rohit99@gmail.com	9041124318	BCA	Computer Application	D.A.V College
21	Suraj	Bhardwaj	surajbhardwaj383@gmail.com	9646828802	BCA	Computer Application	D.A.V College
22	Virender	kumar	virenderchauhan475@gmail.com	9780610836	BCA	Computer Application	D.A.V College
23	Dheeraj	Goyal	dheerajgoyal274@gmail.com	9888667598	BCA	Computer Application	D.A.V College
24	Rizul	Singhal	rizulsinghal5@gmail.com	9988115386	BCA	Computer Application	D.A.V College
25	Bhavya	Middha	bhavya.middha@gmail.com	8284825455	B.Sc.	Computer Science	Hans Raj Mahila Maha Vidyalaya
26	Shweta	Sharma	shweta2sehjpal@gmail.com	8847393356	B.Sc.	Computer Science	Hans Raj Mahila Maha Vidyalaya
27	Ankita	Garg	ankitagarg659@gmail.com	9877753550	B.Sc.	Physics	Khalsa College For Women
28	Garima	jain	garimajain18cool@gmail.com	8968263585	BCA	Computer Application	Khalsa College For Women
29	GATHA	JAIN	rachit568@yahoo.co.in	9417363919	B.Sc.	Mathematics, Statistics & Computer Science	Khalsa College For Women
30	Jahanavi	Chhabra	jahanavi04@gmail.com	9530829156	BCA	Computer Application	Khalsa College For Women
31	manreet	kaur	manreetk01@gmail.com	7986172632	BCA	Computer Application	Khalsa College For Women
32	RITIKA	VERMA	ritikaverma213@gmail.com	9877651908	B.Sc.	Mathematics, Statistics & Computer Science	Khalsa College For Women
33	Ritika	Singla	singlaritika66@gmail.com	7527937494	B.Sc.	Mathematics, Electronics & Computer Science	Khalsa College For Women
34	Anjanpreet	Kaur	anjanpreetk@yahoo.com	9878283022	BCA	Computer Application	MCM DAV College for Women
35	Tanya	Singh	tanyasingharora@gmail.com	9878926445	BCA	Computer Application	MCM DAV College for Women
36	Ramandeep	Kaur	ramandeep43343@gmail.com	9915543343	B.Sc.	Mathematics, Statistics & Computer Science	Punjabi University
37	ANJALI	SHARMA	anjalisharmafzr123@gmail.com	8847648778	B.Sc.	computer application	RSD College



Mcm Placements <mcm36placements@gmail.com>

Info Required | For Joining |

2 messages

Gaurav Mehta <gaurav.mehta@eclerx.com>

Thu, Oct 1, 2020 at 3:03 PM

To: "mcm36placements@gmail.com" <mcm36placements@gmail.com>

Cc: Bandna Sharma <bandna.sharma@eclerx.com>, Banmeet Raina <Banmeet.Raina@eclerx.com>, Anjali Singh <Anjali.Singh@eclerx.com>

Hi Team,

Greetings from the eClerx!!

Please update us when are the below candidates are available for the joining, we have upcoming planned batch on 29-October-2020.

Sr.No.	Date of Selection	Candidate Name	Program	Process	Contact No.	Email ID
1	10-Feb-20	Vanshika Chopra	TTS	TTS_Training Chandigarh	8288068388	vanshikachopraa17@gmail.com
2	10-Feb-20	Harjot Kaur Sarna	TTS	TTS_Training Chandigarh	8847470266	harjot.hk2000@gmail.com
3	10-Feb-20	Manjot Kaur Saini	TTS	TTS_Training Chandigarh	7087785436	manjot_1810@ymail.com
4	10-Feb-20	Megha Chatrath	TTS	TTS_Training Chandigarh	9780160212	meghachatrath99@gmail.com
5	10-Feb-20	Parul Jhamb	TTS	TTS_Training Chandigarh	7347399622	paruljhamb25@gmail.com
6	10-Feb-20	Japreena Singh	TTS	TTS_Training Chandigarh	9872170451	japreena99@hotmail.com
7	10-Feb-20	Anmol Dhot	CHAT	CHAT Training_Repair	9876514000	dhot.anmol03@gmail.com
8	10-Feb-20	Swati Malik	CHAT	CHAT Training_Repair	9915366885	smalik2421@gmail.com

Regards,

Gaurav Mehta

Associate Process Manager – Talent Acquisition

1ST and 2nd Floor, Tower A&B

DLF Info City Developer, Rajiv Gandhi Chandigarh Technology Park, Kishangarh.

Chandigarh – 160101

Phone : +91-8556842738,8558896830

Email: Gaurav.mehta@eclerx.com

Website: www.eclerx.com

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7/5/22, 10:40 AM

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Mcm Placements <mcm36placements@gmail.com>
To: baliz73@yahoo.co.in

Sat, Oct 3, 2020 at 11:55 AM

Dear Bajjeet ma'am,
Please check with the students and send the dates of their decision by 7th October 2020.
Thanks and regards
[Quoted text hidden]

2 attachments

 **image001.png**
5K

 **image001.png**
5K

Letter of Intent

Date: February 12, 2019

Dear Parul Jhamb,

Subject: Letter of Intent (LOI) for making an offer of employment with eClerx Services Limited.

Through this letter, we would like to inform you that you have been shortlisted for the position of **Analyst** with us. The details of employment with eClerx will be as under:

- Tentative Joining Date: As per Business Requirement
- Joining Location: Chandigarh
- Shift Timings: As per Business Requirement
- CTC Offered: 217,440 INR
- Deductions: Provident Fund / Professional Tax / ESIC / Income Tax (if applicable)

Please note that this letter is an intent to offer and your offer will get released subject to fulfilling conditions set by eClerx and upon submitting requisite documents as mentioned below.

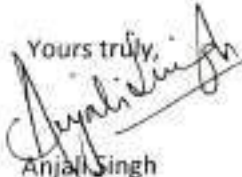
- 12th Mark sheet & certificate
- Graduation mark sheets & degree
- Post-Graduation mark sheets & degree (if done)
- Permanent Address Proof
- **Aadhaar Card (Both side copy) -It should be an uncut copy**
- **Pan Card-It should be an uncut copy**

We will shortly get in touch with you for the next steps. The timings/frequency & rotation of shifts given to you may change at any time during the period of employment as decided by eClerx management basis on business requirement.

Meanwhile, if you have any queries, you can mail it on Recruitment_Chandigarh@eclerx.com or doc@eclerx.com

Thanking You.

Yours truly,



Anjali Singh

Process Manager-Recruitment
eClerx Services Ltd.

Office Address

1st and 2nd Floor, Towers A & B,
DLF Info City Developer, Rajiv Gandhi Chandigarh
Technology Park, Kishangarh, Chandigarh – 160 101, India.
Ph: +91 (172) 6633600 | Fax: +91 (172) 6633 623
www.eClerx.com

Registered Office

eClerx Services Limited
Sonawala Building, 1st Floor, 29 Bank Street, Fort,
Mumbai - 400 023, Maharashtra, India.
Ph: +91 (022) 6614 8301 | Fax: +91 (022) 6614 8655
E-mail ID: contact@eClerx.com | www.eClerx.com
[CIN: L72200MH2000PLC125318]


Salary annexure

Name: Parul Jhamb

Designation: Analyst

SALARY OFFER BREAK-UP	Amount (INR)
Basic Pay	7,551
Other Allowance	5,931
Monthly Fixed Compensation	13,482
Retrial Fund	1,618
Monthly Total Compensation	15,100
Annual Total Compensation	181,200
Performance Bonus (Up to)	36,240
Cost To Company	217,440
Gratuity	4,358
Total Cost To Company	221,798

Accepted by:-

Name & Signature: Parul Jhamb 

Date: _____

In case of any queries, please reach out to the following POCs:

- Gaurav Mehta: 8558896830

Letter of Intent

Date: February 12, 2019

Dear Swati Malik,

Subject: Letter of Intent (LOI) for making an offer of employment with eClerx Services Limited.

Through this letter, we would like to inform you that you have been shortlisted for the position of **Analyst** with us. The details of employment with eClerx will be as under:

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- 12th Mark sheet & certificate
- Graduation mark sheets & degree
- Post-Graduation mark sheets & degree (if done)
- Permanent Address Proof
- Aadhaar Card (Both side copy) - It should be an uncut copy
- Pan Card - It should be an uncut copy

We will shortly get in touch with you for the next steps. The timings/frequency & rotation of shifts given to you may change at any time during the period of employment as decided by eClerx management based on business requirement.

Meanwhile, if you have any queries, you can mail it on Recruitment_Chandigarh@eclex.com or doc@eclex.com.

Thanking You

Yours truly,

Anshu Singh

Process Manager - Recruitment
eClerx Services Ltd

Salary annexure

Name: Swati Malik

Designation: Analyst

SALARY OFFER BREAK-UP	Amount (INR)
Basic Pay	7,551
Other Allowance	5,931
Monthly Fixed Compensation	13,482
Retrial Fund	1,618
Monthly Total Compensation	15,100
Annual Total Compensation	181,200
Performance Bonus (Up to)	36,240
Cost To Company	217,440
Gratuity	4,358
Total Cost To Company	221,798

Accepted by:-

Name & Signature: SWATI MALIK Swati

Date: _____

In case of any queries, please reach out to the following POCs:

- Gaurav Mehta: 8558896830

Letter of Intent

Date: February 12, 2019

Dear Manjot Kaur Saini,

Subject: Letter of Intent (LOI) for making an offer of employment with eClerx Services Limited.

Through this letter, we would like to inform you that you have been shortlisted for the position of **Analyst** with us. The details of employment with eClerx will be as under:

- Tentative Joining Date: As per Business Requirement
- Joining Location: Chandigarh
- Shift Timings: As per Business Requirement
- CTC Offered: 217,440 INR
- Deductions: Provident Fund / Professional Tax / ESIC / Income Tax (if applicable)

Please note that this letter is an intent to offer and your offer will get released subject to fulfilling conditions set by eClerx and upon submitting requisite documents as mentioned below.

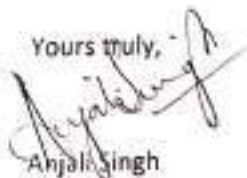
- 12th Mark sheet & certificate
- Graduation mark sheets & degree
- Post-Graduation mark sheets & degree (if done)
- Permanent Address Proof
- Aadhaar Card (Both side copy)-It should be an uncut copy
- Pan Card-It should be an uncut copy

We will shortly get in touch with you for the next steps. The timings/frequency & rotation of shifts given to you may change at any time during the period of employment as decided by eClerx management basis on business requirement.

Meanwhile, if you have any queries, you can mail it on Recruitment_Chandigarh@eclerx.com or doc@eclerx.com

Thanking You.

Yours truly,



Anjali Singh

Process Manager-Recruitment
eClerx Services Ltd.

Office Address

1st and 2nd Floor, Towers A & B,
DLF Info City Developer, Rajiv Gandhi Chandigarh
Technology Park, Kishangarh, Chandigarh - 160 101, India.
Ph: +91 (172) 6633600 | Fax: +91 (172) 6633 623
www.eClerx.com

Registered Office

eClerx Services Limited
Sonawala Building, 1st Floor, 29 Bank Street, Fort,
Mumbai - 400 023, Maharashtra, India.
Ph: +91 (022) 6614 8301 | Fax: +91 (022) 6614 8655
E-mail ID: contact@eClerx.com | www.eClerx.com
[CIN: L72200MH2000PLC125319]

Salary annexure

Name: Manjot Kaur Saini

Designation: Analyst

SALARY OFFER BREAK-UP	Amount (INR)
Basic Pay	7,551
Other Allowance	5,931
Monthly Fixed Compensation	13,482
Retrial Fund	1,618
Monthly Total Compensation	15,100
Annual Total Compensation	181,200
Performance Bonus (Up to)	36,240
Cost To Company	217,440
Gratuity	4,358
Total Cost To Company	221,798

Accepted by:- Manjot
Name & Signature: MANJOT KAUR SAINI
Date: 13 March 2020

In case of any queries, please reach out to the following POCs:

- Gaurav Mehta: 8558896830

Letter of Intent

Date: February 12, 2019

Dear Vanshika Chopra,

Subject: Letter of Intent (LOI) for making an offer of employment with eClerx Services Limited.

Through this letter, we would like to inform you that you have been shortlisted for the position of **Analyst** with us. The details of employment with eClerx will be as under:

- Tentative Joining Date: As per Business Requirement
- Joining Location: Chandigarh
- Shift Timings: As per Business Requirement
- CTC Offered: 217,440 INR
- Deductions: Provident Fund / Professional Tax / ESIC / Income Tax (if applicable)

Please note that this letter is an intent to offer and your offer will get released subject to fulfilling conditions set by eClerx and upon submitting requisite documents as mentioned below:

- 12th Mark sheet & certificate
- Graduation mark sheets & degree
- Post Graduation mark sheets & degree (if done)
- Permanent Address Proof
- Aadhaar Card (Both side copy) -It should be an uncut copy
- Pan Card-It should be an uncut copy

We will shortly get in touch with you for the next steps. The timings/frequency & rotation of shifts given to you may change at any time during the period of employment as decided by eClerx management basis on business requirement.

Meanwhile, if you have any queries, you can mail it on Recruitment_Chandigarh@eclerx.com or doc@eclerx.com

Thanking You

Yours truly,


Anjali SinghProcess Manager-Recruitment
eClerx Services Ltd

Salary annexure

Name: Vanshika Chopra

Designation: Analyst

SALARY OFFER BREAK UP	Amount (INR)
Basic Pay	7,551
Other Allowance	5,931
Monthly Fixed Compensation	13,482
Retiral Fund	1,618
Monthly Total Compensation	15,100
Annual Total Compensation	181,200
Performance Bonus (Up to)	36,240
Cost To Company	217,440
Gratuity	4,358
Total Cost To Company	221,798

Accepted by:-

Name & Signature: _____

Date: _____

In case of any queries, please reach out to the following POCs:

- **Gaurav Mehta**: 8558896830

Letter of Intent

Date: February 12, 2019

Dear Harjot Kaur Sarna,

Subject: Letter of Intent (LOI) for making an offer of employment with eClerx Services Limited.

Through this letter, we would like to inform you that you have been shortlisted for the position of Analyst with us. The details of employment with eClerx will be as under:

- Tentative Joining Date: As per Business Requirement
- Joining Location: Chandigarh
- Shift Timings: As per Business Requirement
- CTC Offered: 217,440 INR
- Deductions: Provident Fund / Professional Tax / ESIC / Income Tax (if applicable)

Please note that this letter is an intent to offer and your offer will get released subject to fulfilling conditions set by eClerx and upon submitting requisite documents as mentioned below.

- 12th Mark sheet & certificate
- Graduation mark sheets & degree
- Post-Graduation mark sheets & degree (if done)
- Permanent Address Proof
- Aadhaar Card (Both side copy)-It should be an uncut copy
- Pan Card-It should be an uncut copy

We will shortly get in touch with you for the next steps. The timings/frequency & rotation of shifts given to you may change at any time during the period of employment as decided by eClerx management basis on business requirement.

Meanwhile, if you have any queries, you can mail it on Recruitment_Chandigarh@eclerx.com or doc@eclerx.com

Thanking You

Yours truly,


Anjali Singh

Process Manager-Recruitment
eClerx Services Ltd

Office Address

1st and 2nd Floor, Towers A & B
DLF Info City Developer, Rajiv Gandhi Chandigarh
Technology Park, Kishangarh, Chandigarh - 160 101, India.
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E-mail ID: contact@eclerx.com | www.eClerx.com
[CIN: L72200MH2000PLC125319]

Salary annexure

Name: Harjot Kaur Sarna

Designation: Analyst

SALARY OFFER BREAK-UP	Amount (INR)
Basic Pay	7,551
Other Allowance	5,931
Monthly Fixed Compensation	13,482
Retrial Fund	1,618
Monthly Total Compensation	15,100
Annual Total Compensation	181,200
Performance Bonus (Up to)	36,240
Cost To Company	217,440
Gratuity	4,358
Total Cost To Company	221,798

Accepted by:-

Name & Signature: _____

Date: _____

In case of any queries, please reach out to the following POCs:

- Gaurav Mehta: 8558896830

Letter of Intent

Date: February 12, 2019

Dear Megha Chatrath,

Subject: Letter of Intent (LOI) for making an offer of employment with eClerx Services Limited.

Through this letter, we would like to inform you that you have been shortlisted for the position of **Analyst** with us. The details of employment with eClerx will be as under:

- Tentative Joining Date: As per Business Requirement
- Joining Location: Chandigarh
- Shift Timings: As per Business Requirement
- CTC Offered: 217,440 INR
- Deductions: Provident Fund / Professional Tax / ESIC / Income Tax (if applicable)

Please note that this letter is an intent to offer and your offer will get released subject to fulfilling conditions set by eClerx and upon submitting requisite documents as mentioned below.

- 12th Mark sheet & certificate
- Graduation mark sheets & degree
- Post-Graduation mark sheets & degree (if done)
- Permanent Address Proof
- Aadhaar Card (Both side copy)-It should be an uncut copy
- Pan Card-It should be an uncut copy

We will shortly get in touch with you for the next steps. The timings/frequency & rotation of shifts given to you may change at any time during the period of employment as decided by eClerx management basis on business requirement.

Meanwhile, if you have any queries, you can mail it on Recruitment_Chandigarh@eclerx.com or doc@eclerx.com

Thanking You.

Yours truly,

Anjali Singh

Process Manager-Recruitment
eClerx Services Ltd.

Office Address

1st and 2nd Floor, Towers A & B,
DLF Info City Developer, Rajiv Gandhi Chandigarh
Technology Park, Kishangarh, Chandigarh - 160 101, India
Ph: +91 (172) 6633600 | Fax: +91 (172) 6633 623
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Ph: +91 (022) 6614 8301 | Fax: +91 (022) 6614 8655
E-mail ID: contact@eClerx.com | www.eClerx.com
[CIN: L72200MH2000PLC125319]

Salary annexure

Name: Megha Chatrath

Designation: Analyst

SALARY OFFER BREAK-UP	Amount (INR)
Basic Pay	7,551
Other Allowance	5,931
Monthly Fixed Compensation	13,482
Retrial Fund	1,618
Monthly Total Compensation	15,100
Annual Total Compensation	181,200
Performance Bonus (Up to)	36,240
Cost To Company	217,440
Gratuity	4,358
Total Cost To Company	221,798

Accepted by:-

Name & Signature: _____

Date: _____

In case of any queries, please reach out to the following POCs:

- Gaurav Mehta: 8558896830



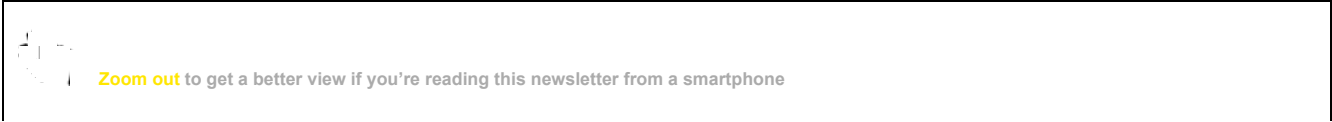
Mcm Placements <mcm36placements@gmail.com>

EY GDS- MCM College final shortlist

2 messages

Deepshikha . <Deepshikha.Deepshikha@gds.ey.com>
To: "mcm36placements@gmail.com" <mcm36placements@gmail.com>
Cc: Ketan Bansal <Ketan.Bansal@gds.ey.com>

Fri, Nov 22, 2019 at 11:06 PM



Welcome to EY GDS

June 2019



Dear **MCM** college placement team,

Thank you for your contributions towards strengthening EY Global Delivery Services' (GDS) partnership **MCM College**. It has been a pleasure reaching out to the extremely talented students at your college. We are pleased to offer the following 5 students a position at EY GDS.

Sno	First Name	Last Name	Email ID	Contact No.
1	Japreena	Singh	japreena99@hotmail.com	98721704751
2	Mini	Verma	mini.verma29699@gmail.com	9915894789
3	Mouktika	Chaudhary	mouktikachaudhary4567@gmail.com	9855274767
4	Shivangi	Walia	shivangiwalia37@gmail.com	8360955393
5	Srishti	Sachdeva	srishty1998@gmail.com	8054448164

Thank you,
Talent team
EY Global Delivery Services

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The information contained in this communication is intended solely for the use of the individual or entity to whom it is addressed and others authorized to receive it. It may contain confidential or legally privileged information. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking any action in reliance on the contents of this information is strictly prohibited and may be unlawful. If you have received this communication in error, please notify us immediately by responding to this email and then delete it from your system. EY is neither liable for the proper and complete transmission of the information contained in this communication nor for any delay in its receipt.

mcm36placements <mcm36placements@gmail.com>
To: Aman Dhimaan Commerce <aman.nov85@gmail.com>, madhuleen <madhuleen@gmail.com>

Sat, Nov 23, 2019 at 3:20 PM

FYI

Sent from vivo smartphone

----- Forwarded -----
Sender: "Deepshikha ." <Deepshikha.Deepshikha@gds.ey.com>
Date: Nov 22, 2019 23:06
Subject: EY GDS- MCM College final shortlist
Recipient: mcm36placements <mcm36placements@gmail.com>
CC: Ketan Bansal <Ketan.Bansal@gds.ey.com>
[Quoted text hidden]

3 attachments

 **image001.png**
2K

 **image002.jpg**
OK

 **image003.jpg**
33K

Placement Convener,

Mcmdav College for Women,

Chandigarh

9815104499

www.mcmdavcw-chd.edu

<https://www.facebook.com/MCM-DAV-College-for-Women-Placement-Cell-1109704689186169/>

On Thu, Dec 12, 2019 at 12:08 AM Puspendra Kumar <kumar.s@frontizo.in> wrote:

Dear Mamta,

It was a pleasure connecting with you to explore opportunities for campus engagements.

We are excited about our large business centre coming up in Chandigarh Panchkula and are keen to conduct campus drives and provide opportunities to your stu

----- Message truncated -----

Puspendra Kumar -(HR) <kumar.s@frontizo.in>

To: Mcm Placements <mcm36placements@gmail.com>

Cc: shaveta begra <begrashaveta31@gmail.com>, "Priya Jaiswal -(HR)" <priya.j@frontizo.in>, "Mohammed Zohaib -(HR)" <zohaib.m@frontizo.in>

Fri, Jul 10, 2020 at 2:50 PM

Dear Mamta,

As per discussion, please provide the Number of Subjects for which the below selected candidates need to appear for exams.

--	--	--

SI.No	Candidate Name (as per Aadhar)	Skills
1	Gurpreet Kaur	Hindi
2	Shakshi Chawla	Hindi
3	Aarti	Hindi
4	Nikita	Hindi
5	Asha	Hindi
6	Kamna Kumari	Hindi
7	Samriti Garg	English/Blended
8	Anmol Dhot	English/Blended
9	Roshi Andotra	English/Blended
10	Aarushi Goyal	English/Blended
11	Jahanavi Jindal	English/Blended
12	Deepali	English/Blended

Regards,

Puspendra

From: Puspendra Kumar -(HR)

Sent: Thursday, January 23, 2020 5:33 PM

To: Mcm Placements <mcm36placements@gmail.com>

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

Mcm Placements <mcm36placements@gmail.com>
To: amandeep waraich Economics <waraichaman06@gmail.com>

Fri, Jul 10, 2020 at 3:33 PM

Please call me back and do the needful by tomorrow. You may get details of the drive from earlier mail, and Dr. Shweta Begra.
Thanks

----- Forwarded message -----

From: **Puspendra Kumar -(HR)** <kumar.s@frontizo.in>

Date: Fri, Jul 10, 2020, 14:51

Subject: RE: Placement Drive Proposal_MCM DAV

To: Mcm Placements <mcm36placements@gmail.com>

Cc: shaveta begra <begrashaveta31@gmail.com>, Priya Jaiswal -(HR) <priya.j@frontizo.in>, Mohammed Zohaib -(HR) <zohaib.m@frontizo.in>

[Quoted text hidden]

2 attachments



image001.jpg
3K



image001.jpg
3K

Dr Amandeep Kaur <waraichaman06@gmail.com>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Jul 10, 2020 at 4:50 PM

PFA the list of students and the tentative no of days required for exams

[Quoted text hidden]



Frontizo Business Services Private Limited.xlsx
11K

Mcm Placements <mcm36placements@gmail.com>
To: Dr Amandeep Kaur <waraichaman06@gmail.com>

Fri, Jul 10, 2020 at 5:17 PM

Thanks for the mail.

[Quoted text hidden]

Frontizo Business Services Private Limited
(Formerly Capricorn Business and Trade Services Private Limited)

LETTER OF INTENT

25/01/2020

To,

Name: Kamna Kumari

Address: # 3651, Sec-25/D, Chd - 160014

Subject: Letter of intent in relation to your shortlisting for a potential employment opportunity at Frontizo Business Services Private Limited.

Dear Kamna Kumari

With reference to your application and subsequent assessments you had with Frontizo Business Services Private Limited ("Company", "we", "us" or "our"), we are pleased to inform you that you have been provisionally shortlisted for the position of **Customer Service Associate** at **Panchkula** facility of the Company.

This letter is not intended to constitute a legal commitment on the part of the Company to offer you the employment. We are issuing this letter to outline the indicative terms of our potential offer to you. A comprehensive statement of all the terms and conditions that would be contained only in our formal offer letter and/or the employment agreement (collectively, the "Offer Letter") which the Company may issue to you later.

1. Submission of Documents

You are required to submit the below mentioned documents, failing which you will not be considered for the aforesaid potential employment opportunity with us:

- (a) Educational certificates and degrees (from Class 10th till the highest education);
- (b) Experience/ relieving letter from the previous employer/s (if applicable);
- (c) Service letter from the previous employer/s (if applicable);
- (d) Last salary slip from the previous employer/s (if applicable);
- (e) Form 16 (if applicable);
- (f) Identity Proof;
- (g) Address proof;
- (h) 2 (Two) passport size color photographs; and
- (i) Copy of PAN card.

We may require you to bring the aforesaid documents in original and also the copies thereof, for verification and record purposes.

2. Indicative Salary

Unless we mutually agree otherwise in writing, upon signing the Offer Letter, your indicative starting salary will be **Rs. 1,28,940** (Rs. One lakh twenty eight thousands nine hundred and forty only) annualized, payable in accordance with the Company's standard payroll practice at the time of your joining and subject to applicable withholding taxes. The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. Your base salary will be inclusive of both the employer's and the employee's provident fund contributions. If your start date will be on or before the first Monday in October of the current year, you may be eligible for a performance assessment and salary adjustment in the next calendar year. Ordinarily this process occurs each April.

(CIN - U74900DL2012PTC233481)

Registered Office: S- 405 (LGF), Greater Kailash - II, New Delhi - 110 048


Frontizo Business Services Private Limited
(Formerly Capricorn Business and Trade Services Private Limited)

3. **Background Checks**
The Company may conduct a background or reference check (or both). If so, then you agree to cooperate fully in those procedures and Offer Letter will be issued, subject to the Company approving the outcome of those checks, at its discretion. Irrespective of the background check conducted by the Company, in case you are not an Indian national and required to obtain applicable visa/ work permit/ authorisation or permission from appropriate government authorities to work in the country, you are required to ensure all such permissions are duly obtained before we may proceed to issue an Offer Letter. We will not proceed with your application or issue an Offer Letter, if it is found that you do not have required work permit / authorisation/ visa, as the case may be, to work in India.
4. **Next Steps**
If we are able to make you an offer, we will contact you within a period of **120 days Hundred and Twenty Days** from the date of issuance of this letter, using the details mentioned in your application. It is your sole responsibility to inform us in writing about: (a) any change in your contact details as mentioned in our records, (b) your desire to withdraw your application for any reason whatsoever, (c) an offer of employment from any other employer. This letter will terminate automatically, without any liability on our part, if an Offer Letter is not issued by us within a period stated hereinabove from the date of issuance of this letter or if you choose to accept offer of employment from any other employer, or upon you ceasing to fulfill the eligibility criteria as per the Company's policies, whichever occurs earlier.

If you wish to be considered for a potential employment with the Company, please return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above. Acceptance of this letter will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept the Offer Letter and carry out your Company related functions and duties upon employment, if and once the Offer Letter is issued. If we have not received a signed copy of this letter by <LOI Expiry Date>, we will consider this as your decision to withdraw your application to be considered for a potential employment opportunity with us.

We hope that you will accept this letter and look forward to a productive and mutually beneficial working relationship. Please let us know if we can answer any questions for you about any of the matters outlined in this letter.

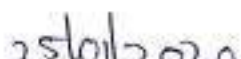
Yours sincerely,
For and on behalf of **Frontizo Business Services Private Limited**


Deepak Dhingra
Authorized Signatory

ACCEPTANCE OF LETTER

I accept the terms set forth in this letter with the Company:


Signature


Date

Frontizo Business Services Private Limited
(Formerly Capricorn Business and Trade Services Private Limited)

LETTER OF INTENT

25/01/2020

To,

Name: Shakshi Chawla

Address: # 129, Balongi, Mohali - 140301

Subject: **Letter of intent in relation to your shortlisting for a potential employment opportunity at Frontizo Business Services Private Limited.**

Dear Shakshi Chawla

With reference to your application and subsequent assessments you had with Frontizo Business Services Private Limited ("Company", "we", "us" or "our"), we are pleased to inform you that you have been provisionally shortlisted for the position of **Customer Service Associate** at **Panchkula** facility of the Company.

This letter is not intended to constitute a legal commitment on the part of the Company to offer you the employment. We are issuing this letter to outline the indicative terms of our potential offer to you. A comprehensive statement of all the terms and conditions that would be contained only in our formal offer letter and/or the employment agreement (collectively, the "Offer Letter") which the Company may issue to you later.

1. Submission of Documents

You are required to submit the below mentioned documents, failing which you will not be considered for the aforesaid potential employment opportunity with us:

- (a) Educational certificates and degrees (from Class 10th till the highest education);
- (b) Experience/ relieving letter from the previous employer/s (if applicable);
- (c) Service letter from the previous employer/s (if applicable);
- (d) Last salary slip from the previous employer/s (if applicable);
- (e) Form 16 (if applicable);
- (f) Identity Proof;
- (g) Address proof;
- (h) 2 [Two] passport size color photographs; and
- (i) Copy of PAN card.

We may require you to bring the aforesaid documents in original and also the copies thereof, for verification and record purposes.

2. Indicative Salary

Unless we mutually agree otherwise in writing, upon signing the Offer Letter, your indicative starting salary will be **Rs. 1,28,940** (Rs. One lakh twenty eight thousands nine hundred and forty only) annualized, payable in accordance with the Company's standard payroll practice at the time of your joining and subject to applicable withholding taxes. The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. Your base salary will be inclusive of both the employer's and the employee's provident fund contributions. If your start date will be on or before the first Monday in October of the current year, you may be eligible for a performance assessment and salary adjustment in the next calendar year. Ordinarily this process occurs each April.

(CIN - U74900DL2012PTC233481)

Registered Office: S- 405 (LGF), Greater Kailash - II, New Delhi - 110 048

Frontizo Business Services Private Limited
(Formerly Capricorn Business and Trade Services Private Limited)

3. **Background Checks**
The Company may conduct a background or reference check (or both). If so, then you agree to cooperate fully in those procedures and Offer Letter will be issued, subject to the Company approving the outcome of those checks, at its discretion. Irrespective of the background check conducted by the Company, in case you are not an Indian national and required to obtain applicable visa/ work permit/ authorisation or permission from appropriate government authorities to work in the country, you are required to ensure all such permissions are duly obtained before we may proceed to issue an Offer Letter. We will not proceed with your application or issue an Offer Letter, if it is found that you do not have required work permit / authorisation/ visa, as the case may be, to work in India.

4. **Next Steps**
If we are able to make you an offer, we will contact you within a period of **120 days Hundred and Twenty Days** from the date of issuance of this letter, using the details mentioned in your application. It is your sole responsibility to inform us in writing about: (a) any change in your contact details as mentioned in our records, (b) your desire to withdraw your application for any reason whatsoever, (c) an offer of employment from any other employer. This letter will terminate automatically, without any liability on our part, if an Offer Letter is not issued by us within a period stated hereinabove from the date of issuance of this letter or if you choose to accept offer of employment from any other employer, or upon you ceasing to fulfill the eligibility criteria as per the Company's policies, whichever occurs earlier.

If you wish to be considered for a potential employment with the Company, please return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above. Acceptance of this letter will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept the Offer Letter and carry out your Company related functions and duties upon employment, if and once the Offer Letter is issued. If we have not received a signed copy of this letter by <LOI Expiry Date>, we will consider this as your decision to withdraw your application to be considered for a potential employment opportunity with us.

We hope that you will accept this letter and look forward to a productive and mutually beneficial working relationship. Please let us know if we can answer any questions for you about any of the matters outlined in this letter.

Yours sincerely,
On behalf of Frontizo Business Services Private Limited

Deepak Dhillon
Authorized Signatory

ACCEPTANCE OF LETTER

I accept the terms set forth in this letter with the Company:


Signature

25.01.2020
Date

Frontizo Business Services Private Limited
(Formerly Capricorn Business and Trade Services Private Limited)

LETTER OF INTENT

25/01/2020

To,

Name: Nikita

Address: #110, Shivalik City, Sec-127, Mohali, PB-140307

Subject: **Letter of intent in relation to your shortlisting for a potential employment opportunity at Frontizo Business Services Private Limited.**

Dear Nikita

With reference to your application and subsequent assessments you had with Frontizo Business Services Private Limited ("Company", "we", "us" or "our"), we are pleased to inform you that you have been provisionally shortlisted for the position of **Customer Service Associate at Panchkula** facility of the Company.

This letter is not intended to constitute a legal commitment on the part of the Company to offer you the employment. We are issuing this letter to outline the indicative terms of our potential offer to you. A comprehensive statement of all the terms and conditions that would be contained only in our formal offer letter and/or the employment agreement (collectively, the "Offer Letter") which the Company may issue to you later.

1. Submission of Documents

You are required to submit the below mentioned documents, failing which you will not be considered for the aforesaid potential employment opportunity with us:

- (a) Educational certificates and degrees (from Class 10th till the highest education);
- (b) Experience/ relieving letter from the previous employer/s (if applicable);
- (c) Service letter from the previous employer/s (if applicable);
- (d) Last salary slip from the previous employer/s (if applicable);
- (e) Form 16 (if applicable);
- (f) Identity Proof;
- (g) Address proof;
- (h) 2 (Two) passport size color photographs; and
- (i) Copy of PAN card.

We may require you to bring the aforesaid documents in original and also the copies thereof, for verification and record purposes.

2. Indicative Salary

Unless we mutually agree otherwise in writing, upon signing the Offer Letter, your indicative starting salary will be **Rs. 1,28,940** (Rs. One lakh twenty eight thousands nine hundred and forty only) annualized, payable in accordance with the Company's standard payroll practice at the time of your joining and subject to applicable withholding taxes. The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. Your base salary will be inclusive of both the employer's and the employee's provident fund contributions. If your start date will be on or before the first Monday in October of the current year, you may be eligible for a performance assessment and salary adjustment in the next calendar year. Ordinarily this process occurs each April.

(CIN - U74900DL2012PTC233481)

Registered Office: S- 405 (LGF), Greater Kailash - II, New Delhi - 110 048

Frontizo Business Services Private Limited
(Formerly Capricorn Business and Trade Services Private Limited)

3. **Background Checks**
The Company may conduct a background or reference check (or both). If so, then you agree to cooperate fully in those procedures and Offer Letter will be issued, subject to the Company approving the outcome of those checks, at its discretion. Irrespective of the background check conducted by the Company, in case you are not an Indian national and required to obtain applicable visa/ work permit/ authorisation or permission from appropriate government authorities to work in the country, you are required to ensure all such permissions are duly obtained before we may proceed to issue an Offer Letter. We will not proceed with your application or issue an Offer Letter, if it is found that you do not have required work permit / authorisation/ visa, as the case may be, to work in India.

4. **Next Steps**
If we are able to make you an offer, we will contact you within a period of **120 days Hundred and Twenty Days** from the date of issuance of this letter, using the details mentioned in your application. It is your sole responsibility to inform us in writing about: (a) any change in your contact details as mentioned in our records, (b) your desire to withdraw your application for any reason whatsoever, (c) an offer of employment from any other employer. This letter will terminate automatically, without any liability on our part, if an Offer Letter is not issued by us within a period stated hereinabove from the date of issuance of this letter or if you choose to accept offer of employment from any other employer, or upon you ceasing to fulfill the eligibility criteria as per the Company's policies, whichever occurs earlier.

If you wish to be considered for a potential employment with the Company, please return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above. Acceptance of this letter will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept the Offer Letter and carry out your Company related functions and duties upon employment, if and once the Offer Letter is issued. If we have not received a signed copy of this letter by <LOI Expiry Date>, we will consider this as your decision to withdraw your application to be considered for a potential employment opportunity with us.

We hope that you will accept this letter and look forward to a productive and mutually beneficial working relationship. Please let us know if we can answer any questions for you about any of the matters outlined in this letter.

Yours sincerely,
For and on behalf of Frontizo Business Services Private Limited


Deepak Dhingra
Authorized Signatory

ACCEPTANCE OF LETTER

I accept the terms set forth in this letter with the Company:

Nikita
Signature

25/01/2020
Date

Frontizo Business Services Private Limited
(Formerly Capricorn Business and Trade Services Private Limited)

LETTER OF INTENT

25/01/2020

To,

Name: Samruti Garg

Address: # 376/2, PWT-Manimajra -160101

Subject: Letter of intent in relation to your shortlisting for a potential employment opportunity at Frontizo Business Services Private Limited.

Dear Samruti Garg

With reference to your application and subsequent assessments you had with Frontizo Business Services Private Limited ("Company", "we", "us" or "our"), we are pleased to inform you that you have been provisionally shortlisted for the position of **Customer Service Associate** at **Panchkula** facility of the Company.

This letter is not intended to constitute a legal commitment on the part of the Company to offer you the employment. We are issuing this letter to outline the indicative terms of our potential offer to you. A comprehensive statement of all the terms and conditions that would be contained only in our formal offer letter and/or the employment agreement (collectively, the "Offer Letter") which the Company may issue to you later.

1. Submission of Documents

You are required to submit the below mentioned documents, failing which you will not be considered for the aforesaid potential employment opportunity with us:

- (a) Educational certificates and degrees (from Class 10th till the highest education);
- (b) Experience/ relieving letter from the previous employer/s (if applicable);
- (c) Service letter from the previous employer/s (if applicable);
- (d) Last salary slip from the previous employer/s (if applicable);
- (e) Form 16 (if applicable);
- (f) Identity Proof;
- (g) Address proof;
- (h) 2 (Two) passport size color photographs; and
- (i) Copy of PAN card.

We may require you to bring the aforesaid documents in original and also the copies thereof, for verification and record purposes.

2. Indicative Salary

Unless we mutually agree otherwise in writing, upon signing the Offer Letter, your indicative starting salary will be **Rs. 1,48,800** (Rs. One lakh forty eight thousands eight hundred only) annualized, payable in accordance with the Company's standard payroll practice at the time of your joining and subject to applicable withholding taxes. The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. Your base salary will be inclusive of both the employer's and the employee's provident fund contributions. If your start date will be on or before the first Monday in October of the current year, you may be eligible for a performance assessment and salary adjustment in the next calendar year. Ordinarily this process occurs each April.

3. Background Checks

(CIN – U74900DL2012PTC233481)

Registered Office: S- 405 (LGF), Greater Kailash – II, New Delhi – 110 048

Frontizo Business Services Private Limited
(Formerly Capricorn Business and Trade Services Private Limited)

3. Background Checks

The Company may conduct a background or reference check (or both). If so, then you agree to cooperate fully in those procedures and Offer Letter will be issued, subject to the Company approving the outcome of those checks, at its discretion. Irrespective of the background check conducted by the Company, in case you are not an Indian national and required to obtain applicable visa/ work permit/ authorisation or permission from appropriate government authorities to work in the country, you are required to ensure all such permissions are duly obtained before we may proceed to issue an Offer Letter. We will not proceed with your application or issue an Offer Letter, if it is found that you do not have required work permit / authorisation/ visa, as the case may be, to work in India.

4. Next Steps

If we are able to make you an offer, we will contact you within a period of **120 days Hundred and Twenty Days** from the date of issuance of this letter, using the details mentioned in your application. It is your sole responsibility to inform us in writing about: (a) any change in your contact details as mentioned in our records, (b) your desire to withdraw your application for any reason whatsoever, (c) an offer of employment from any other employer. This letter will terminate automatically, without any liability on our part, if an Offer Letter is not issued by us within a period stated hereinabove from the date of issuance of this letter or if you choose to accept offer of employment from any other employer, or upon you ceasing to fulfill the eligibility criteria as per the Company's policies, whichever occurs earlier.

If you wish to be considered for a potential employment with the Company, please return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above. Acceptance of this letter will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept the Offer Letter and carry out your Company related functions and duties upon employment, if and once the Offer Letter is issued. If we have not received a signed copy of this letter by <LOI Expiry Date>, we will consider this as your decision to withdraw your application to be considered for a potential employment opportunity with us.

We hope that you will accept this letter and look forward to a productive and mutually beneficial working relationship. Please let us know if we can answer any questions for you about any of the matters outlined in this letter.

Yours sincerely,

For and on behalf of **Frontizo Business Services Private Limited**



ACCEPTANCE OF LETTER

I accept the terms set forth in this letter with the Company:

Pamitibhargava
Signature

25/10/20
Date

(CIN - U74900DL2012PTC233481)

Registered Office: S- 405 (LGF), Greater Kailash - II, New Delhi - 110 048

Frontizo Business Services Private Limited
(Formerly Capricorn Business and Trade Services Private Limited)

LETTER OF INTENT

25/01/2020

To,

Name: Jahanavi Jindal

Address: #244, Ward No. 5, Surjan Basti, Dirba, Pb - 148035

Subject: **Letter of intent in relation to your shortlisting for a potential employment opportunity at Frontizo Business Services Private Limited.**

Dear Jahanavi Jindal

With reference to your application and subsequent assessments you had with Frontizo Business Services Private Limited ("Company", "we", "us" or "our"), we are pleased to inform you that you have been provisionally shortlisted for the position of **Customer Service Associate** at **Panchkula** facility of the Company.

This letter is not intended to constitute a legal commitment on the part of the Company to offer you the employment. We are issuing this letter to outline the indicative terms of our potential offer to you. A comprehensive statement of all the terms and conditions that would be contained only in our formal offer letter and/or the employment agreement (collectively, the "Offer Letter") which the Company may issue to you later.

1. **Submission of Documents**

You are required to submit the below mentioned documents, failing which you will not be considered for the aforesaid potential employment opportunity with us:

- (a) Educational certificates and degrees (from Class 10th till the highest education);
- (b) Experience/ relieving letter from the previous employer/s (if applicable);
- (c) Service letter from the previous employer/s (if applicable);
- (d) Last salary slip from the previous employer/s (if applicable);
- (e) Form 16 (if applicable);
- (f) Identity Proof;
- (g) Address proof;
- (h) 2 (Two) passport size color photographs; and
- (i) Copy of PAN card.

We may require you to bring the aforesaid documents in original and also the copies thereof, for verification and record purposes.

2. **Indicative Salary**

Unless we mutually agree otherwise in writing, upon signing the Offer Letter, your indicative starting salary will be **Rs. 1,48,800** (Rs. One lakh forty eight thousands eight hundred only) annualized, payable in accordance with the Company's standard payroll practice at the time of your joining and subject to applicable withholding taxes. The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. Your base salary will be inclusive of both the employer's and the employee's provident fund contributions. If your start date will be on or before the first Monday in October of the current year, you may be eligible for a performance assessment and salary adjustment in the next calendar year. Ordinarily this process occurs each April.

3. **Background Checks**

(CIN - U74900DL2012PTC233481)

Registered Office: S- 405 (LGF), Greater Kailash - II, New Delhi - 110 048

Frontizo Business Services Private Limited
(Formerly Capricorn Business and Trade Services Private Limited)

3. **Background Checks**

The Company may conduct a background or reference check (or both). If so, then you agree to cooperate fully in these procedures and Offer Letter will be issued, subject to the Company approving the outcome of those checks, at its discretion. Irrespective of the background check conducted by the Company, in case you are not an Indian national and required to obtain applicable visa/ work permit/ authorisation or permission from appropriate government authorities to work in the country, you are required to ensure all such permissions are duly obtained before we may proceed to issue an Offer Letter. We will not proceed with your application or issue an Offer Letter, if it is found that you do not have required work permit / authorisation/ visa, as the case may be, to work in India.

4. **Next Steps**

If we are able to make you an offer, we will contact you within a period of **120 days Hundred and Twenty Days** from the date of issuance of this letter, using the details mentioned in your application. It is your sole responsibility to inform us in writing about: (a) any change in your contact details as mentioned in our records, (b) your desire to withdraw your application for any reason whatsoever, (c) an offer of employment from any other employer. This letter will terminate automatically, without any liability on our part, if an Offer Letter is not issued by us within a period stated hereinabove from the date of issuance of this letter or if you choose to accept offer of employment from any other employer, or upon you ceasing to fulfill the eligibility criteria as per the Company's policies, whichever occurs earlier.

If you wish to be considered for a potential employment with the Company, please return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above. Acceptance of this letter will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept the Offer Letter and carry out your Company related functions and duties upon employment, if and once the Offer Letter is issued. If we have not received a signed copy of this letter by <LOI Expiry Date>, we will consider this as your decision to withdraw your application to be considered for a potential employment opportunity with us.

We hope that you will accept this letter and look forward to a productive and mutually beneficial working relationship. Please let us know if we can answer any questions for you about any of the matters outlined in this letter.

Yours sincerely,

For and on behalf of Frontizo Business Services Private Limited



ACCEPTANCE OF LETTER

I accept the terms set forth in this letter with the Company:

Jahanavi Jindal
Signature

25/01/2020
Date

(CIN – U74900DL2012PTC233481)

Registered Office: S- 405 (LGF), Greater Kailash – II, New Delhi – 110 048

LETTER OF INTENT

25/01/2020

To,

Name: Roshi Andotra

Address: Ward No-12, Pajwal, Near Matt Mandir, Kathua, J&K - 184101

Subject: **Letter of intent in relation to your shortlisting for a potential employment opportunity at Frontizo Business Services Private Limited.**

Dear Roshi Andotra

With reference to your application and subsequent assessments you had with Frontizo Business Services Private Limited ("Company", "we", "us" or "our"), we are pleased to inform you that you have been provisionally shortlisted for the position of **Customer Service Associate** at **Panchkula** facility of the Company.

This letter is not intended to constitute a legal commitment on the part of the Company to offer you the employment. We are issuing this letter to outline the indicative terms of our potential offer to you. A comprehensive statement of all the terms and conditions that would be contained only in our formal offer letter and/or the employment agreement (collectively, the "Offer Letter") which the Company may issue to you later.

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- (c) Service letter from the previous employer/s (if applicable);
- (d) Last salary slip from the previous employer/s (if applicable);
- (e) Form 16 (if applicable);
- (f) Identity Proof;
- (g) Address proof;
- (h) 2 (Two) passport size color photographs; and
- (i) Copy of PAN card.

We may require you to bring the aforesaid documents in original and also the copies thereof, for verification and record purposes.

2. **Indicative Salary**

Unless we mutually agree otherwise in writing, upon signing the Offer Letter, your indicative starting salary will be **Rs. 1,48,800** (Rs. One lakh forty eight thousands eight hundred only) annualized, payable in accordance with the Company's standard payroll practice at the time of your joining and subject to applicable withholding taxes. The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. Your base salary will be inclusive of both the employer's and the employee's provident fund contributions. If your start date will be on or before the first Monday in October of the current year, you may be eligible for a performance assessment and salary adjustment in the next calendar year. Ordinarily this process occurs each April.

3. **Background Checks**

Frontizo Business Services Private Limited
(Formerly Capricorn Business and Trade Services Private Limited)

3. **Background Checks**

The Company may conduct a background or reference check (or both). If so, then you agree to cooperate fully in those procedures and Offer Letter will be issued, subject to the Company approving the outcome of those checks, at its discretion. Irrespective of the background check conducted by the Company, in case you are not an Indian national and required to obtain applicable visa/ work permit/ authorisation or permission from appropriate government authorities to work in the country, you are required to ensure all such permissions are duly obtained before we may proceed to issue an Offer Letter. We will not proceed with your application or issue an Offer Letter, if it is found that you do not have required work permit / authorisation/ visa, as the case may be, to work in India.

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We hope that you will accept this letter and look forward to a productive and mutually beneficial working relationship. Please let us know if we can answer any questions for you about any of the matters outlined in this letter.

Yours sincerely,

Deepak Dhingra
Authorized Signatory


ACCEPTANCE OF LETTER

I accept the terms set forth in this letter with the Company:


Signature

25/01/2020
Date



Mcm Placements <mcm36placements@gmail.com>

Chitkara University: FINAL SELECTS - During Pool Campus Placement drive conducted by Infosys, Bangalore on 4th and 5th February 2020 for BCA / B.Sc. students (Batch 2020 pass out).

2 messages

Harsharn Sehgal <harsharn.sehgal@chitkara.edu.in>
To: Harsharn Sehgal <harsharn.sehgal@chitkara.edu.in>
Bcc: mcm36placements@gmail.com

Sun, Feb 9, 2020 at 4:44 PM

Respected Director / Principal / Head of Department / Head (Training & Placements) and Training & Placement Officer.

Greetings from Chitkara University!

Hope you are doing well.

First and foremost, on behalf of Chitkara University, I like to take an opportunity to thank you for sending your students during the pool placement drives by Infosys, Bangalore on 4th and 5th February 2020 and looking forward to continued support in the near future as well.

Further, with immense pleasure I would like to inform you that students (Batch 2020 pass out) as per the list enclosed (as attachment) have finally been selected during the pool campus placement drive by Infosys, Bangalore on 5th February 2020 at Chitkara University, Punjab Campus.

Kindly convey our heartiest **Congratulations!** to the selected ones and their families.

Thank you once again and looking forward to your continued support and encouragement.. I remain,

With Kindest Regards,

Harsharn Sehgal

Associate Director | Office of External Affairs

CHITKARA UNIVERSITY**Administrative Office**Saraswati Kendra, SCO 160-161
Sector 9 C, Chandigarh - 160009
India.www.chitkara.edu.inharsharn.sehgal@chitkara.edu.in

 **FINAL SELECTS- NEG Drive on 5.2.2020 to colleges.pdf**
16K

Mcm Placements <mcm36placements@gmail.com>
To: Harsharn Sehgal <harsharn.sehgal@chitkara.edu.in>

Sun, Feb 9, 2020 at 5:46 PM

Thank you for the information. We are expecting Genpact at your campus. Please update us if any play materialize
Thanks

[Quoted text hidden]

CANDIDATE ID	CANDIDATE NAME	CANDIDATE EMAILID	CANDIDATE DOB	College
13780887	Tarun Dhalla	dhallatarun@gmail.com	5/1/1999 12:00:00 AM	Atmanand Jain Institute Of Management And Technology
13780711	Deepak Kumar	deepakkumarbfgi@gmail.com	10/20/1999 12:00:00 AM	Baba Farid Group of Institutions
13780900	Dhaniksha Naresh Bansal	dhanikshabansal@gmail.com	12/10/1999 12:00:00 AM	Baba Farid Group of Institutions
13780910	Harshita Sahu	harshiisahu24@gmail.com	12/24/1998 12:00:00 AM	Baba Farid Group of Institutions
13780959	Kirti Goyal	kirtig226@gmail.com	5/17/1999 12:00:00 AM	Baba Farid Group of Institutions
13781008	Diksha Chhabra	ddiksha2522.ca17@chitkara.edu.in	9/26/1999 12:00:00 AM	Chitkara University
13780889	Guneesh Aggarwal	guneeshaggarwal@gmail.com	7/30/1999 12:00:00 AM	Chitkara University
13780950	Jahnvi Dutta	jahanvi0007@gmail.com	9/21/1999 12:00:00 AM	Chitkara University
13776148	Karan Singh Rawat	ksrawat313@gmail.com	8/19/1998 12:00:00 AM	Chitkara University
13780722	Keshav Chugh	keshavchughktl555@gmail.com	4/17/2000 12:00:00 AM	Chitkara University
13780879	Khayati Dudeja	khatsdudeja274@gmail.com	4/27/2000 12:00:00 AM	Chitkara University
13780998	Komalpreet Kaur	komaldhindsa2541@gmail.com	2/15/2000 12:00:00 AM	Chitkara University
13780951	Mohit Malik	mohit.malik1673@gmail.com	3/18/2000 12:00:00 AM	Chitkara University
13780952	Naman Verma	namanverma555@gmail.com	12/6/1999 12:00:00 AM	Chitkara University
13780890	Raghav Dang	raghavdang1234@gmail.com	5/9/2000 12:00:00 AM	Chitkara University
13780960	Raman Deep	ramandeeparya2@gmail.com	12/16/1999 12:00:00 AM	Chitkara University
13780913	Riya Thakur	riyathakur1672@gmail.com	10/16/1999 12:00:00 AM	Chitkara University
13780877	Shubham Goyal	shubhamg144@gmail.com	8/30/1998 12:00:00 AM	Chitkara University
13781022	Simran Gaba	simran6gaba6@gmail.com	7/30/1999 12:00:00 AM	Chitkara University
13780925	Soumyadip Mishra	soumyadipmishra2000@gmail.com	11/19/1998 12:00:00 AM	Chitkara University
13780888	Tanpreet Bagga	tanpreet096@gmail.com	12/17/1999 12:00:00 AM	Chitkara University
13780987	Vanshika Oberoi	vanshikaoberoi84@gmail.com	8/23/1999 12:00:00 AM	Chitkara University
13780937	Akshat Khungar .	akshatskhungar@gmail.com	1/1/2000 12:00:00 AM	DAV College Jalandhar
13780962	Deepika .	deepikadeep045@gmail.com	2/6/1984 12:00:00 AM	DAV College Jalandhar
13781023	Rohit Mahey	rohitmahey3818@gmail.com	6/28/1998 12:00:00 AM	DAV College Jalandhar
13781017	Anish Babbar	anishbabbar1@gmail.com	10/11/1999 12:00:00 AM	DAV College, Abohar
13780919	Bharat Soni	bharatsoni1221999@gmail.com	2/12/1999 12:00:00 AM	DAV College, Abohar
13780714	Dheeraj Goyal	dheerajgoyal274@gmail.com	12/20/1998 12:00:00 AM	DAV College, Abohar
13780897	Himani Mittal	himanimittal2099@gmail.com	5/20/1999 12:00:00 AM	DAV College, Abohar
13780946	Kunal Singla	kunalsingla660@gmail.com	12/4/1998 12:00:00 AM	DAV College, Abohar
13780942	Rahul Soni	rsoni905615@gmail.com	8/16/1999 12:00:00 AM	DAV College, Abohar
13781009	Shubham Kathuria	shubhamkathuria583@gmail.com	2/26/2000 12:00:00 AM	DAV College, Abohar
13780977	Akash Patel	akashpatel1780@gmail.com	4/30/1999 12:00:00 AM	DAV College, Amritsar
13781038	Anshit Arora	anshtarora02@gmail.com	9/2/1999 12:00:00 AM	DAV College, Amritsar
13780976	Honey Arora	honeyarj786@gmail.com	11/14/1999 12:00:00 AM	DAV College, Amritsar
13780999	Manpreet Kaur .	manpreet.bedi.1694@gmail.com	6/27/1999 12:00:00 AM	DAV College, Amritsar
13780891	Tanisha .	tanishajuneja963@gmail.com	10/15/2000 12:00:00 AM	DAV College, Amritsar
13780882	Prakriti Anand	prakritianand08@gmail.com	8/14/1999 12:00:00 AM	DAV College, Chandigarh
13780902	Shubhika .	shubhikagoyal22@gmail.com	11/18/1999 12:00:00 AM	DAV College, Chandigarh
13780896	Suraj Bhardwaj	surajbhardwaj383@gmail.com	8/19/1999 12:00:00 AM	DAV College, Chandigarh
13780903	Sushant Sharma	sharmasushant1512@gmail.com	12/15/1999 12:00:00 AM	DAV College, Chandigarh
13780713	Vinayak Sharma	vinayak.vashisht07@gmail.com	6/18/1999 12:00:00 AM	DAV College, Chandigarh
13780916	Vrinda Kalra	vrindakalra08170@gmail.com	2/22/2000 12:00:00 AM	DAV College, Chandigarh
13781015	Nitik Verma	nitikv2@gmail.com	1/13/1999 12:00:00 AM	DAV COLLEGE, Jalandhar
13781013	Amish Verma	amishverma8@gmail.com	10/21/1999 12:00:00 AM	Department of Computer Science and Applications-Panjab University
13781005	Aaina Rani	aainahanda87@gmail.com	2/22/2001 12:00:00 AM	Dev samaj college for women,ferozepur
13780930	Cherry .	ch19erry20@gmail.com	2/20/1999 12:00:00 AM	Dev samaj college for women,ferozepur
13780898	Jinia Garg	gargdhruv78625@gmail.com	4/25/1999 12:00:00 AM	Dev samaj college for women,ferozepur

13781036	Manpreet Kaur	mannubuttar5@gmail.com	8/18/1999 12:00:00 AM	Dev samaj college for women,ferozepur
13780912	Monika Garg .	monikagarg2825@gmail.com	8/29/2000 12:00:00 AM	Dev samaj college for women,ferozepur
13780971	Nandini .	twb142050@gmail.com	1/29/2000 12:00:00 AM	Dev samaj college for women,ferozepur
13780886	Renu Bala .	renub6071@gmail.com	5/28/1998 12:00:00 AM	Dev samaj college for women,ferozepur
13780905	Simran Jeet Kaur	ksimu231@gmail.com	10/12/1998 12:00:00 AM	Dev samaj college for women,ferozepur
13781016	Sophia .	sophiakalra0123@gmail.com	10/20/1999 12:00:00 AM	Dev samaj college for women,ferozepur
13780884	Tanishi Bajaj	tanishibajaj16@gmail.com	10/29/1999 12:00:00 AM	Dev samaj college for women,ferozepur
13781024	Priya .	priya12343434@gmail.com	8/1/1998 12:00:00 AM	dev samaj college for women,ferozpur
13780994	Rajat Sharma	rajatwithphy@gmail.com	6/16/1998 12:00:00 AM	GDC KATHUA
13780997	Harnoor Kaur Bhullar	harnoor159bhullar@gmail.com	2/6/1984 12:00:00 AM	General Shivdev Singh Diwan Gurbachan Singh,Khalsa College, Patiala
13781014	Komaldeep Kaur Virdi .	komalvirdi77@gmail.com	9/18/1999 12:00:00 AM	General Shivdev Singh Diwan Gurbachan Singh,Khalsa College, Patiala
13780911	Navneet Kaur	navi181298@gmail.com	12/18/1998 12:00:00 AM	General Shivdev Singh Diwan Gurbachan Singh,Khalsa College, Patiala
13780724	Nupur .	nupursingla419@gmail.com	2/7/1999 12:00:00 AM	General Shivdev Singh Diwan Gurbachan Singh,Khalsa College, Patiala
13780895	Rashmeet Singh	rashmeets1998@gmail.com	12/28/1998 12:00:00 AM	General Shivdev Singh Diwan Gurbachan Singh,Khalsa College, Patiala
13780948	Sifti .	siftideep@gmail.com	5/20/1999 12:00:00 AM	General Shivdev Singh Diwan Gurbachan Singh,Khalsa College, Patiala
13780978	Amrita Sodhi	amrita.kaur.sodhi@gmail.com	12/1/1999 12:00:00 AM	Government College For Girls, Ludhiana
13780939	Jasleen Kaur	jasleenkaur1901@gmail.com	1/19/1999 12:00:00 AM	Government College For Girls, Ludhiana
13780720	Bhavya Middha	bhavya.middha@gmail.com	4/8/1999 12:00:00 AM	Hans Raj Mahila Maha Vidyalaya
13593818	Shweta Sharma	shweta2sehjpal@gmail.com	9/2/1998 12:00:00 AM	Hans Raj Mahila Maha Vidyalaya
13780983	Aarzo Kuckreja	kukrejaarzo@gmail.com	5/27/1999 12:00:00 AM	KHALSA COLLEGE FOR WOMEN ,CIVIL LINES,LUDHIANA
13780914	Akankasha .	akankashagangotia6@gmail.com	7/11/1999 12:00:00 AM	KHALSA COLLEGE FOR WOMEN ,CIVIL LINES,LUDHIANA
13780908	Akanksha Jindal	akankshajindal9876@gmail.com	11/23/1999 12:00:00 AM	KHALSA COLLEGE FOR WOMEN ,CIVIL LINES,LUDHIANA
13781007	Anchal Rani	anchalsingla816@gmail.com	6/20/1999 12:00:00 AM	KHALSA COLLEGE FOR WOMEN ,CIVIL LINES,LUDHIANA
13780899	Ankita Garg	ankitagarg659@gmail.com	12/19/1999 12:00:00 AM	KHALSA COLLEGE FOR WOMEN ,CIVIL LINES,LUDHIANA
13781011	Anu Gambhir	gambhiranu7@gmail.com	8/23/1999 12:00:00 AM	KHALSA COLLEGE FOR WOMEN ,CIVIL LINES,LUDHIANA
13781044	Ashmeet Kaur	ashi91888@gmail.com	3/15/1999 12:00:00 AM	KHALSA COLLEGE FOR WOMEN ,CIVIL LINES,LUDHIANA
13780935	Bhavika Narang	bhavikanarang3@gmail.com	10/15/1999 12:00:00 AM	KHALSA COLLEGE FOR WOMEN ,CIVIL LINES,LUDHIANA
13780906	Jahanavi Chhabra	jahanavi04@gmail.com	10/28/1998 12:00:00 AM	KHALSA COLLEGE FOR WOMEN ,CIVIL LINES,LUDHIANA
13781042	Japneet Kaur	dmjk98@gmail.com	9/3/1998 12:00:00 AM	KHALSA COLLEGE FOR WOMEN ,CIVIL LINES,LUDHIANA
13780934	Jasmeet Kaur	jasmeetkaur05@gmail.com	12/19/1999 12:00:00 AM	KHALSA COLLEGE FOR WOMEN ,CIVIL LINES,LUDHIANA
13780969	Jasnoor Kaur	jasnoorkaur0028@gmail.com	10/28/1999 12:00:00 AM	KHALSA COLLEGE FOR WOMEN ,CIVIL LINES,LUDHIANA
13780881	Kajal Aggarwal	aggarwal0107@gmail.com	10/26/1999 12:00:00 AM	KHALSA COLLEGE FOR WOMEN ,CIVIL LINES,LUDHIANA
13780929	Monika .	monikatopper1@gmail.com	8/1/2000 12:00:00 AM	KHALSA COLLEGE FOR WOMEN ,CIVIL LINES,LUDHIANA
13780957	Namita Bansal	bansalnamita4@gmail.com	11/22/1999 12:00:00 AM	KHALSA COLLEGE FOR WOMEN ,CIVIL LINES,LUDHIANA
13780894	Navya Sharma	navya7072@gmail.com	8/31/1999 12:00:00 AM	KHALSA COLLEGE FOR WOMEN ,CIVIL LINES,LUDHIANA
13780967	Nivedita Sagar	nivedisagar@gmail.com	7/13/2000 12:00:00 AM	KHALSA COLLEGE FOR WOMEN ,CIVIL LINES,LUDHIANA
13781019	Palak Goyal	palakgoyal1517@gmail.com	8/15/1999 12:00:00 AM	KHALSA COLLEGE FOR WOMEN ,CIVIL LINES,LUDHIANA
13781037	Prabhleen Kaur	prabhleen0782@gmail.com	7/28/1999 12:00:00 AM	KHALSA COLLEGE FOR WOMEN ,CIVIL LINES,LUDHIANA
13780907	Purodhika Sharma	purodhika.s@gmail.com	11/15/1998 12:00:00 AM	KHALSA COLLEGE FOR WOMEN ,CIVIL LINES,LUDHIANA
13781043	Ritika Verma	ritikaverma213@gmail.com	1/28/2000 12:00:00 AM	KHALSA COLLEGE FOR WOMEN ,CIVIL LINES,LUDHIANA
13781045	Shivangi .	shivangikaushik01431@gmail.com	3/24/2000 12:00:00 AM	KHALSA COLLEGE FOR WOMEN ,CIVIL LINES,LUDHIANA
13780723	Tanvi Jain	tjain4184@gmail.com	7/15/1999 12:00:00 AM	KHALSA COLLEGE FOR WOMEN ,CIVIL LINES,LUDHIANA
13780893	Akanksha Mittal	nickmittal2@gmail.com	3/17/1999 12:00:00 AM	M.M. MODI COLLEGE PATIALA
13780725	Akshit Garg	akshitgarg3899@gmail.com	10/28/1999 12:00:00 AM	M.M. MODI COLLEGE PATIALA
13781002	Amritpal Singh	bestamritpal@gmail.com	3/10/1999 12:00:00 AM	M.M. MODI COLLEGE PATIALA
13780909	Karan Goyal	karangoyal360@gmail.com	8/30/1998 12:00:00 AM	M.M. MODI COLLEGE PATIALA
13780920	Manjot Kaur	mk992850@gmail.com	7/12/1999 12:00:00 AM	M.M. MODI COLLEGE PATIALA
13781031	Aashima Paras	aashimaparas3333@gmail.com	10/16/2000 12:00:00 AM	MCM DAV COLLEGE FOR WOMEN, CHANDIGARH
13780878	Apoorva .	ranaapoorva7@gmail.com	10/31/1999 12:00:00 AM	MCM DAV COLLEGE FOR WOMEN, CHANDIGARH

13780980	Isha Kakkar	ishakakkar369@gmail.com	6/25/1999 12:00:00 AM	MCM DAV COLLEGE FOR WOMEN, CHANDIGARH
13780717	Kritika Singhal	kriti220999@gmail.com	9/21/1999 12:00:00 AM	MCM DAV COLLEGE FOR WOMEN, CHANDIGARH
13780927	Manya Kalra	manyakalra78@gmail.com	11/13/1998 12:00:00 AM	MCM DAV COLLEGE FOR WOMEN, CHANDIGARH
13780904	Mehak Luthra	mehakluthra1999@gmail.com	10/20/1999 12:00:00 AM	MCM DAV COLLEGE FOR WOMEN, CHANDIGARH
13781001	Parakh Sood	parakh.sood@gmail.com	12/30/1998 12:00:00 AM	MCM DAV COLLEGE FOR WOMEN, CHANDIGARH
13480983	Rashi Dhiman	rashidhiman110@gmail.com	7/10/2000 12:00:00 AM	MCM DAV COLLEGE FOR WOMEN, CHANDIGARH
13780926	Roshi Andotra	andotraroshi123@gmail.com	9/13/1999 12:00:00 AM	MCM DAV COLLEGE FOR WOMEN, CHANDIGARH
13781032	Sanjana Thakur	thakursanjuu00@gmail.com	9/2/2000 12:00:00 AM	MCM DAV COLLEGE FOR WOMEN, CHANDIGARH
13780922	Shreya Rawat	rawatshreya9102000@gmail.com	10/9/2000 12:00:00 AM	MCM DAV COLLEGE FOR WOMEN, CHANDIGARH
13780954	Tanya Bahl	tanyabahl07@gmail.com	1/11/1999 12:00:00 AM	MCM DAV COLLEGE FOR WOMEN, CHANDIGARH
13780940	Vani Seth	vaniseth2511@gmail.com	11/25/1998 12:00:00 AM	MCM DAV COLLEGE FOR WOMEN, CHANDIGARH
13780712	Vanshika Ahlawat	vanshikaahlawat1129@gmail.com	11/9/1999 12:00:00 AM	MCM DAV COLLEGE FOR WOMEN, CHANDIGARH
13780885	Jashandeep Singh	j78140@gmail.com	8/16/1999 12:00:00 AM	Punjabi University Patiala
13781012	Uday Sharma	usudaysharma29@gmail.com	3/5/1998 12:00:00 AM	Punjabi University Patiala
13781025	Anisha Sharma	anshuu48@gmail.com	12/28/1998 12:00:00 AM	R S D College
13780991	Gurvinder Singh	sandhugurvinder7@gmail.com	9/20/1998 12:00:00 AM	R S D College
13780718	Kunal Sharma	sharamakunal2112@gmail.com	1/19/2000 12:00:00 AM	R S D College
13780990	Samridhi Bhatheja	bhathejasamridhi95@gmail.com	2/18/2000 12:00:00 AM	R S D College
13780985	Mansi Goyal	goyalmans1212@gmail.com	12/26/1999 12:00:00 AM	R S D College
13780947	Gitika .	gitika10803@gmail.com	2/21/2000 12:00:00 AM	SHRI ATMANAND JAIN COLLEGE OF INSTITUTE OF MANAGMENT AND TECHNOLOGY
13780931	Pooja Thukral	poojathukral10836@gmail.com	12/2/1999 12:00:00 AM	SHRI ATMANAND JAIN COLLEGE OF INSTITUTE OF MANAGMENT AND TECHNOLOGY
13780996	Rohit .	rohitkumar7404335767@gmail.com	11/9/1999 12:00:00 AM	SHRI ATMANAND JAIN COLLEGE OF INSTITUTE OF MANAGMENT AND TECHNOLOGY
13781027	Arshdeep Singh Pannu .	pannuarshdeepsingh5@gmail.com	9/10/1999 12:00:00 AM	Sri Guru Gobind Singh College, Chandigarh
13780964	Jatin Dhiman	jatindhiman999@gmail.com	11/18/1999 12:00:00 AM	Sri Guru Gobind Singh College, Chandigarh
13780883	Siddhant Jain	siddhant.j99@gmail.com	11/7/1999 12:00:00 AM	Sri Guru Gobind Singh College, Chandigarh

HRD/2T/1000988525/20-21

February 15, 2021

Ms. Aashima Paras
Village Rampur Sainian, Dera Bassi,
District Mohali,
Dera bassi-140507
India

Ph: +91-9115853388

Dear Aashima,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.02.15 17:03:32 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/1000988525/20-21

February 15, 2021

Ms. Aashima Paras
Village Rampur Sainian, Dera Bassi,
District Mohali,
Dera Bassi-140507
India

Ph: +91-9115853388

Dear Aashima,

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

Here are the terms and conditions of our offer:

Joining

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

Location

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

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

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

Training

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

Probation and Confirmation

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

Leave

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

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

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

Increments and Promotions

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

Transfer

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

Agreement

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

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

Passport and Driving License

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

Compensation and Benefits

Salary

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

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

Ex - Gratia / Bonus

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

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

Insurance

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

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

Notice Period

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

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

Background Checks

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

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

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

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

Other Terms and Conditions

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

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

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

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

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

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

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Date: _____, 20_____

Sign your name

Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.02.15 17:03:32 IST
Reason: Digitally Signed
Location: Bangalore

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

ANNEXURE - I
(Compensation)

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

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

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

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

HRD/2T/1000988372/20-21

February 15, 2021

Ms. Apoorva .
No. 546, Shantivan Society,
Sector -48A,
Chandigarh-160047
India

Ph: +91-9877190033

Dear Apoorva,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.02.15 17:53:42 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/1000988372/20-21

February 15, 2021

Ms. Apoorva .
No. 546, Shantivan Society,
Sector -48A,
Chandigarh-160047
India

Ph: +91-9877190033

Dear Apoorva,

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

Here are the terms and conditions of our offer:

Joining

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

Location

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

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

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

Training

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

Probation and Confirmation

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

Leave

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

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

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

Increments and Promotions

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

Transfer

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

Agreement

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

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

Passport and Driving License

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

Compensation and Benefits

Salary

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

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

Ex - Gratia / Bonus

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

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

Insurance

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

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

Notice Period

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

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

Background Checks

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

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

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

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

Other Terms and Conditions

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

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

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

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

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

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

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Date: _____, 20_____

Sign your name

Print your full Name

Location

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.02.15 17:53:42 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
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askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation)

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

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

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

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

HRD/2T/1000988416/20-21

February 15, 2021

Ms. Shreya Rawat
C/O Jhutha Lal Johari Lal Rawat Old Grain
Mandi
Gangapur cuty-322201
India

Ph: +91-8209955833

Dear Shreya,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.02.15 17:54:06 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
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askus@infosys.com
www.infosys.com

HRD/1000988416/20-21

February 15, 2021

Ms. Shreya Rawat
C/O Jhutha Lal Johari Lal Rawat Old Grain
Mandi
Gangapur cuty-322201
India

Ph: +91-8209955833

Dear Shreya,

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

Here are the terms and conditions of our offer:

Joining

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

Location

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

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

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

Training

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

Probation and Confirmation

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

Leave

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

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

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

Increments and Promotions

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

Transfer

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

Agreement

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

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

Passport and Driving License

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

Compensation and Benefits

Salary

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

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

Ex - Gratia / Bonus

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

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

Insurance

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

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

Notice Period

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

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

Background Checks

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

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

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

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

Other Terms and Conditions

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

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

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

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

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

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

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Date: _____, 20_____

Sign your name

Print your full Name

Location

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.02.15 17:54:06 IST
Reason: Digitally Signed
Location: Bangalore

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

ANNEXURE - I
(Compensation)

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

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

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

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

HRD/2T/1000988495/20-21

February 16, 2021

Ms. Parakh Sood
NO.823,
Sector 17,
Panchkula-134109
India

Ph: +91-9814141823

Dear Parakh,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.02.16 16:09:47 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/1000988495/20-21

February 16, 2021

Ms. Parakh Sood
NO.823,
Sector 17,
Panchkula-134109
India

Ph: +91-9814141823

Dear Parakh,

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

Here are the terms and conditions of our offer:

Joining

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

Location

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

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

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

Training

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

Probation and Confirmation

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

Leave

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

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

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

Increments and Promotions

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

Transfer

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

Agreement

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

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

Passport and Driving License

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

Compensation and Benefits

Salary

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

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

Ex - Gratia / Bonus

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

Insurance

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

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

Notice Period

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

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

Background Checks

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

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

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

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

Other Terms and Conditions

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

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

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

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

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

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

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Date: _____, 20_____

Sign your name

Print your full Name

Location

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.02.16 16:09:47 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
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askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation)

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

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

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

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

HRD/2T/1000988448/20-21

February 15, 2021

Ms. Tanya Bahl
291 Basant
Avenue
Ludhiana-141003
India

Ph: +91-8427700173

Dear Tanya,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.02.15 16:58:54 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
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askus@infosys.com
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HRD/1000988448/20-21

February 15, 2021

Ms. Tanya Bahl
291 Basant
Avenue
Ludhiana-141003
India

Ph: +91-8427700173

Dear Tanya,

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

Here are the terms and conditions of our offer:

Joining

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

Location

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

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

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

Training

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

Probation and Confirmation

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

Leave

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

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

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

Increments and Promotions

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

Transfer

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

Agreement

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

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

Passport and Driving License

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

Compensation and Benefits

Salary

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

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

Ex - Gratia / Bonus

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

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

Insurance

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

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

Notice Period

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

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

Background Checks

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

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

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

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

Other Terms and Conditions

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

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

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

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

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

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

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Date: _____, 20_____

Sign your name

Print your full Name

Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.02.15 16:58:54 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
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askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation)

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

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

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

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

HRD/2T/1000988291/20-21

February 15, 2021

Ms. Kritika Singhal
47
Ward No1
Raipur rani-134204
India

Ph: +91-8278241892

Dear Kritika,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.02.15 16:58:34 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
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HRD/1000988291/20-21

February 15, 2021

Ms. Kritika Singhal
47
Ward No1
Raipur rani-134204
India

Ph: +91-8278241892

Dear Kritika,

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

Here are the terms and conditions of our offer:

Joining

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

Location

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

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

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

Training

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

Probation and Confirmation

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

Leave

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

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

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

Increments and Promotions

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

Transfer

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

Agreement

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

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

Passport and Driving License

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

Compensation and Benefits

Salary

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

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

Ex - Gratia / Bonus

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

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

Insurance

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

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

Notice Period

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

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

Background Checks

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

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

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

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

Other Terms and Conditions

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

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

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

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

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

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

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Date: _____, 20_____

Sign your name

Print your full Name

Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.02.15 16:58:34 IST
Reason: Digitally Signed
Location: Bangalore

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

ANNEXURE - I
(Compensation)

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

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

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

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

HRD/2T/1000988398/20-21

February 15, 2021

Ms. Mehak Luthra
House No. 35,
Sector 33
Chandigarh-160020
India

Ph: +91-9056935033

Dear Mehak,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.02.15 16:58:33 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
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askus@infosys.com
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HRD/1000988398/20-21

February 15, 2021

Ms. Mehak Luthra
House No. 35,
Sector 33
Chandigarh-160020
India

Ph: +91-9056935033

Dear Mehak,

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

Here are the terms and conditions of our offer:

Joining

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

Location

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

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

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

Training

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

Probation and Confirmation

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

Leave

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

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

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

Increments and Promotions

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

Transfer

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

Agreement

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

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

Passport and Driving License

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

Compensation and Benefits

Salary

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

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

Ex - Gratia / Bonus

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

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

Insurance

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

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

Notice Period

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

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

Background Checks

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

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

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

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

Other Terms and Conditions

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

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

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

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

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

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

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Date: _____, 20_____

Sign your name

Print your full Name

Location

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.02.15 16:58:33 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
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askus@infosys.com
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ANNEXURE - I
(Compensation)

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

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

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

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

HRD/2T/1000988526/21-22

April 14, 2021

Ms. Sanjana Thakur
No. 1585,
Chandigarh,
Chandigarh-160036
India

Ph: +91-7087260612

Dear Sanjana,

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: 2021.04.14 17:19:58 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/1000988526/21-22

April 14, 2021

Ms. Sanjana Thakur
No. 1585,
Chandigarh,
Chandigarh-160036
India

Ph: +91-7087260612

Dear Sanjana,

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **14-Jun-2021**.

Location

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

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

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

Training

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

Probation and Confirmation

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

Leave

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

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

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

Increments and Promotions

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

Transfer

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

Agreement

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

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

Passport and Driving License

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

Compensation and Benefits

Salary

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

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

Ex - Gratia / Bonus

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

Insurance

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

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

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company. The terms of this offer letter shall remain confidential and are not to be disclosed to any third party. As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

Sign your name

Print your full Name

Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.04.14 17:19:58 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Sanjana Thakur
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	16,162

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	18,581
TOTAL GROSS SALARY	18,581

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

Fwd: FW: Nestle Interview !!

Inbox

S

Sandeep Kaur

10:58 AM (37
minutes ago)

to Pushkaransingh

----- Forwarded message -----

From: Mcm Placements <mcm36placements@gmail.com>

Date: Sun, 24 Nov, 2019, 10:42 AM

Subject: Fwd: FW: Nestle Interview !!

To: Sandeep Kaur <sandeep3371@gmail.com>

----- Forwarded message -----

From: Srivastava,Jyoti,DELHI,CCSD <Jyoti.Srivastava@in.nestle.com>

Date: Sat, Nov 23, 2019, 21:58

Subject: FW: Nestle Interview !!

To: Mcm Placements <mcm36placements@gmail.com>

FYI

From: Srivastava,Jyoti,DELHI,CCSD

Sent: Friday, November 22, 2019 2:01 PM

To: 'sharma18chandni@gmail.com' <sharma18chandni@gmail.com>

Subject: Nestle Interview !!

Hi Sonal,

Greetings!!

This is to inform you that you get shortlisted for the **Profile Activation & Sampling – Consultant** (External). For the final round you need to come Nestle Delhi office. Dates will be provide to you shortly .

Kindly confirm that you are ready to travel Delhi for the final round.

For any clarification feel free to call!!

Regards,

Jyoti Srivastava

Cluster Lead – North (PUN,UP & JK)

+91-9958948403



Mcm Placements <mcm36placements@gmail.com>

Interview Status

2 messages

Dinkar Mahajan <DM00509627@techmahindra.com>
To: Mcm Placements <mcm36placements@gmail.com>
Cc: "harjotkaurmann@gmail.com" <harjotkaurmann@gmail.com>

Fri, Mar 6, 2020 at 10:22 PM

Hi Mamta,

Please find below interview status.

Total Candidates appeared for interview : 12

Candidate Name	Contact No.	Remarks
Sheetal Kundu	9518421881	Select
Ambica Chaudhary	7983475217	Select
Muskaan Kapoor	8708664912	Select
Ritu Kwatra	9855255800	Select
Preeti Rana	6395557192	Select
Ishita Munjal	7347635455	Select
Muskaan Lamba	7347031310	Select
Ishika Gupta	8847272788	Reject
Sakshi	6280424957	Left without giving interview
Bhawna	8708312434	Left without giving interview
Rupali Seth	7814420826	Left without giving interview
Sonali Seth	7814420826	Left without giving interview



Regards

Dinkar Mahajan

Resource Management Group

Mobile: +91 9780893301 | 0172-7181000 | Ext. 8859 |

E-Mail: dm00509627@techmahindra.com

Website: www.techmahindra.com

Office Address: Plot No. 23,

Chandigarh Technology Park, Phase-II, Kishangarh,
Chandigarh -160101

#lovetobeTechMBPS



From: Mcm Placements <mcm36placements@gmail.com>
Sent: Thursday, March 5, 2020 3:14 PM
To: Dinkar Mahajan <DM00509627@TechMahindra.com>
Subject: tech mahindra students

Caution: Please do not click links or open attachments unless you recognize the sender and know the content is safe.

=====
===== Disclaimer: This message and
the information contained herein is proprietary and confidential and subject to the Tech Mahindra policy statement,
you may review the policy at <http://www.techmahindra.com/Disclaimer.html> externally [http://tim.techmahindra.com/
tim/disclaimer.html](http://tim.techmahindra.com/tim/disclaimer.html) internally within TechMahindra. =====
=====
=====

Mcm Placements <mcm36placements@gmail.com>
To: Dinkar Mahajan <DM00509627@techmahindra.com>
Cc: "harjotkaurmann@gmail.com" <harjotkaurmann@gmail.com>

Mon, Mar 9, 2020 at 6:30 PM

Thanks for the update.
Please send copy of Offer letters.
Regards,
Dr. Mamta Ratti,
Placement Convener,
Mcmandav College for Women,
Chandigarh
9815104499
www.mcmandavcw-chd.edu

7/5/22, 11:08 AM

Gmail - Interview Status

<https://www.facebook.com/MCM-DAV-College-for-Women-Placement-Cell-1109704689186169/>

[Quoted text hidden]

Fwd: Campus Hiring 2020; Career Opportunity with Calvin Klein & Tommy Hilfiger

----- Forwarded message -----

From: **Ananya Mitra** <ananya.mitra@th-india.com>

Date: Thu, Sep 26, 2019 at 3:25 PM

Subject: RE: Campus Hiring 2020; Career Opportunity with Calvin Klein & Tommy Hilfiger

To: <mcm36placements@gmail.com>

Cc: <prashant.mehndiratta@th-india.com>, <careers@th-india.com>, Neha Jaiswal <neha.jaiswal@th-india.com>

Dear Mamata,

As discussed over call, the following students had joined post the campus drive-

Sr.no.	Zone	City	Candidate Names	Gender	Employee/Intern	Designation	Mob. No.	College Names	Course
1	North	Delhi	SHYANA MAHAJAN	Female	Employee	CRO	7018209356	MCM	BBA
2	North	Noida	SAYASHA MAHAJAN	Female	Employee	CRO	7018209357	MCM	BBA

Best Regards,
Ananya

From: Ananya Mitra [mailto:ananya.mitra@th-india.com]

Sent: Friday, August 30, 2019 4:11 PM

To: mcm36placements@gmail.com

Cc: prashant.mehndiratta@th-india.com; aseem@th-india.com; 'Neha Jaiswal'; 'Alamdard Jaffrey'; 'Gurpreet Singh Saluja'; angels@th-india.com; 'Careers'

Subject: RE: Campus Hiring 2020; Career Opportunity with Calvin Klein & Tommy Hilfiger

Dear Mamta,

MCM DAV College for Women, Chandigarh

Greetings from Calvin Klein & Tommy Hilfiger

Below is the details of the selected students. The students can reach out to their concerned reporting contact for any further query.

Kindly ensure the students have their Adhaar & Pan Card ready (carrying the same name in both the documents).

The candidates must also have an individual bank account on their names.

Request you to kindly block their placements with us and help us ensure their on-time joining's.

S. No	Candidate Name	Campus	Gender	Phone Number	Job Location Offered	Designation	Net Monthly Salary	Date of Joining	Reporting Contact Name	Reporting Contact
-------	----------------	--------	--------	--------------	----------------------	-------------	--------------------	-----------------	------------------------	-------------------

										Number
1	EASHNA MAHAJAN	MCM DAV COLLEGE	FEM ALE	700906 9622	MUMBAI	CRO	Between 20000-22000(Depending on Brand)	15 th June 2020	ALAMDAR JAFFREY	998758 7646
2	ARUNDDHA TI RAJ	MCM DAV COLLEGE	FEM ALE	978198 9362	DELHI NCR	CRO	Between 20000-22000(Depending on Brand)	15 th June 2020	PRASHANT MEHNDIRATTA	956007 8267
3	SHRADHA SHARMA	MCM DAV COLLEGE	FEM ALE	855696 8007	DELHI NCR	CRO	Between 20000-22000(Depending on Brand)	15 th June 2020	PRASHANT MEHNDIRATTA	956007 8267
4	ASHAVDEEP KAUR	MCM DAV COLLEGE	FEM ALE	998801 9820	BANGALORE	CRO	Between 20000-22000(Depending on Brand)	15 th June 2020	ANGEL	740622 2215
5	SAUMYA SINGH	MCM DAV COLLEGE	FEM ALE	730325 1938	MUMBAI	INTERN	13000	15 th June 2020	ALAMDAR JAFFREY	998758 7646
6	ANIKA AGGARWAL	MCM DAV COLLEGE	FEM ALE	991531 5169	DELHI NCR	INTERN	13000	15 th June 2020	PRASHANT MEHNDIRATTA	956007 8267
7	MRINAAL VASHISHT	MCM DAV COLLEGE	FEM ALE	904113 7199	PUNE/MUMBAI	INTERN	13000	15 th June 2020	ALAMDAR JAFFREY	998758 7646
8	AARUSHI SHARMA	MCM DAV COLLEGE	FEM ALE	941792 6769	CHANDIGARH	INTERN	13000	15 th June 2020	GURPREET SALUJA	964301 1988
9	RHEA NISCHAL	MCM DAV COLLEGE	FEM ALE	988804 8220	DELHI NCR	INTERN	13000	15 th June 2020	PRASHANT MEHNDIRATTA	956007 8267
10	JAGJIT KAUR	MCM DAV COLLEGE	FEM ALE	708745 9590	CHANDIGARH	INTERN	13000	15 th June 2020	GURPREET SALUJA	964301 1988

Best Regards,
Ananya

From: Careers [<mailto:careers@th-india.com>]

Sent: Monday, August 26, 2019 3:56 PM

To: mcm36placements@gmail.com

Cc: prashant.mehndiratta@th-india.com; aseem@th-india.com; 'Neha Jaiswal'; 'Ananya Mitra'

Subject: RE: Campus Hiring 2020; Career Oppurtunity with Calvin Klein & Tommy Hilfiger

Dear Mrs. Mamta,

MCMDAV College for Women, Chandigarh

There is a slight change in the TH & CK representative.

It would now be **Mr. Prashant Mehndiratta- +91 9560078267**

Best Regards,
Rakshita

From: Careers [<mailto:careers@th-india.com>]

Sent: 26 August 2019 10:45

To: 'mcm36placements@gmail.com'

Cc: 'aseem@th-india.com'; 'Neha Jaiswal'; 'Ananya Mitra'

Subject: RE: Campus Hiring 2020; Career Oppurtunity with Calvin Klein & Tommy Hilfiger

Dear Mrs. Mamta

MCMDAV College for Women, Chandigarh

Greetings from Calvin Klein & Tommy Hilfiger!

We would like to confirm the campus recruitment drive-

Date- 27th August, Tuesday, 2019

Time- 10:00 AM

TH & CK Representative- Mr. Aseem Pande & Ms. Aradhana

Contact No- +91 9910073769

Venue- MCMDAV College for Women, Chandigarh

Dress Code- Casual Wear

We would like to meet students from all courses.

Best Regards,

Rakshita Agarwal

(+91 8050349631)

Team-HR

Tommy Hilfiger | Calvin Klein

From: Careers [<mailto:careers@th-india.com>]

Sent: 05 August 2019 16:36

To: 'mcm36placements@gmail.com'

Cc: 'Neha Jaiswal'; 'Ananya Mitra'

Subject: RE: Campus Hiring 2020; Career Oppurtunity with Calvin Klein & Tommy Hilfiger

Dear Mamta,

We will tentatively block the date of **August 27th, Tuesday, 2019** for the campus drive. Request you to also update us on the student pool along with their male: female ratio participating with us for the campus drive. As discussed over call, there were 11 students who were hired last campus season, out of which 6 students have joined us.

Best Regards,

Rakshita

From: Careers [<mailto:careers@th-india.com>]

Sent: 24 July 2019 11:17

To: 'mcm36placements@gmail.com'

Cc: 'Neha Jaiswal'; 'Ananya Mitra'

Subject: Campus Hiring 2020; Career Oppurtunity with Calvin Klein & Tommy Hilfiger

Dear Mamta

MCMDAV College for Women, Chandigarh

Greetings from Calvin Klein and Tommy Hilfiger!

As discussed over call, we're writing to you to initiate the campus recruitment process for the upcoming year 2020. We have started the hiring process and it would be a great pleasure to associate with your college to conduct a campus recruitment drive. As we always say, we would love to be the **first one** to visit your campus and meet students so as to hire as many good people as possible.

As per our telephonic conversation, in the campus drive of 2019, we had hired a total of 11 full time employees out of which 6 had joined us. Request you to kindly confirm a suitable date in **August End** for conducting the campus drive. Request you to also update us on the various courses, student pool along with their male: female ratio participating with us for the campus drive.

Since the idea is to run this process like an association between our organization & your college, we would need your help and cooperation with the correct information of students, details or any data from time to time.

Below are the details of the Job role (for vacant position):

Position:

Customer Relationship Officer {Full Time & Internship}, for Pan India

Key Responsibilities:

Customer Relationship Management, Retail Sales, Managing and Nurturing Company's interactions with the customers, Proactive Stock Handling and Effective Stock Merchandising, Applying Visual Merchandising Concepts and Guidelines, Understanding Customer Behavior and providing Instant Feedback of Customers/ Stock to the Managers/Head-Office. This position shall be based at the store and will report to the Store Manager.

Eligibility:

We recruit employees from various backgrounds and streams like **Fashion, Management, Arts, Mass Communication, Hospitality, & Retail**. Students who have good & pleasing personality, great communication skills and a positive attitude may be counted in!

Who we want to meet:

*"Students interested to **work and learn in Retail**"*

FULL TIME: Final year students from Under Graduate and Post Graduate courses.

*"Students interested to **work and learn from Retail**"*

INTERNSHIP: We would love to meet students of 1st/2nd/3rd year batches also during our visit.

(We look forward to hire for 4 cycles during the year: Oct-Nov, Dec-Jan, May-Jun, Jul-Aug, based on the availability of students during their vacation and internship schedules.)

How we hire?

Three steps to it:

We look forward to having a brilliant association with your campus this year!

Best Regards,
Ananya Mitra (+91 9481210331)
Rakshita Agarwal (+91 8050349631)
Team- HR
Calvin Klein | Tommy Hilfiger



Letter of Intent

Date	October, 12, 2018
Candidate Name	Aashish Sharma
Date of Interview	October 12, 2018
Venue	MCM DAV College for Women, Chandigarh

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Road office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

Aashish
12th Oct '18

Convergys India Services Private Limited

Bestech Business Tower, Ground, 4th - 8th Floor, Sector - 48, Sohna Road, Gurgaon - 122 001, Haryana, India

Tel: +91 (124) 471 3400 | Fax: +91 (124) 471 3490 | www.convergys.com

Registered Office: 60/14, Old Rajinder Nagar, New Delhi - 110060 | Corporate Identification Number (CIN): U74899DL2001PTC109274



February 14, 2019

Aarushi Pawar
House No. HIG 22, Puda Complex,
Sec 48-C, Chandigarh - 160047

Dear Aarushi,

Sub: Agreement to work on Retainership

We are pleased to engage you as **Retainer**, on retainership basis, based at Mohali to look after consulting services for **English Content Management** team of **HT Digital Streams Ltd.** On the following terms and conditions.

1. Scope of Work

- (a) Recommend and advice error-free, well-structured copies with engaging headlines, strap, intros.
- (b) Provide guidance in extracting the essence of the story from a badly written copy which displays good story telling techniques.
- (c) Provide guidance in ensuring accuracy and balance in stories, adding value with context, perspective and suitable visuals.
- (d) Advice and plan content keeping in mind both digital and print audience.
- (e) Guide in Tracking of analytics, search and social trends to understand audience interest.
- (f) Use integrated content across all platforms to reach out to readers.

2. Performance and Delays

The quality of your performance shall be of high standards and to complete satisfaction of the company. You shall complete all the activities entrusted to you within the time period stipulated respectively therein.

3. Exclusivity

- (a) You will not enter into a similar arrangement with any other company of similar nature for the period of time that you are associated with HT Digital Streams Ltd in the above-mentioned capacity.
- (b) The copyright and all other associated intellectual property rights arising out of and/or in connection with this arrangement will vest in HT Digital Streams Ltd and will be the property of HT Digital Streams Ltd & you shall do all such acts, deeds and things which may be required by HT Digital Streams Ltd, in connection with ensuring the vesting of such rights in favour of HT Digital Streams Ltd.

4. Consideration

- (a) You will be paid retainership fee @ INR. 25,000 (Rupees Twenty Five Thousand Only) per month for a period of one year with effect from May 01, 2019. This is inclusive of all benefits, subject to deduction of TDS. The monthly payment will be paid at the end of each month.
- (b) You shall also be entitled to any out of pocket expenses incurred by you on account of out of station travel and stay, as per company's policy, subject to the prior approval or authorization by the Company and production of receipts of expenditure incurred by you in such manner and to such extent as may be prescribed by the company.
- (c) Save and except herein above, you shall not be entitled to any other payment or charges or allowances.

Ref R387



HT DIGITAL STREAMS LIMITED

232
HT DIGITAL STREAMS LIMITED
CIN: U74900BK2015PLC025243
Corporate Office
Medianta Times House (2nd Floor)
18/20, Kirti Khera Condo, Mayapuri
New Delhi 110013, India
Tel: +91 11 4854 1408
Fax: +91 11 4854 1403
email: corporate@htdigitalstreams.com

5. Interface

You shall be interfacing with Ms. Yojana Yadav. This shall be in addition to the prompt reporting of all work assigned and reporting on an urgent basis on all matters as and when the requirement thereof arises.

6. Relationship between the parties

The relationship between you and the HT Digital Streams Ltd. is that of principal to principal and can in no way, be construed to constitute an 'Employer-Employee' or 'Principal-Agent' relationship. It is clearly understood and agreed that your engagement is being made on retainer basis for a fixed period as stated herein. Your retainer basis will automatically come to an end on the expiry of the specified period unless otherwise terminated in accordance herewith and no notice pay or retrenchment compensation will be payable to you by the Management.

Since your engagement is being made for a specified period on retainer basis, you will neither have any right nor a lien on the job held by you. Also you will not claim regular employment even if there is such a vacancy for the work assigned to you in terms of this agreement or otherwise.

7. Confidentiality

- (a) You shall keep secret and confidential all disclosures made to you pertaining to the business operations of the HT Digital Streams Ltd. or otherwise, in connection with the professional work assigned to you and shall not disclose any of it, directly or indirectly, to any third party at any time, without the prior written consent of the HT Digital Streams Ltd.
- (b) You shall use the disclosed information solely for the purpose of fulfilling your obligations and discharging your duties towards the HT Digital Streams Ltd. and not for any other purpose.
- (c) In the event of the termination of the contract, all confidential written information in your possession shall be promptly returned to the HT Digital Streams Ltd.
- (c) You shall not in any manner whatsoever, either directly or indirectly disclose to any person any confidential information, pertaining to the HT Digital Streams Ltd. or its affiliates, which comes to your knowledge in the course of provision of your services to the HT Digital Streams Ltd.
- (d) You shall not communicate any such detail information and/or any other particulars with respect to the administration/policies/schemes and/or any other matter whatsoever to any one either by word of mouth or in writing at any point of time during the subsistence of this arrangement or thereafter.

8. Conflict of interest

- (a) You undertake that at the time of entering into this retainer basis, you are not holding any position, or have any relationship or transaction, which puts you in a position of real or apparent conflict with the interests of the HT Digital Streams Ltd.
- (b) You shall not, in the course of discharge of your professional duties or otherwise, enter into any position, relationship or undertake any transaction, which may put you in a position of real or apparent conflict with the interests of the HT Digital Streams Ltd. In the event any such instance of conflict of interest arises, you shall make a prompt and fair disclosure to the HT Digital Streams Ltd. and in that event you shall abide by the HT Digital Streams Ltd.'s decision.

Ref: R387

Gary

Registered Office:
Sushant Marg, Patna - 800 001 (Bihar)
Ph: +91 91 222 4437943
+91 91 7461 0850
Fax: +91 91 222 1547



HT DIGITAL STREAMS LIMITED

234
HT DIGITAL STREAMS LIMITED

CIN: U74900WB2015PLC025247

Corporate Office:

Medianta Times House (2nd Floor)

18/20, Kasturba Gandhi Marg

New Delhi - 110001, India

Tel: +91 11 6638 1400

Fax: +91 11 6638 1440

email: corporate@digitalstreams.com

9. Term of contract

This contract shall be valid for a period of one year with effect from May 01, 2019. Either side can terminate this contract by giving a prior written notice of 15 days. On the expiry or earlier termination of this contract you shall promptly return all documents, applications, forms, printed material and/or any other written material pertaining to the HT Digital Streams Ltd. or its affiliates in your possession, without keeping any copies thereof with you.

It is clearly understood between the parties that you are being engaged by the Company on a purely retainer basis for a period of one year and the same is being done on a principle to principle basis during the subsistence of the arrangement.

10. Taxes

You shall be liable for payment of all taxes arising in relation to the professional services to be performed on the consideration payable herein. The HT Digital Streams Ltd. shall have the right to deduct tax at source prior to making any payment to you.

11. Effect of this letter

This letter supersedes any earlier agreement or arrangement, written or oral, entered into between you and the HT Digital Streams Ltd. and shall alone be valid and in force.

12. Interpretation

In the event of any dispute or difference as to the interpretation of any of the terms or conditions of this letter, the decision of the HT Digital Streams Ltd. shall be final and binding.

13. Acceptance

Your signature in this letter of offer shall amount to acceptance of the same by you.

14. Arbitration

In case of any dispute between you and the HT Digital Streams Ltd., the same shall be referred to the Sole Arbitration of Director of the HT Digital Streams Ltd. under the provisions of Arbitration and Conciliation Act, 1996 and his/her decision shall be final and binding on both the parties.

15. Indemnification of HT Digital Streams Ltd.

You shall keep the HT Digital Streams Ltd. indemnified against any claim from third party arising out of your negligence or act of commission or omission.

You may return the original copy of this letter to the HT Digital Streams Ltd., duly signed by you, as a token of your acceptance of the terms and conditions set out herein above.

Thanking You

Yours truly,

For HT Digital Streams Ltd

Authorized Signatory

AGREED AND ACCEPTED BY

Ref: R387

Registered Office:

South Marg, Patna - 800 015 (Bihar)

Ph: +91 912 227 3434/3435

+91 912 227 3800

Fax: +91 912 227 1445

Letter Of Intent

Date	12/10/2018
Candidate Name	Aastha Goyal
Date of Interview	12/10/2018
Venue	MCM DAV College for Women, Chandigarh

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

Aastha
Goyal
12/10/2018



Letter Of Intent

Date	12th October 2018
Candidate Name	Aditi Sharma
Date of Interview	12th October 2018
Venue	MCM DAV College, Chandigarh

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.


A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.


Aditi Sharma
12-10-18

Date: 18th April 2019

Aditi Suman
Mohali

Offer Letter

Dear Aditi,

Further to your interview, we are pleased to confirm that you have been selected to work for Touchstone Educational as an Assistant Trainer - Academics at our Mohali Centre. Your shift timings will be from 8:30 A.M to 6:00 P.M.

You will be paid gross emoluments as detailed in Annexure A. Your employment with us will be governed by the Terms and Conditions as outlined in Annexure B and all other the rules and regulations of the Company.

Your assignment is effective 01st June 2019 .On that day please report to Human Resources, at 9:00 AM for documentation and orientation. You are required to bring the following documents at the time of your joining.


1. Copy of the offer letter accepted and signed by you.
2. Educational certificates beginning from 10th standard (Original and Xerox copy)
3. Three passport size photographs
4. Relieving Letter from your previous employer
5. Last Pay Slip drawn
6. Permanent residence proof – Passport, Voter ID or Aadhaar Card
7. Photo ID proof – Driving License, Aadhaar Card, Voter ID, PAN Card
8. Nominee's Aadhaar card

The terms of this offer must be kept strictly confidential. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates submitted as a proof of above, we retain the right to review our offer of employment.

Please sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 7 days of the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Touchstone Educational. We assure you of our support for your professional development and growth.

Regards,


Rimzim Arora
Manager-HR
Touchstone Educational

Annexure A

On Job Training & Emoluments

You will be undergoing "On Job Training" for a period of 2-4 weeks. During this period, you will be provided adequate knowledge and training that will enable you to work productively.

Upon completion of this "On Job Training" period, you will be assessed and appropriate duties will be assigned to you.

Your emoluments will be as follows:

FOR FIRST MONTH

SALARY BREAK-UP

EMPLOYEE NAME	SALARY BREAK-UP	
DESIGNATION	ADITI SUMAN	
LOCATION	ASSISTANT TRAINER -ACADEMICS	
DATE OF JOINING	MOHALI	
	01 ST JUNE 2019	
Emoluments (A)	Monthly	Yearly
Basic		24,750.00
HRA (House Rent Allowance)	2,062.50	17,328.00
TA (Transport Allowance)	1,444.00	12,000.00
Bonus	1,000.00	2,064.00
Special Allowance - 1	172.00	23,184.00
Special Allowance - 2	1,932.00	-
Medical Reimbursement		12,000.00
Employer contribution to EPF	1,000.00	2,976.00
Employer contribution to ESI	248.00	4,704.00
TOTAL CTC (A)	392.00	99,006.00
DEDUCTIONS (B)		
Employee contribution to EPF	247.50	2,970.00
Employee contribution to ESI	144.00	1,728.00
Total (B)	391.50	4,698.00
NET PAYABLE (A-B-EMPLOYER CONTRIBUTION OF EPF AND ESI)	7,218.50	86,622.00

Prepared By

Authorized By

Note: Please notify HR Officer immediately the discrepancies found if any.

FROM SECOND MONTH ONWARDS

SALARY BREAK-UP

EMPLOYEE NAME	ADITI SUMAN	
DESIGNATION	ASSISTANT TRAINER -ACADEMICS	
LOCATION	MOHALI	
DATE OF JOINING	01 ST JUNE 2019	
Emoluments (A)	Monthly	Yearly
Basic	4,125.00	49,500.00
HRA (House Rent Allowance)	2,888.00	34,656.00
TA (Transport Allowance)	1,300.00	15,600.00
Bonus	344.00	4,128.00
Special Allowance - 1	5,264.00	63,168.00
Special Allowance - 2		
Medical Reimbursement		
Employer contribution to EPF	1,300.00	15,600.00
Employer contribution to ESI	495.00	5,940.00
TOTAL CTC (A)	784.00	9,408.00
DEDUCTIONS (B)	16,500.00	198,000.00
Employee contribution to EPF		
Employee contribution to ESI	495.00	5,940.00
Total (B)	289.00	3,468.00
NET PAYABLE (A-B-EMPLOYER CONTRIBUTION OF EPF AND ESI)	784.00	9,408.00
	14,437.00	173,244.00

Prepared By

Authorized By

Note: Please notify HR Officer immediately the discrepancies found if any.



Letter Of Intent

Date	12.10.18
Candidate Name	AI SHWARYA MAHESHWARI
Date of Interview	12.10.18
Venue	MCM DAV College for Women, CHANDIGARH

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

(Signature)
(Signature)
 12/10/18

LETTER OF INTENT FOR FIXED-TERM EMPLOYMENT

Date: 6th Feb 2019

Name: Alpana Nehra

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company"). Your employment shall be a **Fixed-Term Employment**, the duration of which will be communicated to you at the time of issuance of the Offer Letter mentioned below, and such duration not exceeding a maximum period of 12 (twelve) months.

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 1,62,500/- calculated on per annum basis. The same may be revised at the time of the issuance of an Offer Letter as per the then prevailing levels of pay. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies.

You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 days period referred to herein or thereafter or with respect to the base pay as mentioned herein as the same is merely indicative.

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company upon employment, if and once the Offer Letter is issued.

For any queries, please write to us at vcshiringqueries@amazon.com

Yours sincerely,

For **AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD**



Vaibava Kamalasanan
Sr. Manager, Recruitment

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:

Signature

Date

LETTER OF INTENT FOR FIXED-TERM EMPLOYMENT

Date: 6th Feb 2019.

Name: Simran Anand.

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company"). Your employment shall be a **Fixed-Term Employment**, the duration of which will be communicated to you at the time of issuance of the Offer Letter mentioned below, and such duration not exceeding a maximum period of 12 (twelve) months.

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 1,44,500 / Calculated on per annum basis. The same may be revised at the time of the issuance of an Offer Letter as per the then prevailing levels of pay. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies.

You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 days period referred to herein or thereafter or with respect to the base pay as mentioned herein as the same is merely indicative.

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company upon employment, if and once the Offer Letter is issued.

For any queries, please write to us at vcshiringqueries@amazon.com

Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD



Vaibava Kamalasanan
Sr. Manager, Recruitment

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:

Signature

Date

LETTER OF INTENT FOR FIXED-TERM EMPLOYMENT

Date: 6th Feb 2019.

Name: Prajanya Sarinod.

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of *Customer Service Associate* for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company"). Your employment shall be a **Fixed-Term Employment**, the duration of which will be communicated to you at the time of issuance of the Offer Letter mentioned below, and such duration not exceeding a maximum period of 12 (twelve) months.

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 1,44,500 calculated on per annum basis. The same may be revised at the time of the issuance of an Offer Letter as per the then prevailing levels of pay. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies.

You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 days period referred to herein or thereafter or with respect to the base pay as mentioned herein as the same is merely indicative.

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company upon employment, if and once the Offer Letter is issued.

For any queries, please write to us at vcshiringqueries@amazon.com

Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD


Valbava Kamalasanan
Sr. Manager, Recruitment

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:

Signature

Date



LETTER OF INTENT FOR FIXED-TERM EMPLOYMENT

Date: 6th Feb 2019.

Name: Priyanka Malhotra

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company"). Your employment shall be a **Fixed-Term Employment**, the duration of which will be communicated to you at the time of issuance of the Offer Letter mentioned below, and such duration not exceeding a maximum period of 12 (twelve) months.

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 1,14,500 /calculated on per annum basis. The same may be revised at the time of the issuance of an Offer Letter as per the then prevailing levels of pay. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies.



You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 days period referred to herein or thereafter or with respect to the base pay as mentioned herein as the same is merely indicative.


In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company upon employment, if and once the Offer Letter is issued.

For any queries, please write to us at vcshiringqueries@amazon.com

Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD


Vaibava Kamalasanan
Sr. Manager, Recruitment

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:

Signature

Date

LETTER OF INTENT FOR FIXED-TERM EMPLOYMENTDate: 6th Feb 2019

Name: Nishtha Mehta

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company"). Your employment shall be a **Fixed-Term Employment**, the duration of which will be communicated to you at the time of issuance of the Offer Letter mentioned below, and such duration not exceeding a maximum period of 12 (twelve) months.

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 1,58,950/- calculated on per annum basis. The same may be revised at the time of the issuance of an Offer Letter as per the then prevailing levels of pay. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies.

Nishtha Mehta

You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 days period referred to herein or thereafter or with respect to the base pay as mentioned herein as the same is merely indicative.

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company upon employment, if and once the Offer Letter is issued.

For any queries, please write to us at vcshiringqueries@amazon.com

Yours sincerely,

For **AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD**



Vaibava Kamalasanan
Sr. Manager, Recruitment

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:



Signature

6th February, 2019

Date

LETTER OF INTENT FOR FIXED-TERM EMPLOYMENT

Date: 6th Feb 2019

Name: Anushka

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company"). Your employment shall be a **Fixed-Term Employment**, the duration of which will be communicated to you at the time of issuance of the Offer Letter mentioned below, and such duration not exceeding a maximum period of 12 (twelve) months.

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 4,58,950 calculated on per annum basis. The same may be revised at the time of the issuance of an Offer Letter as per the then prevailing levels of pay. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies.

Anushka

You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 days period referred to herein or thereafter or with respect to the base pay as mentioned herein as the same is merely indicative.

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company upon employment, if and once the Offer Letter is issued.

For any queries, please write to us at vcshiringqueries@amazon.com

Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD



Vaibava Kamalasanan
Sr. Manager, Recruitment

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:

Anushka

Signature

6/02/19

Date

LETTER OF INTENT

Date: 6th Feb 2019.

Name: Shubhargini Thakur

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of *Customer Service Associate* for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to receive Total Compensation of INR 1,87,000 (Rupees _____), payable as per the following structure:

1. Annual Base Pay of INR 1,58,950 (Rupees _____) per annum payable in arrears in accordance with the Company's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise.

Shubhargini Thakur

2. Variable Pay of INR 28,052 / (Rupees _____) per annum, payable on quarterly basis and subject to meeting performance levels as per the Company standards and policy.

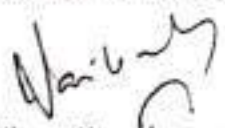
Your attention is drawn to make note that Variable Pay will be payable only upon successfully meeting the requirements as per Company policy and also subject to your continuing employment with the Company on the date of payout. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies. You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 days period referred to herein or thereafter or with respect to the compensation mentioned herein as the same is merely indicative.

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer. You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with copies of the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company, if and once the Offer Letter is issued.

For any queries, please write to us at vcshiringqueries@amazon.com

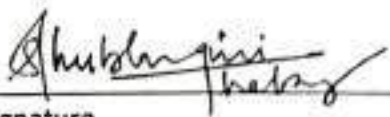
Yours sincerely,

for **AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD**


Vaibava Kamalasanan
Sr. Manager, Recruitment

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:


Signature

06-02-19
Date

LETTER OF INTENT

Date: 6th Feb 2019.

Name: Mahima Jain

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to receive Total Compensation of INR 1,87,500 (Rupees _____), payable as per the following structure:

1. Annual Base Pay of INR 1,58,950 (Rupees _____) per annum payable in arrears in accordance with the Company's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise.

Mahima

2. Variable Pay of INR 28,050 (Rupees _____) per annum, payable on quarterly basis and subject to meeting performance levels as per the Company standards and policy.

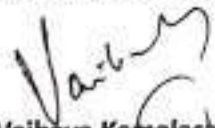
Your attention is drawn to make note that Variable Pay will be payable only upon successfully meeting the requirements as per Company policy and also subject to your continuing employment with the Company on the date of payout. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies. You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 days period referred to herein or thereafter or with respect to the compensation mentioned herein as the same is merely indicative.

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer. You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with copies of the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company, if and once the Offer Letter is issued.

For any queries, please write to us at vcshiringqueries@amazon.com

Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD


Vaibava Kamalasan
Sr. Manager, Recruitment

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:

Mahim
Signature

6 Feb '19
Date

LETTER OF INTENT

Date: 6th Feb 2019.

Name: Tanya Batthla

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to receive Total Compensation of INR 1,87,000/- (Rupees _____), payable as per the following structure:

1. Annual Base Pay of INR 1,58,000/- (Rupees _____) per annum payable in arrears in accordance with the Company's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise.

2. Variable Pay of INR 28,050 (Rupees _____) per annum, payable on quarterly basis and subject to meeting performance levels as per the Company standards and policy.

Your attention is drawn to make note that Variable Pay will be payable only upon successfully meeting the requirements as per Company policy and also subject to your continuing employment with the Company on the date of payout. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies. You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 days period referred to herein or thereafter or with respect to the compensation mentioned herein as the same is merely indicative.

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer. You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with copies of the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company, if and once the Offer Letter is issued.

For any queries, please write to us at vcshiringqueries@amazon.com

Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD

Vaibava Kamalasanan
Sr. Manager, Recruitment

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:

Signature

Date

06/02/19

LETTER OF INTENT FOR FIXED-TERM EMPLOYMENT

Date: 5th Feb 2019.

Name: Manisha Moh

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company"). Your employment shall be a **Fixed-Term Employment**, the duration of which will be communicated to you at the time of issuance of the Offer Letter mentioned below, and such duration not exceeding a maximum period of 12 (twelve) months.

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 1,44,500/- calculated on per annum basis. The same may be revised at the time of the issuance of an Offer Letter as per the then prevailing levels of pay. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies.

Manisha

You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 days period referred to herein or thereafter or with respect to the base pay as mentioned herein as the same is merely indicative.


In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company upon employment, if and once the Offer Letter is issued.

For any queries, please write to us at vcshiringqueries@amazon.com

Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD


Vaibava Kamalasanan
Sr. Manager, Recruitment

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:

Signature



Date

6th/Feb/2019

LETTER OF INTENT FOR FIXED-TERM EMPLOYMENT

Date: 6th Feb 2019

Name: Alpana Nehra

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company"). Your employment shall be a **Fixed-Term Employment**, the duration of which will be communicated to you at the time of issuance of the Offer Letter mentioned below, and such duration not exceeding a maximum period of 12 (twelve) months.

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 1,62,500/- calculated on per annum basis. The same may be revised at the time of the issuance of an Offer Letter as per the then prevailing levels of pay. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies.

You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 days period referred to herein or thereafter or with respect to the base pay as mentioned herein as the same is merely indicative.

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company upon employment, if and once the Offer Letter is issued.

For any queries, please write to us at vcshiringqueries@amazon.com

Yours sincerely,

For **AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD**



Vaibava Kamalasanan
Sr. Manager, Recruitment

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:

Signature

Date

LETTER OF INTENT FOR FIXED-TERM EMPLOYMENT

Date: 6th feb 2019.

Name: Khushboo Gaig

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company"). Your employment shall be a **Fixed-Term Employment**, the duration of which will be communicated to you at the time of issuance of the Offer Letter mentioned below, and such duration not exceeding a maximum period of 12 (twelve) months.

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 1,58,950/- calculated on per annum basis. The same may be revised at the time of the issuance of an Offer Letter as per the then prevailing levels of pay. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies.

You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 days period referred to herein or thereafter or with respect to the base pay as mentioned herein as the same is merely indicative.


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For any queries, please write to us at vcshiringqueries@amazon.com

Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD


Vaibava Kamalasanan
Sr. Manager, Recruitment

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:



Signature

6 Feb 2019

Date

LETTER OF INTENT FOR FIXED-TERM EMPLOYMENT

Date: 6th Feb 2019

Name: Shiwangi Rawat

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company"). Your employment shall be a **Fixed-Term Employment**, the duration of which will be communicated to you at the time of issuance of the Offer Letter mentioned below, and such duration not exceeding a maximum period of 12 (twelve) months.

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

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- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 1,58,950/- calculated on per annum basis. The same may be revised at the time of the issuance of an Offer Letter as per the then prevailing levels of pay. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies.

You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 days period referred to herein or thereafter or with respect to the base pay as mentioned herein as the same is merely indicative.


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For any queries, please write to us at vcshiringqueries@amazon.com

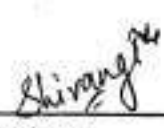
Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD


Vaibava Kamalasanan
Sr. Manager, Recruitment

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:



Signature

06-02-2019

Date



LETTER OF INTENT FOR FIXED-TERM EMPLOYMENT

Date: 6th Feb 2019

Name: Gunow Kame

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company"). Your employment shall be a **Fixed-Term Employment**, the duration of which will be communicated to you at the time of issuance of the Offer Letter mentioned below, and such duration not exceeding a maximum period of 12 (twelve) months.

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

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- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 1,58,950/- calculated on per annum basis. The same may be revised at the time of the issuance of an Offer Letter as per the then prevailing levels of pay. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies.

You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 days period referred to herein or thereafter or with respect to the base pay as mentioned herein as the same is merely indicative.

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company upon employment, if and once the Offer Letter is issued.

For any queries, please write to us at vcshiringqueries@amazon.com

Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD



Vaibava Kamalasanan
Sr. Manager, Recruitment

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:

Signature

Date

LETTER OF INTENT FOR FIXED-TERM EMPLOYMENT

Date: 6th Feb 2019.

Name: Sayasha Mahajan

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company"). Your employment shall be a **Fixed-Term Employment**, the duration of which will be communicated to you at the time of issuance of the Offer Letter mentioned below, and such duration not exceeding a maximum period of 12 (twelve) months.

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 1,58,950/- calculated on per annum basis. The same may be revised at the time of the issuance of an Offer Letter as per the then prevailing levels of pay. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies.

You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 days period referred to herein or thereafter or with respect to the base pay as mentioned herein as the same is merely indicative.

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company upon employment, if and once the Offer Letter is issued.

For any queries, please write to us at vcshiringqueries@amazon.com

Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD



Vaibava Kamalasanan
Sr. Manager, Recruitment

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:



Signature

06/02/19

Date



LETTER OF INTENT

Date: 6th Feb 2019.

Name: Angela Paitka

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of *Customer Service Associate* for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to receive Total Compensation of INR 1,82,000 (Rupees _____), payable as per the following structure:

1. Annual Base Pay of INR 1,58,950 (Rupees _____) per annum payable in arrears in accordance with the Company's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise.

Angela Paitka



- 2. Variable Pay of INR 28,050 (Rupees _____) per annum, payable on quarterly basis and subject to meeting performance levels as per the Company standards and policy.

Your attention is drawn to make note that Variable Pay will be payable only upon successfully meeting the requirements as per Company policy and also subject to your continuing employment with the Company on the date of payout. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies. You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 days period referred to herein or thereafter or with respect to the compensation mentioned herein as the same is merely indicative.

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with copies of the documents aforementioned.

Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company, if and once the Offer Letter is issued.

For any queries, please write to us at vcshiringqueries@amazon.com

Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD

Vaibava Kamalasanan
Sr. Manager, Recruitment

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:

Signature

06/02/2019
Date

LETTER OF INTENT

Date: 6th Feb 2019.

Name: Karishk Mahajan

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

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- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to receive Total Compensation of INR 1,87,000 (Rupees _____), payable as per the following structure:

1. Annual Base Pay of INR 1,58,950 (Rupees _____) per annum payable in arrears in accordance with the Company's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise.



2. Variable Pay of INR 28,050/- (Rupees _____) per annum, payable on quarterly basis and subject to meeting performance levels as per the Company standards and policy.

Your attention is drawn to make note that Variable Pay will be payable only upon successfully meeting the requirements as per Company policy and also subject to your continuing employment with the Company on the date of payout. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies. You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 days period referred to herein or thereafter or with respect to the compensation mentioned herein as the same is merely indicative.

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For any queries, please write to us at vcshiringqueries@amazon.com

Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD

Vaibava Kamalasanan
Sr. Manager, Recruitment

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:

Signature

6/2/19

Date

LETTER OF INTENT

Date: 6th Feb 2019.

Name: Suwara Loomba

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

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- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to receive Total Compensation of INR 1,83,000 /- (Rupees _____), payable as per the following structure:

1. Annual Base Pay of INR 1,58,950 / (Rupees _____) per annum payable in arrears in accordance with the Company's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise.

2. Variable Pay of INR 28,050 (Rupees _____) per annum, payable on quarterly basis and subject to meeting performance levels as per the Company standards and policy.


Your attention is drawn to make note that Variable Pay will be payable only upon successfully meeting the requirements as per Company policy and also subject to your continuing employment with the Company on the date of payout. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies. You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 days period referred to herein or thereafter or with respect to the compensation mentioned herein as the same is merely indicative.

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer. You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with copies of the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company, if and once the Offer Letter is issued.

For any queries, please write to us at vcshiringqueries@amazon.com

Yours sincerely,

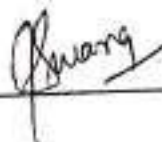
For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD


Vaibava Kamalasanan
Sr. Manager, Recruitment

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:

Signature



Date

6th Feb 2019



LETTER OF INTENT

Date: 6th Feb 2019

Name: Gunveen Kaur

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to receive Total Compensation of INR 1,87,000 (Rupees _____), payable as per the following structure:

1. Annual Base Pay of INR 1,58,950 (Rupees _____) per annum payable in arrears in accordance with the Company's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise.

2. Variable Pay of INR 23,050 (Rupees _____) per annum, payable on quarterly basis and subject to meeting performance levels as per the Company standards and policy.


Your attention is drawn to make note that Variable Pay will be payable only upon successfully meeting the requirements as per Company policy and also subject to your continuing employment with the Company on the date of payout. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies. You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 days period referred to herein or thereafter or with respect to the compensation mentioned herein as the same is merely indicative.

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer. You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with copies of the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company, if and once the Offer Letter is issued.

For any queries, please write to us at vcshiringqueries@amazon.com

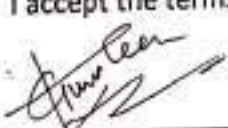
Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD


Vaibava Kamalasanan
Sr. Manager, Recruitment

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:



Signature

February 06, 2019
Date



Ananaya

Letter Of Intent

Date	12-10-2018
Candidate Name	Ananaya Talwar
Date of Interview	12-10-2018
Venue	M.C.M DAV College Chandigarh

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

Ananaya



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IDS Infotech Ltd.
C-138, Phase VII, Industrial Area, Mohali-160071, INDIA
Tel : (+91)-172-5053601, 5053602
Fax : (+91)-172-5058475
Website : www.idsil.com
CIN: U72200CH1989PLC009464

IDS/PDG/Offer/2019
22 April 2019

Letter of Intent

Ananya Talwar
BSC Microbial and Food Technology
MCM DAV College.
Contact: 8146009412

Congratulations & Welcome Aboard!

This has reference to the discussion we had with you regarding your employment in our organization based at IDS INFOTECH LTD Plot no C138 Industrial Area Phase 8 Mohali. We are pleased to confirm that we intend to appoint you at the designation of **Physician Assistant Trainee** in grade **BJ2** at HCS group and salary mutually agreed by us in the course of our discussion.

This letter is subject to your joining duty on **Jun-Jul 2019**

On joining, you are requested to report to the **HR Department**. You are also requested to bring the original & photocopy (self-attested) certificates of your educational & professional achievements, Aadhar Card, PAN Card and five recent passport size photographs.

Your joining will be subject to the positive reference check.

Thanking you,
Yours faithfully,
For IDS Infotech Ltd.



Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.beniaf@idsil.com

Training ID :
Date : 2/23/2019
Place : Chandigarh

Subject: Training Enrolment Confirmation

Dear Ananya Bandlish

Congratulations!

We are pleased to inform you that you have been enrolled as a student for a training program currently sponsored by Tech Mahindra Ltd.

Training Program Duration	:	30 Days
Time	:	9 Hours
Location	:	Chandigarh
Proposed Date of commencement of training program	:	

The Company reserves the right to extend the duration of your training.

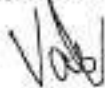
Please note that this is not an offer of employment with Tech Mahindra Ltd and the Company is no way responsible for your placement after completion of training program. You shall not be entitled to any benefits, facilities and payment from the Company, during your training period and any extension thereof.

The Company reserves the right to terminate your participation in a training program at any time at the sole discretion of the Company. In case you fail to attend the training for consecutive period of 3 days and/or fails to successfully complete any certification at any stage of training period, then your participation in the training program stands terminated automatically.

We wish you very best.

Thanking you,

Yours faithfully,
For Tech Mahindra Limited



(Authorized Signatory)



LETTER OF INTENT

Date: 6th Feb 2019.

Name: Angela Paitka

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of *Customer Service Associate* for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to receive Total Compensation of INR 1,82,000 (Rupees _____), payable as per the following structure:

1. Annual Base Pay of INR 1,58,950 (Rupees _____) per annum payable in arrears in accordance with the Company's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise.

Angela Paitka



- Variable Pay of INR 28,050 (Rupees _____) per annum, payable on quarterly basis and subject to meeting performance levels as per the Company standards and policy.

Your attention is drawn to make note that Variable Pay will be payable only upon successfully meeting the requirements as per Company policy and also subject to your continuing employment with the Company on the date of payout. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies. You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 days period referred to herein or thereafter or with respect to the compensation mentioned herein as the same is merely indicative.

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with copies of the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company, if and once the Offer Letter is issued.

For any queries, please write to us at vcshiringqueries@amazon.com

Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD

Vaibava Kamalasanan
Sr. Manager, Recruitment

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:

Signature

Date

06/02/2019



Letter Of Intent

Date	12 th October 2018
Candidate Name	ANJALI
Date of Interview	12 th October 2018
Venue	MCM DAV College for Women, Chandigarh

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

Anjali
12/10/18



Mcm Placements <mcm36placements@gmail.com>

Fwd: Anmol Setia || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 7:50 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 1:44 PM

Subject: Anmol Setia || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <anmolsetia497@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Anmol ,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary English Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of **24 Months**. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of **Rs.2 Lakhs**.
2. You will be provided with accommodation.
3. The minimum term of employment will be **2 Years**.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign **AFTER** completing 24 months, a **3 months** notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

- 10th & 12th Passing Certificates/ Marksheets - Originals
- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - **Compulsory**
- Pan Card copy - **Compulsory**
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
HRA	5,041	60,492
Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 8433934497.



IDS Infotech Ltd.
C-138, Phase VII, Industrial Area, Mohali-160071, INDIA
Tel : (+91)-172-5053601, 5053602
Fax : (+91)-172-5056475
Website : www.idsil.com
CIN: U72200CH1989PLC009464

IDS/PDG/Offer/2019
22 April 2019

Letter of Intent

Anupampreet Kaur
BSC Medical
MCM DAV College,
Contact: 9928322029

Congratulations & Welcome Aboard!

This has reference to the discussion we had with you regarding your employment in our organization based at IDS INFOTECH LTD Plot no C138 Industrial Area Phase 8 Mohali. We are pleased to confirm that we intend to appoint you at the designation of **Physician Assistant Trainee** in grade **BJ2** at HCS group and salary mutually agreed by us in the course of our discussion.

This letter is subject to your joining duty on **Jun-Jul 2019**

On joining, you are requested to report to the **HR Department**. You are also requested to bring the original & photocopy (self-attested) certificates of your educational & professional achievements, Aadhar Card, PAN Card and five recent passport size photographs.

Your joining will be subject to the positive reference check.

Thanking you,
Yours faithfully,
For IDS Infotech Ltd.

Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com

Date	October 12, 2018
Candidate Name	ANUSHKA
Date of Interview	October 12, 2018
Venue	MCM DAV College for women, Chandigarh

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

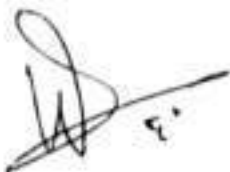
A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.



Anushka
12 Oct 18

Convergys India Services Private Limited

Bestech Business Tower, Ground, 4th - 8th Floor, Sector - 48, Sohna Road, Gurgaon - 122 001, Haryana, India

Tel.: +91 (124) 471 3400 | Fax: +91 (124) 471 3490 | www.convergys.com

Registered Office: 60/14, Old Rajinder Nagar, New Delhi - 110060 | Corporate Identification Number (CIN): U74899DL2001PTC109274



Letter Of Intent

Date	12/10/2018
Candidate Name	Aneeshka Verma
Date of Interview	12/10/2018
Venue	MCM DAV College for women, Chandigarh.

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

Aneeshka
12/10/18

Convergys India Services Private Limited

Bestech Business Tower, Ground, 4th - 8th Floor, Sector - 48, Sohna Road, Gurgaon - 122 001, Haryana, India

Tel.: +91 (124) 471 3400 | Fax: +91 (124) 471 3490 | www.convergys.com

Registered Office: 60/14, Old Rajinder Nagar, New Delhi - 110060 | Corporate Identification Number (CIN): U74899DL2001PTC109274

LETTER OF INTENT FOR FIXED-TERM EMPLOYMENT

Date: 6th Feb 2019

Name: Anushka

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company"). Your employment shall be a **Fixed-Term Employment**, the duration of which will be communicated to you at the time of issuance of the Offer Letter mentioned below, and such duration not exceeding a maximum period of 12 (twelve) months.

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 4,58,950 calculated on per annum basis. The same may be revised at the time of the issuance of an Offer Letter as per the then prevailing levels of pay. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies.

Anushka

You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 days period referred to herein or thereafter or with respect to the base pay as mentioned herein as the same is merely indicative.

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company upon employment, if and once the Offer Letter is issued.

For any queries, please write to us at vcshiringqueries@amazon.com

Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD



Vaibava Kamalasanan
Sr. Manager, Recruitment

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:

Anushka

Signature

6/02/19

Date

Date: 18th April 2019

Ananya Saini
Chandigarh

Offer Letter

Dear Ananya,

Further to your interview, we are pleased to confirm that you have been selected to work for Touchstone Educationals as an **Assistant Trainer - Academics** at our **Chandigarh** Centre. Your shift timings will be from **8:30 A.M to 6:00 P.M.**

You will be paid gross emoluments as detailed in Annexure A. Your employment with us will be governed by the Terms and Conditions as outlined in Annexure B and all other the rules and regulations of the Company.

Your assignment is effective **01st June 2019**. On that day please report to Human Resources, at **9:00 AM** for documentation and orientation. You are required to bring the following documents at the time of your joining.

1. Copy of the offer letter accepted and signed by you.
2. Educational certificates beginning from 10th standard (Original and Xerox copy)
3. Three passport size photographs
4. Relieving Letter from your previous employer
5. Last Pay Slip drawn
6. Permanent residence proof – Passport, Voter ID or Aadhaar Card
7. Photo ID proof – Driving License, Aadhaar Card, Voter ID, PAN Card
8. Nominee's Aadhaar card

The terms of this offer must be kept strictly confidential. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates submitted as a proof of above, we retain the right to review our offer of employment.

Please sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 7 days of the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Touchstone Educationals. We assure you of our support for your professional development and growth.

Regards,



Rimzim Arora
Manager-HR
Touchstone Educationals

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Annexure A

On Job Training & Emoluments

You will be undergoing "On Job Training" for a period of 2-4 weeks. During this period, you will be provided adequate knowledge and training that will enable you to work productively.

Upon completion of this "On Job Training" period, you will be assessed and appropriate duties will be assigned to you.

Your emoluments will be as follows:

FOR FIRST MONTH		
SALARY BREAK-UP		
EMPLOYEE NAME	ANANYA SAINI	
DESIGNATION	ASSISTANT TRAINER -ACADEMICS	
LOCATION	CHANDIGARH	
DATE OF JOINING	01 ST JUNE 2019	
Emoluments (A)	Monthly	Yearly
Basic	2,062.50	24,750.00
HRA (House Rent Allowance)	1,444.00	17,328.00
TA (Transport Allowance)	1,000.00	12,000.00
Bonus	172.00	2,064.00
Special Allowance - 1	1,932.00	23,184.00
Special Allowance - 2		
Medical Reimbursement	1,000.00	12,000.00
Employer contribution to EPF	248.00	2,976.00
Employer contribution to ESI	392.00	4,704.00
TOTAL CTC (A)	8,250.50	99,006.00
DEDUCTIONS (B)		
Employee contribution to EPF	247.50	2,970.00
Employee contribution to ESI	144.00	1,728.00
Total (B)	391.50	4,698.00
NET PAYABLE (A-B-EMPLOYER CONTRIBUTION OF EPF AND ESI)	7,218.50	86,622.00
Prepared By		Authorized By
Note: Please notify HR Officer immediately the discrepancies found if any.		

FROM SECOND MONTH ONWARDS

SALARY BREAK-UP

EMPLOYEE NAME	ANANYA SAINI	
DESIGNATION	ASSISTANT TRAINER -ACADEMICS	
LOCATION	CHANDIGARH	
DATE OF JOINING	01 ST JUNE 2019	
Emoluments (A)	Monthly	Yearly
Basic	4,125.00	49,500.00
HRA (House Rent Allowance)	2,888.00	34,656.00
TA (Transport Allowance)	1,300.00	15,600.00
Bonus	344.00	4,128.00
Special Allowance - 1	5,264.00	63,168.00
Special Allowance - 2		
Medical Reimbursement	1,300.00	15,600.00
Employer contribution to EPF	495.00	5,940.00
Employer contribution to ESI	784.00	9,408.00
TOTAL CTC (A)	16,500.00	198,000.00
DEDUCTIONS (B)		
Employee contribution to EPF	495.00	5,940.00
Employee contribution to ESI	289.00	3,468.00
Total (B)	784.00	9,408.00
NET PAYABLE (A-B-EMPLOYER CONTRIBUTION OF EPF AND ESI)	14,437.00	173,244.00
Prepared By		Authorized By
Note: Please notify HR Officer immediately the discrepancies found if any.		

Letter Of Intent

Date	12-October-2018
Candidate Name	ASMITA MEHTA
Date of Interview	12-October-2018
Venue	MCM DAV COLLEGE FOR WOMEN, CHANDIGARH

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.






Letter Of Intent

Date	12 OCTOBER 2018
Candidate Name	BHAVYA DHAWAN
Date of Interview	12 OCTOBER 2018
Venue	MCM DAY COLLEGE, CHANDIGARH FOR WOMEN

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

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Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd

Bhavya
12/10/18

Convergys India Services Private Limited

Bestech Business Tower, Ground, 4th - 8th Floor, Sector - 48, Sohna Road, Gurgaon - 122001 Haryana, India

Tel: +91 (124) 471 3400 | Fax: +91 (124) 471 3450 | www.convergys.com

Registered Office: 60/14, Old Rajinder Nagar, New Delhi - 110002 | Corporate Identification Number (CIN): U74699DL2001PTC109274



IDS Infotech Ltd.
C-138, Phase VIII, Industrial Area, Mohali-160071, INDIA
Tel. : (+91)-172-5053601, 5053602
Fax : (+91)-172-5098475
Website : www.idsil.com
CIN: U72200CH1989PLC009464

IDS/PDG/Offer/2019
22 April 2019

Letter of Intent

Chahak Khanduja
Graduate
MCM DAV College.
Contact: 7018408127

Congratulations & Welcome Aboard!

This has reference to the discussion we had with you regarding your employment in our organization based at IDS INFOTECH LTD Plot no C138 Industrial Area Phase 8 Mohali. We are pleased to confirm that we intend to appoint you at the designation of **Physician Assistant Trainee** in grade **BJ2** at HCS group and salary mutually agreed by us in the course of our discussion.

This letter is subject to your joining duty on **Jun-Jul 2019**

On joining, you are requested to report to the **HR Department**. You are also requested to bring the original & photocopy (self-attested) certificates of your educational & professional achievements, Aadhar Card, PAN Card and five recent passport size photographs.

Your joining will be subject to the positive reference check.

Thanking you,
Yours faithfully,
For IDS Infotech Ltd.

Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com



Mcm Placements <mcm36placements@gmail.com>

Fwd: Charu Bakshi || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 7:59 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 2:44 PM

Subject: Charu Bakshi || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <charubakshi1112@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Charu,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Science Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of **24 Months**. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of **Rs.2 Lakhs**.
2. You will be provided with accommodation.
3. The minimum term of employment will be **2 Years**.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign **AFTER** completing 24 months, a **3 months** notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

- 10th & 12th Passing Certificates/ Marksheets - Originals
- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - **Compulsory**
- Pan Card copy - **Compulsory**
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
HRA	5,041	60,492
Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449



Letter Of Intent

Date	12/10/2018
Candidate Name	CHEITNA
Date of Interview	12 Oct 2018
Venue	MCM DAV College for Women, Chandigarh

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Field office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

Chetna
12/10/2018

Convergys India Services Private Limited

Bestech Business Tower, Ground, 4th - 8th Floor, Sector - 48, Sohna Road, Gurgaon - 122 001, Haryana, India

Tel: +91 (124) 471 3400 | Fax: +91 (124) 471 3490 | www.convergys.com

Registered Office: 60/14, Old Rajinder Nagar, New Delhi - 110060 | Corporate Identification Number (CIN): U74899DL2001PTC109274



Mcm Placements <mcm36placements@gmail.com>

Fwd: Chetna || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 8:10 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>
Date: Fri, Mar 1, 2019 at 3:28 PM
Subject: Chetna || Offer Confirmation from Orchids The International School, Mumbai Branch
To: <chetna7792@gmail.com>
Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Chetna,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary English Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of **24 Months**. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of **Rs.2 Lakhs**.
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3. The minimum term of employment will be **2 Years**.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign **AFTER** completing 24 months, a **3 months** notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

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- Pan Card copy - **Compulsory**
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- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

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Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
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Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
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Gratuity	269	3,228
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"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 8433934497.

Rajat Malhotra

LIST OF SELECTED STUDENTS

From: sahiba sharma <sahiba.sharma517@gmail.com>
Sent: 15 April 2019 5:10 PM
To: Rajat Malhotra
Subject: Fwd: EY GDS- Staff - Off Campus Hiring 2019
Attachments: image002.png; image003.jpg; image004.jpg; image001.png

----- Forwarded message -----

From: Mcm Placements <mcm36placements@gmail.com>
Date: Tue, Apr 9, 2019, 16:26
Subject: Fwd: EY GDS- Staff - Off Campus Hiring 2019
To: sahiba sharma <sahiba.sharma517@gmail.com>, amandeep waraich Economics <waraichaman06@gmail.com>

Dr. Mamta Ratti,
9815104499

Placement Cell Convener, MCMDAV College For Women, Chandigarh <http://www.mcmdavcw-chn.edu/> <https://www.facebook.com/MCM-DAV-College-for-Women-Placement-Cell-1109704689186169/>

----- Forwarded message -----

From: Ketan Bansal <Ketan.Bansal@gds.ev.com>
Date: Thu, Apr 4, 2019, 16:40
Subject: RE: EY GDS- Staff - Off Campus Hiring 2019
To: mcm36placements@gmail.com <mcm36placements@gmail.com>
Cc: Deepshikha . <Deepshikha.Deepshikha@gds.ev.com>

Dear Ma'am,

Please find below the list of final selects from MCM DAV.

Full_Name	Contact_no	E-mail_address	Highest_Qualification	Collage Name	Status
Palak Kalra	8360213587	palakkalra97@gmail.com	B.com(H)	MCM DAV COLLEGE	Final Select ✓
Khushboo Garg	9915734096	gargkushboo81@gmail.com	B.com(H)	MCM DAV COLLEGE	Final Select ✓
Chetna	9464403447	chetna7792@gmail.com	B.com(H)	MCM DAV COLLEGE	Final Select ✓
Swara	9115812158	swaraloomba1998@gmail.com	B.com(H)	MCM DAV COLLEGE	Final Select ✓

* Sanya D'ingra 7508088693 sanyadhingra.sd@gmail.com B.com(H) ✓

Regards

Ketan

From: Ketan Bansal

Sent: Monday, March 25, 2019 1:38 PM

To: 'mcm36placements@gmail.com' <mcm36placements@gmail.com>

Cc: Blesson Daniel <Blesson.Daniel@gds.ev.com>; Medha . <Medha.Medha@gds.ev.com>; Deepshikha . <Deepshikha.Deepshikha@gds.ev.com>

Subject: EY GDS- Staff - Off Campus Hiring 2019

Zoom Mail to get a better view if you're reading this newsletter from a smartphone

Dear Placement Team,

We at EY Global Delivery Services (GDS) thank you for your continued support and would want to explore the off campus hiring through your College this year.

Here is the engagement schedule that we will follow along with other necessary details. We request you to please go through these details and inform your students about the same.

About EY GDS

EY is a global leader in assurance, tax, transaction and advisory services. The insights and quality services we deliver help build trust and confidence in the capital markets and in economies the world over. We develop outstanding leaders who team to deliver on our promises to all of our stakeholders. In so doing, we play a critical role in building a better working world for our people, for our clients and for our communities.

Today, the GDS team is 27,000 strong across five countries and plays an important role in EY's growth strategy by providing efficient and effective support to our service lines and enablement functions. GDS is a vibrant organization that is constantly growing and expanding its base, services and competencies.

EY Global Delivery Services (GDS) Assurance practice supports global EY client-serving teams with their reviews across industry sectors, including financial services, manufacturing and technology, among others. Through the right multidisciplinary team of professionals with the sector knowledge and subject matter expertise, EY GDS Assurance enables EY client teams in over 30 countries to help world's leading companies meet their assurance requirements.

Role Description - Associate

The role of a GDS Associate is to carry out routine substantive and controls-based procedures from the GDS India offices supporting the various Global client serving assurance teams mostly based in the Americas & European countries. Key expectations for this role are to provide high quality results to the engagement teams, often to a tight deadline.

- Candidate information sheet
- Job Description - Assurance

Date, Time and Venue Details

Date: 30th March 2019

Time: 9:00 AM

Venue: SD College, Sector 32- C, Chandigarh

Thank you for helping us to deliver an exceptional EY experience to our candidates!

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image004.jpg
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sahiba sharma <sahiba.sharma517@gmail.com>
To: rajat.malhotra@emaar-india.com

Mon, Apr 15, 2019 at 5:10 PM

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4 attachments

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image003.jpg
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image004.jpg
6K

▶ image001.png
1K

Sat, Apr 20, 2019 at 9:10 AM

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Dr. Manita Ratti,
9815104499

Placement Cell Convener, MCMDAV College For Women, Chandigarh. <http://www.mcmdavcw-chn.edu/> <https://www.facebook.com/MCM-DAV-College-for-Women-Placement-Cell-1109704689186189/>

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Date: Thu, Apr 18, 2019, 18:31
Subject: RE: EY GDS- Staff - Off Campus Hiring 2019
To: mcm36placements@gmail.com <mcm36placements@gmail.com>
Cc: Deepshikha . <Deepshikha.Deepshikha@gds.ey.com>

Dear Ma'am,

Sanya Dhigra is a select, please cascade to the candidate.

Regards
Ketan

Rajat Malhotra

LIST OF SELECTED STUDENTS

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* Sanya D'ingra 7508088693 sanyadhingra.sd@gmail.com B.com(H) ✓

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Dr. Manita Ratti,
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Cc: Deepshikha . <Deepshikha.Deepshikha@gds.ey.com>

Dear Ma'am,

Sanya Dhigra is a select, please cascade to the candidate.

Regards
Ketan



Letter Of Intent

Date	12 th October, 2018
Candidate Name	Rakshanda Sood
Date of Interview	12 th October, 2018
Venue	MCM OAV college for women Chandigarh

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

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Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.



HRD/2T/13052806/19-20

Ms. Ramanpreet Kaur
Candidate ID: 13052806
House No. 154
Wno 12A Shivpuri Mohalla
Rajpura - 140401
Punjab
India
Ph: (91) 94175 34930

September 12, 2019

Dear Ramanpreet,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED
CIN: L83110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
a.us@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2019.09.12 16:19:33 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/2T/13052806/19-20

Ms. Ramanpreet Kaur
Candidate ID: 13052806
House No. 154
Wno12A Shivpuri Mohalla
Rajpura - 140401
Punjab
India
Ph: (91) 94175 34930

September 12, 2019

Dear Ramanpreet,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **November 4, 2019**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training

INFOSYS LIMITED

CIN: L85110KA1981PLC013115

44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362

askus@infosys.com

www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited.

Page 2 of 7

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure – III.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be **INR 18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - 1.

Ex - Gratia - Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure - 1 of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20____

 Sign your name

 Print your name Location

Enclosures: Annexure - I (Compensation)

**ANNEXURE -1
(Compensation)**

COMPENSATION DETAILS (All figures in INR, per month)	
NAME	Ms. Ramanpreet Kaur
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	16,162

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	18,581
TOTAL GROSS SALARY	18,581

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
SALARY LOAN (Subject to submission of Trainee Agreement)	12,000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act. Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.





Letter Of Intent

Date	12 th Oct '2018
Candidate Name	Ramanpreet Kaur.
Date of Interview	12 th Oct '2018
Venue	MCM DAY College for Women, Chandigarh.

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

Ramanpreet Kaur
12th Oct '2018



Ranshi

Letter Of Intent

Date	12 th , October, 2018
Candidate Name	Ranshi Ojha
Date of Interview	12 th , October, 2018
Venue	M.C.M DAY College, Chandigarh

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

Ranshi



Letter Of Intent

Date	12-10-2018
Candidate Name	REEMA NAYYAR
Date of Interview	12-10-2018
Venue	MCM DAV College, Sec 36, Chandigarh

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

Reema Nayyar
12/10/2018



Mcm Placements <mcm36placements@gmail.com>

Fwd: Reema Nayyar || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 7:47 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 1:42 PM

Subject: Reema Nayyar || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <reemanayyar14@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Reema ,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary English Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of **24 Months**. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of **Rs.2 Lakhs**.
2. You will be provided with accommodation.
3. The minimum term of employment will be **2 Years**.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign **AFTER** completing 24 months, a **3 months** notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

- 10th & 12th Passing Certificates/ Marksheets - Originals
- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - **Compulsory**
- Pan Card copy - **Compulsory**
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
HRA	5,041	60,492
Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 8433934497.

Letter Of Intent

Date	12 th October, 2018
Candidate Name	RICHA SHARMA
Date of Interview	12 th OCTOBER, 2018
Venue	MCH DAY COLLEGE FOR WOMEN, CHANDIGARH

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Road office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.




Fwd: Riddhi Jain || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Tue, Mar 12, 2019 at 10:58

riddhi.jain <jainriddhi2623@gmail.com>
To: mcmcybercafe@gmail.com**Forwarded message**

From: Kanchan Sharma <kanchan.sharma@orchids.edu.in>
Date: Fri, 1 Mar 2019, 3:21 pm
Subject: Riddhi Jain || Offer Confirmation from Orchids The International School, Mumbai Branch
To: <jainriddhi2623@gmail.com>
Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Riddhi,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of Primary Maths Teacher with Orchids - The International School at Mumbai Branch.

Your monthly compensation in terms of cost to company will be Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of 1 Year. The notice period will be Three Months. Your date of joining will be 1st June 2019, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of 24 Months. In case you resign before completion of 24 months of our service, you will be liable to pay damages to the tune of Rs.2 Lakhs.
2. You will be provided with accommodation.
3. The minimum term of employment will be 2 Years.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign AFTER completing 24 months, a 3 months notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

- 10th & 12th Passing Certificates/ Marksheets - Originals
- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - Compulsory
- Pan Card copy - Compulsory

- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
HRA	5,041	60,492
Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228

"Kindly note: Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in Orchids The International School!

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449



196
IDS Infotech Ltd.
C-138, Phase VII, Industrial Area, Mohali-160071, INDIA
Tel : (+91)-172-5063801, 5063802
Fax : (+91)-172-5068475
Website : www.idsil.com
CIN: U72200CH1989PLC009464

IDS/PDG/Offer/2019
22 April 2019

Letter of Intent

Ritu Singh
BSC Medical
MCM DAV College.
Contact: 9468325726

Congratulations & Welcome Aboard!

This has reference to the discussion we had with you regarding your employment in our organization based at IDS INFOTECH LTD Plot no C138 Industrial Area Phase 8 Mohali. We are pleased to confirm that we intend to appoint you at the designation of **Physician Assistant Trainee** in grade **BJ2** at HCS group and salary mutually agreed by us in the course of our discussion.

This letter is subject to your joining duty on **Jun-Jul 2019**

On joining, you are requested to report to the **HR Department**. You are also requested to bring the original & photocopy (self-attested) certificates of your educational & professional achievements, Aadhar Card, PAN Card and five recent passport size photographs.

Your joining will be subject to the positive reference check.

Thanking you,
Yours faithfully,
For IDS Infotech Ltd.


Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com



chandan rawat <cybercafe44c@gmail.com>

Fwd: Riya || Offer Confirmation from Orchids The International School, Mumbai Branch

Tue, Mar 12, 2019 at 12:14 PM

1 message

Riya Chhabra <riyachhabra978@gmail.com>
To: cybercafe44c@gmail.com

----- Forwarded message -----

From: Riya Chhabra <riyachhabra978@gmail.com>
Date: Tue, 5 Mar 2019, 11:03
Subject: Fwd: Riya || Offer Confirmation from Orchids The International School, Mumbai Branch
To: <vamikaarora199@gmail.com>

----- Forwarded message -----

From: Kanchan Sharma <kanchan.sharma@orchids.edu.in>
Date: Fri, 1 Mar 2019, 14:55
Subject: Riya || Offer Confirmation from Orchids The International School, Mumbai Branch
To: <riyachhabra978@gmail.com>
Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Riya,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of Primary Maths Teacher with Orchids - The International School at Mumbai Branch.

Your monthly compensation in terms of cost to company will be Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of 1 Year. The notice period will be Three Months. Your date of joining will be 1st June 2019, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of 24 Months. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of Rs.2 Lakhs.
2. You will be provided with accommodation.
3. The minimum term of employment will be 2 Years.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign AFTER completing 24 months, a 3 months notice period has to be served.
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- Pan Card copy - Compulsory
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Employer contribution to ESIC	-	-
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Kindly note: Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated.

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in Orchids The International School!

All The Best and Welcome on Board!

Warm regards

Kanchan
 Sr. Executive - Talent Acquisition,
 K12 Techno Services Pvt. Ltd.
 Contact no. +91 843393449

Letter of Intent

Date	12 th Oct 2018
Candidate Name	Riya Khurana
Date of Interview	12 th Oct 2018
Venue	MCM DAV COLLEGE FOR WOMEN, CHANDIGARH

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Field office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

Riya Khurana

Convergys India Services Private Limited

Bestech Business Tower, Ground, 4th - 8th Floor, Sector - 48, Sohna Road, Gurgaon - 122 001, Haryana, India

Tel.: +91 (124) 471 3400 | Fax: +91 (124) 471 3490 | www.convergys.com

Registered Office: 60/14, Old Rajinder Nagar, New Delhi - 110060 | Corporate Identification Number (CIN): U74899DL2001PTC109274



Mcm Placements <mcm36placements@gmail.com>

Fwd: Riya || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 8:02 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 2:55 PM

Subject: Riya || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <riyachhabra978@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Riya,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Maths Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of **24 Months**. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of **Rs.2 Lakhs**.
2. You will be provided with accommodation.
3. The minimum term of employment will be **2 Years**.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign **AFTER** completing 24 months, a **3 months** notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

- 10th & 12th Passing Certificates/ Marksheets - Originals
- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - **Compulsory**
- Pan Card copy - **Compulsory**
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
HRA	5,041	60,492
Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449



199

IDS Infotech Ltd.
C-138, Phase VIII, Industrial Area, Mohali-160071, INDIA
Tel : (+91)-172-5053601, 5053602
Fax : (+91)-172-5098475
Website : www.idsil.com
CIN: U72200CH1989PLC009464

IDS/PDG/Offer/2019
22 April 2019

Letter of Intent

Roopanjot Dhiman
BCOM
MCM DAV College.
Contact: 9779124488

Congratulations & Welcome Aboard!

This has reference to the discussion we had with you regarding your employment in our organization based at IDS INFOTECH LTD Plot no C138 Industrial Area Phase 8 Mohali. We are pleased to confirm that we intend to appoint you at the designation of **Physician Assistant Trainee** in grade **BJ2** at HCS group and salary mutually agreed by us in the course of our discussion.

This letter is subject to your joining duty on **Jun-Jul 2019**

On joining, you are requested to report to the **HR Department**. You are also requested to bring the original & photocopy (self-attested) certificates of your educational & professional achievements, Aadhar Card, PAN Card and five recent passport size photographs.

Your joining will be subject to the positive reference check.

Thanking you,
Yours faithfully,
For IDS Infotech Ltd.


Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com



Letter Of Intent

Date	12. October 2018
Candidate Name	Rooparava Dhillon
Date of Interview	12. October 2018
Venue	MIM DAV College for women, Chandigarh

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

At: 12/10/18

Convergys India Services Private Limited

Bestech Business Tower, Ground, 4th - 8th Floor, Sector -48, Sohna Road, Gurgaon - 122 001, Haryana, India

Tel.: +91 (124) 471 3400 | Fax: +91 (124) 471 3490 | www.convergys.com

Registered Office: 60/14, Old Rajinder Nagar, New Delhi - 110060 | Corporate Identification Number (CIN): U74899DL2001PTC109274



Mcm Placements <mcm36placements@gmail.com>

Fwd: Ruchika Jindal || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 8:05 PM

FYI.

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 3:07 PM

Subject: Ruchika Jindal || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <ruchikajindal71378@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Ruchika,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Maths Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of **24 Months**. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of **Rs.2 Lakhs**.
2. You will be provided with accommodation.
3. The minimum term of employment will be **2 Years**.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign **AFTER** completing 24 months, a **3 months** notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

- 10th & 12th Passing Certificates/ Marksheets - Originals
- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - **Compulsory**
- Pan Card copy - **Compulsory**
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
HRA	5,041	60,492
Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449

Dear Rupali,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of Primary Science Teacher with Orchids - The International School at Mumbai Branch.

Your monthly compensation in terms of cost to company will be Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of 1 Year. The notice period will be Three Months. Your date of joining will be 1st June 2019, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of 24 Months. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of Rs.2 Lakhs.
2. You will be provided with **accommodation**.
3. The minimum term of employment will be 2 Years.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign **AFTER** completing 24 months, a 3 months notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

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Cancelled Cheque

Resume

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Contact Person - Kanchan (8433934497)

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All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449



Mcm Placements <mcm36placements@gmail.com>

Fwd: Rupali Singh || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 7:59 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 2:48 PM

Subject: Rupali Singh || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <rupaliseven@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Rupali,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Science Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

- 1. You will be required to serve for a minimum tenure of 24 Months. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of Rs.2 Lakhs.**
- 2. You will be provided with accommodation.**
- 3. The minimum term of employment will be 2 Years.**
- 4. You will be eligible for performance appraisal after completing a year in the Organization.**
- 5. In case you wish to resign AFTER completing 24 months, a 3 months notice period has to be served.**
- 6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.**

You are required to submit the following documents immediately:

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"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449



Mcm Placements <mcm36placements@gmail.com>

Fwd: Sakshi Jathotra || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 7:52 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>
Date: Fri, Mar 1, 2019 at 2:02 PM
Subject: Sakshi Jathotra || Offer Confirmation from Orchids The International School, Mumbai Branch
To: <jalhotrafilms1@gmail.com>
Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Sakshi,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary English Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of **24 Months**. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of **Rs.2 Lakhs**.
2. You will be provided with accommodation.
3. The minimum term of employment will be **2 Years**.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign **AFTER** completing 24 months, a **3 months** notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

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- Resume

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Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
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Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 8433934497.



Congratulations!

Dear Sakshi,

It is with great pleasure to inform you, that further to your application for the position of Public Relations Executive, you have successfully cleared the preliminary round of interview and you are few steps away from joining QuikRelations.

In order to complete the recruitment process you are requested to walk-in at the mentioned venue for the final round of interview.

Date: _____

Time: _____

Venue: **QuikRelations Private Limited**
Plot No 1250, Second Floor, Sector 82, JLPL Mohali-140306

Your formal letter of Appointment shall be given to you on successfully clearing all the selection rounds.

P.S : Please wear smart casuals/ business formals and carry this letter along.

Looking forward to have you as a part of our family!

Diksha Masih

Diksha Masih

Assistant Manager- HR & Administration

MI 9877223541



Letter Of Intent

AS
12/10/2018

Date	12/10/2018
Candidate Name	SALMANA FAZAL
Date of Interview	12/10/2018
Venue	MCM DAV College for Women, Chandigarh

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

[Signature]

AS
12/10/2018

Date: 18th April 2019

Saloni Bakshi
Ambala

Offer Letter

Dear Saloni,

Further to your interview, we are pleased to confirm that you have been selected to work for Touchstone Educational as an **Assistant Trainer - Academics** at our **Ambala Centre**. Your shift timings will be from **8:30 A.M to 6:00 P.M.**

You will be paid gross emoluments as detailed in Annexure A. Your employment with us will be governed by the Terms and Conditions as outlined in Annexure B and all other the rules and regulations of the Company.

Your assignment is effective **01st June 2019**. On that day please report to Human Resources, at **9:00 AM** for documentation and orientation. You are required to bring the following documents at the time of your joining.

1. Copy of the offer letter accepted and signed by you.
2. Educational certificates beginning from 10th standard (Original and Xerox copy)
3. Three passport size photographs
4. Relieving Letter from your previous employer
5. Last Pay Slip drawn
6. Permanent residence proof – Passport, Voter ID or Aadhaar Card
7. Photo ID proof – Driving License, Aadhaar Card, Voter ID, PAN Card
8. Nominee's Aadhaar card

The terms of this offer must be kept strictly confidential. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates submitted as a proof of above, we retain the right to review our offer of employment.

Please sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 7 days of the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Touchstone Educational. We assure you of our support for your professional development and growth.

Regards,



Rimzim Arora
Manager-HR
Touchstone Educational

Annexure A

On Job Training & Emoluments

You will be undergoing "On Job Training" for a period of 2-4 weeks. During this period, you will be provided adequate knowledge and training that will enable you to work productively.

Upon completion of this "On Job Training" period, you will be assessed and appropriate duties will be assigned to you.

Your emoluments will be as follows:

FOR FIRST MONTH		
SALARY BREAK-UP		
EMPLOYEE NAME	SALONI BAKSHI	
DESIGNATION	ASSISTANT TRAINER -ACADEMICS	
LOCATION	AMBALA	
DATE OF JOINING	01 st JUNE 2019	
Emoluments (A)	Monthly	Yearly
Basic	2,062.50	24,750.00
HRA (House Rent Allowance)	1,444.00	17,328.00
TA (Transport Allowance)	1,000.00	12,000.00
Bonus	172.00	2,064.00
Special Allowance - 1	1,932.00	23,184.00
Special Allowance - 2		-
Medical Reimbursement	1,000.00	12,000.00
Employer contribution to EPF	248.00	2,976.00
Employer contribution to ESI	392.00	4,704.00
TOTAL CTC (A)	8,250.50	99,006.00
DEDUCTIONS (B)		
Employee contribution to EPF	247.50	2,970.00
Employee contribution to ESI	144.00	1,728.00
Total (B)	391.50	4,698.00
NET PAYABLE (A-B-EMPLOYER CONTRIBUTION OF EPF AND ESI)	7,218.50	86,622.00
Prepared By		Authorized By
Note: Please notify HR Officer immediately the discrepancies found if any.		

FROM SECOND MONTH ONWARDS		
SALARY BREAK-UP		
EMPLOYEE NAME	SALONI BAKSHI	
DESIGNATION	ASSISTANT TRAINER -ACADEMICS	
LOCATION	AMBALA	
DATE OF JOINING	01 ST JUNE 2019	
Emoluments (A)	Monthly	Yearly
Basic	4,125.00	49,500.00
HRA (House Rent Allowance)	2,888.00	34,656.00
TA (Transport Allowance)	1,300.00	15,600.00
Bonus	344.00	4,128.00
Special Allowance - 1	5,264.00	63,168.00
Special Allowance - 2		-
Medical Reimbursement	1,300.00	15,600.00
Employer contribution to EPF	495.00	5,940.00
Employer contribution to ESI	784.00	9,408.00
TOTAL CTC (A)	16,500.00	198,000.00
DEDUCTIONS (B)		
Employee contribution to EPF	495.00	5,940.00
Employee contribution to ESI	289.00	3,468.00
Total (B)	784.00	9,408.00
NET PAYABLE (A-B-EMPLOYER CONTRIBUTION OF EPF AND ESI)	14,437.00	173,244.00
Prepared By		Authorized By
Note: Please notify HR Officer immediately the discrepancies found if any.		

Placement Drive was conducted by "GO AIR" on 19th Jan 2018 in the College premise. Following candidates were selected for the Go Air Cabin Crew Profile.

Sr.no.	Name	Class	Roll No.	Contact Details
1	Priyanka Vashisth	B.com 3rd	10150	9996935355
2	Dollish Khan	BBA 3rd	4793	7837367960
3	Mehak	B.Sc 3rd	2914	7837169512
4	Inayat	B.A. 2nd	7597	9872446293
5	Kanika	B.Com 3rd	3976	7087763963
6	Samridhi	B.A. 2nd	7548	7009197796

← ■ ● ■ Move to Inbox - More - 3/19

Congratulations to the MCM fraternity as it gives me immense pleasure to announce that 6 candidates got selected as Cabin Crew.

They have been asked to undergo medical checks as required by the airline.

The candidates will receive offer letters directly on email by Go Air (Mumbai).

The selected candidates are as follows -

1. Priyanka Vashisth - 9996935355
2. Dollish Khan - 7837367960
3. Mehak - 7837169512
4. Inayat - 9872446293
5. Kamika - 7087763963
6. Samridhi- 7009197796

Looking forward to conduct even more recruitment and pre screening drives at MCM in the near future.

Many Thanks

Sandra Beri and Rohit Beri
Founders

एमसीएम की 25 छात्राएं इनफोसिस, 5 गो एयर के लिए चुनी गईं



अर्थ प्रकाश संवाददाता

चंडीगढ़। एमसीएम डीएवी कॉलेज फॉर वीमेन चंडीगढ़ के प्लेसमेंट सेल द्वारा आयोजित प्लेसमेंट ड्राइव से बीसीए एवं बीएससी की 25 छात्राएं इनफोसिस लिमिटेड में ऑपरेशन एजीक्यूटिव, टेस्टिंग एजीक्यूटिव व इंफ्रास्ट्रक्चर मेंटेनेंस के लिए चुनी

गईं। ऑनलाइन परीक्षाओं एवं ग्रुप डिस्कशन के कई राउंड अप्स में उतीर्ण होकर इन छात्राओं ने इनफोसिस जैसी प्रतिष्ठित कंपनी में यह पद हासिल करने के लिए कई प्रतियोगियों को पीछे छोड़ दिया। प्लेसमेंट सेल द्वारा चलाये गए अन्य अभियान में काफी प्रतिस्पर्धात्मक राउंड्स में शॉर्टलिस्ट होने के बाद 5

छात्राएं गो-एयर में क्विनस सदस्य के तौर पर चुनी गयीं।

एमसीएम की प्रिंसिपल या निशा भागवत ने कहा कि सम्पूर्णता द्वारा छात्राओं को प्रतियोगी तौर पर तैयार करना और उनके संतुष्टि के अधिकाधिक अवसर प्रदान करना ही इस कॉलेज की बहुमुखी शिक्षा का उद्देश्य है।

Letter Of Intent

Date	12 October 2018
Candidate Name	Samya Dhingra
Date of Interview	12 October 2018
Venue	MCM DAV COLLEGE FOR WOMEN, CHANDIGARH

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.



Samya
12/10/18

Convergys India Services Private Limited

Bestech Business Tower, Ground, 4th - 8th Floor, Sector - 48, Sohna Road, Gurgaon - 122 061, Haryana, India
Tel.: +91 (124) 471 3400 | Fax: +91 (124) 471 3490 | www.convergys.com

Registered Office: 60/14, Old Rajinder Nagar, New Delhi - 110060 | Corporate Identification Number (CIN): U74899DL2001PTC 109274

Letter Of Intent

Date	12 Oct 2018
Candidate Name	Saumya Gupta
Date of Interview	12 Oct 2018
Venue	MCM DAV College, Chd.

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

Saumya Gupta
12/10/2018



LETTER OF INTENT FOR FIXED-TERM EMPLOYMENT

Date: 6th Feb 2019.

Name: Sayasha Mahajan

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company"). Your employment shall be a **Fixed-Term Employment**, the duration of which will be communicated to you at the time of issuance of the Offer Letter mentioned below, and such duration not exceeding a maximum period of 12 (twelve) months.

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 1,58,950/- calculated on per annum basis. The same may be revised at the time of the issuance of an Offer Letter as per the then prevailing levels of pay. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies.

You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 days period referred to herein or thereafter or with respect to the base pay as mentioned herein as the same is merely indicative.

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company upon employment, if and once the Offer Letter is issued.

For any queries, please write to us at vcshiringqueries@amazon.com

Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD



Vaibava Kamalasanan
Sr. Manager, Recruitment

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:



Signature

06/02/19

Date



Mcm Placements <mcm36placements@gmail.com>

Fwd: Sheekha || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 7:58 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 2:42 PM

Subject: Sheekha || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <sheekha3110@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Sheekha,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Science Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

- 1. You will be required to serve for a minimum tenure of 24 Months. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of Rs.2 Lakhs.**
- 2. You will be provided with accommodation.**
- 3. The minimum term of employment will be 2 Years.**
- 4. You will be eligible for performance appraisal after completing a year in the Organization.**
- 5. In case you wish to resign AFTER completing 24 months, a 3 months notice period has to be served.**
- 6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.**

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

- 10th & 12th Passing Certificates/ Marksheets - Originals
- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - **Compulsory**
- Pan Card copy - **Compulsory**
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
HRA	5,041	60,492
Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449



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IDS Infotech Ltd.
C-138, Phase VII, Industrial Area, Mohali-160071, INDIA
Tel : (+91)-172-5053601, 5053602
Fax : (+91)-172-6098475
Website : www.idsil.com
CIN: U72200CH1989PLC009464

IDS/PDG/01Ter/2019
22 April 2019

Letter of Intent

Sheekha
MSC Chemistry
MCM DAV College.
Contact: 8360730559

Congratulations & Welcome Aboard!

This has reference to the discussion we had with you regarding your employment in our organization based at IDS INFOTECH LTD Plot no C138 Industrial Area Phase 8 Mohali. We are pleased to confirm that we intend to appoint you at the designation of **Physician Assistant Trainee** in grade **BJ2** at HCS group and salary mutually agreed by us in the course of our discussion.

This letter is subject to your joining duty on **Jun-Jul 2019**

On joining, you are requested to report to the **HR Department**. You are also requested to bring the original & photocopy (self-attested) certificates of your educational & professional achievements, Aadhar Card, PAN Card and five recent passport size photographs.

Your joining will be subject to the positive reference check.

Thanking you,
Yours faithfully,
For **IDS Infotech Ltd.**



Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com



Mcm Placements <mcm36placements@gmail.com>

Fwd: Sheenam Nandrajog || Offer Confirmation from Orchids The International School, Mumbai Branch

2 messages

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 8:06 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 3:13 PM

Subject: Sheenam Nandrajog || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <nandrajogsheenam@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Sheenam,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Maths Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of **24 Months**. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of **Rs.2 Lakhs**.
2. You will be provided with accommodation.
3. The minimum term of employment will be **2 Years**.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign **AFTER** completing 24 months, a **3 months** notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

- 10th & 12th Passing Certificates/ Marksheets - Originals
- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - **Compulsory**
- Pan Card copy - **Compulsory**
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- Cancelled Cheque
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Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
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Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 8:08 PM

[Quoted text hidden]

From: Sheenam Nandrajog || Offer Confirmation from Orchids The International School, Mumbai Branch
message

Sheenam Nandrajog <nandrajogsheenam@gmail.com>
To: mcmcybercafe@gmail.com

Tue, Mar 5, 2019 at 12:01 PM

Forwarded message

From: Kanchan Sharma <kanchan.sharma@orchids.edu.in>
Date: Fri, 1 Mar 2019, 3:13 p.m.
Subject: Sheenam Nandrajog || Offer Confirmation from Orchids The International School, Mumbai Branch
To: <nandrajogsheenam@gmail.com>
Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Sheenam,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of Primary Maths Teacher with Orchids - The International School at Mumbai Branch.

Your monthly compensation in terms of cost to company will be Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of 1 Year. The notice period will be Three Months. Your date of joining will be 1st June 2019, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

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2. You will be provided with accommodation.
3. The minimum term of employment will be 2 Years.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign AFTER completing 24 months, a 3 months notice period has to be served.
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- PG certificate / Mark sheet copies - If any

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Gratuity	269	3,228
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"Kindly note: Your net salary will be subject to Income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in Orchids The International School!

All The Best and Welcome on Board!

Warm regards

Kanchan
 Sr. Executive - Talent Acquisition,
 K12 Techno Services Pvt. Ltd.
 Contact no. +91 843393449

Date: 18th April 2019

Sheetal Dhattewal
Chandigarh

217

Dear Sheetal,

Offer Letter

Further to your interview, we are pleased to confirm that you have been selected to work for Touchstone Educational as an **Assistant Trainer - Academics** at our **Chandigarh Centre**. Your shift timings will be from **8:30 A.M to 6:00 P.M.**

You will be paid gross emoluments as detailed in Annexure A. Your employment with us will be governed by the Terms and Conditions as outlined in Annexure B and all other the rules and regulations of the Company.

Your assignment is effective **01st June 2019**. On that day please report to Human Resources, at **9:00 AM** for documentation and orientation. You are required to bring the following documents at the time of your joining.

1. Copy of the offer letter accepted and signed by you.
2. Educational certificates beginning from 10th standard (Original and Xerox copy)
3. Three passport size photographs
4. Relieving Letter from your previous employer
5. Last Pay Slip drawn
6. Permanent residence proof – Passport, Voter ID or Aadhaar Card
7. Photo ID proof – Driving License, Aadhaar Card, Voter ID, PAN Card
8. Nominee's Aadhaar card

The terms of this offer must be kept strictly confidential. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates submitted as a proof of above, we retain the right to review our offer of employment.

Please sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 7 days of the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Touchstone Educational. We assure you of our support for your professional development and growth.

Regards,



Rimzim Arora
Manager-HR
Touchstone Educational

Annexure A

On Job Training & Emoluments

You will be undergoing "On Job Training" for a period of 2-4 weeks. During this period, you will be provided adequate knowledge and training that will enable you to work productively.

Upon completion of this "On Job Training" period, you will be assessed and appropriate duties will be assigned to you.

Your emoluments will be as follows:

FOR FIRST MONTH		
EMPLOYEE NAME	SALARY BREAK-UP	
DESIGNATION	SHEETAL DHATTERWAL	
LOCATION	ASSISTANT TRAINER - ACADEMICS	
DATE OF JOINING	CHANDIGARH	
Emoluments (A)	01 ST JUNE 2019	
Basic	Monthly	Yearly
HRA (House Rent Allowance)	2,250.00	27,000.00
TA (Transport Allowance)	1,575.00	18,900.00
Bonus	1,000.00	12,000.00
Special Allowance - 1	187.00	2,244.00
Special Allowance - 2	2,290.00	27,480.00
Medical Reimbursement		
Employer contribution to EPF	1,000.00	12,000.00
Employer contribution to ESI	270.00	3,240.00
TOTAL CTC (A)	428.00	5,136.00
DEDUCTIONS (B)	9,000.00	108,000.00
Employee contribution to EPF		
Employee contribution to ESI	- 270.00	3,240.00
Total (B)	158.00	1,896.00
NET PAYABLE (A-B-EMPLOYER CONTRIBUTION OF EPF AND ESI)	428.00	5,136.00
	7,874.00	94,488.00

Prepared By

Authorized By

Note: Please notify HR Officer immediately the discrepancies found if any.

FROM SECOND MONTH ONWARDS

SALARY BREAK-UP

EMPLOYEE NAME	SHEETAL DHATTERWAL	
DESIGNATION	ASSISTANT TRAINER - ACADEMICS	
LOCATION	CHANDIGARH	
DATE OF JOINING	01 st JUNE 2019	
Emoluments (A)	Monthly	Yearly
Basic	4,500.00	54,000.00
HRA (House Rent Allowance)	3,150.00	37,800.00
TA (Transport Allowance)	1,300.00	15,600.00
Bonus	375.00	4,500.00
Special Allowance - 1	5,980.00	71,760.00
Special Allowance - 2		
Medical Reimbursement	1,300.00	15,600.00
Employer contribution to EPF	540.00	6,480.00
Employer contribution to ESI	855.00	10,260.00
TOTAL CTC (A)	18,000.00	216,000.00
DEDUCTIONS (B)		
Employee contribution to EPF	540.00	6,480.00
Employee contribution to ESI	315.00	3,780.00
Total (B)	855.00	10,260.00
NET PAYABLE (A-B-EMPLOYER CONTRIBUTION OF EPF AND ESI)	15,750.00	189,000.00
Prepared By		Authorized By

Note: Please notify HR Officer immediately the discrepancies found if any.

LETTER OF INTENT FOR FIXED-TERM EMPLOYMENT

Date: 6th Feb 2019

Name: Shivangi Rawat

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company"). Your employment shall be a **Fixed-Term Employment**, the duration of which will be communicated to you at the time of issuance of the Offer Letter mentioned below, and such duration not exceeding a maximum period of 12 (twelve) months.

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

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- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 1,58,950/- calculated on per annum basis. The same may be revised at the time of the issuance of an Offer Letter as per the then prevailing levels of pay. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies.

You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 days period referred to herein or thereafter or with respect to the base pay as mentioned herein as the same is merely indicative.


In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company upon employment, if and once the Offer Letter is issued.

For any queries, please write to us at vcshiringqueries@amazon.com


Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD


Vaibava Kamalasanan
Sr. Manager, Recruitment

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:



Signature

06-02-2019

Date



Mcm Placements <mcm36placements@gmail.com>

Fwd: Shivani || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 8:02 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 2:59 PM

Subject: Shivani || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <shivnichopra1999@yahoo.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Shivani ,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Maths Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of **24 Months**. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of **Rs.2 Lakhs**.
2. You will be provided with accommodation.
3. The minimum term of employment will be **2 Years**.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign **AFTER** completing 24 months, a **3 months** notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

- 10th & 12th Passing Certificates/ Marksheets - Originals
- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - **Compulsory**
- Pan Card copy - **Compulsory**
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
HRA	5,041	60,492
Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449



Letter of Intent

Date	12-October-2018
Candidate Name	Shivani Kapoor
Date of Interview	12-October-2018
Venue	MCM DAY College For Women, Chandigarh

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

Shivani
12. Oct. 2018

Convergys India Services Private Limited

Bestech Business Tower, Ground, 4th - 8th Floor, Sector - 48, Sohna Road, Gurgaon - 122 001, Haryana, India

Tel.: +91 (124) 471 3400 | Fax: +91 (124) 471 3490 | www.convergys.com

Registered Office: 60/14, Old Rajinder Nagar, New Delhi - 110060 | Corporate Identification Number (CIN): U74899DL2001PTC109274

26
Dear Shivani ,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of Primary Maths Teacher with Orchids - The International School at Mumbai Branch.

Your monthly compensation in terms of cost to company will be Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of 1 Year. The notice period will be Three Months. Your date of joining will be 1st June 2019, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of 24 Months. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of Rs.2 Lakhs.
2. You will be provided with accommodation.
3. The minimum term of employment will be 2 Years.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign AFTER completing 24 months, a 3 months notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

- 10th & 12th Passing Certificates/ Marksheets - Originals
- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any

- Aadhaar card copy - Compulsory
- Pan Card copy - Compulsory
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
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Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

Kindly note: Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated.

Contact Person – Kanchan (8433934497)

Looking forward to your joining and a successful career in Orchids The International School!

All The Best and Welcome on Board!

Warm regards

Kanchan
 Sr. Executive - Talent Acquisition,
 K12 Techno Services Pvt. Ltd.
 Contact no. +91 843393449

Fwd: Shiwangi Sharma|| Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Tue, Mar 12, 2019 at 11:00 AM

riddhi jain <jainriddhi2623@gmail.com>
To: mcmcybercafe@gmail.com

----- Forwarded message -----

From: Shiwangi sharma <shiwangi028@gmail.com>
Date: Tue, 12 Mar 2019, 10:59 am
Subject: Fwd: Shiwangi Sharma|| Offer Confirmation from Orchids The International School, Mumbai Branch
To: <Jainriddhi2623@gmail.com>

----- Forwarded message -----

From: Kanchan Sharma <kanchan.sharma@orchids.edu.in>
Date: Fri, Mar 1, 2019, 3:10 PM
Subject: Shiwangi Sharma|| Offer Confirmation from Orchids The International School, Mumbai Branch
To: <shiwangi028@gmail.com>
Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Shiwangi,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of Primary Maths Teacher with Orchids - The International School at Mumbai Branch.

Your monthly compensation in terms of cost to company will be Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of 1 Year. The notice period will be Three Months. Your date of joining will be 1st June 2019, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of 24 Months. In case you resign before completion of 24 months your service, you will be liable to pay damages to the tune of Rs.2 Lakhs.
2. You will be provided with accommodation.
3. The minimum term of employment will be 2 Years.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign AFTER completing 24 months, a 3 months notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below

10th & 12th Passing Certificates/ Marksheets - Originals

- Graduation certificate / Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - Compulsory
- Pan Card copy - Compulsory
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
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Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
	13,000	150,000

"Kindly note: Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in Orchids The International School!

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449



Nisha Sharma <ns01838@gmail.com>

Fwd: Shortlisted Candidate's_OrchidsThe International School

1 message

Mcm Placements <mcm36placements@gmail.com>

To: Arun Chiman Commerce <aran.nv85@gmail.com>, Nisha Sharma <ns01838@gmail.com>, Nancy Sharma <ns160555@gmail.com>

Sun, Mar 3, 2019 at 10:41 AM

Dr. Mania Rati,
9815104499Placement Cell Convener, MCMDW College For Women, Chandigarh <http://www.mcmdwce-chnl.edu/> <https://www.facebook.com/MCM-DW-College-for-Women-Placement-Cell-1102704592190189/>

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019, 19:15

Subject: Shortlisted Candidate's_OrchidsThe International School

To: Mcm Placements <mcm36placements@gmail.com>

Dear Dr Mania,

Greeting !


Hope everything is good at your end.

This is to inform you that we have rolled out the offer for the selected candidate on 1st March 2019 we expecting there revert till 6th March 2019.
I hereby have attached the list of the candidate who has been shortlisted for the particular position for our school.
Kindly feel free to call me for any clarification.

Looking Forward to have them onboard.

Warm regards

Regards
Kanchan
MR Executive,
Orchids International/K12 Techno Service

 Chandigarh.xlsx
10K

Candidate Name	Subject Offered
Dolly dange	Primary English Teacher
Pushty	Primary English Teacher
Vidula	Primary English Teacher
Muskaan	Primary English Teacher
Jasmine	Primary English Teacher
Reema	Primary English Teacher
Anmol	Primary English Teacher
Tanya	Primary English Teacher
Sakshi	Primary English Teacher
Chetna	Primary English Teacher
Tanya Arora	Primary English Teacher
Komal	Primary Science Teacher
Deepthi	Primary Science Teacher
Rashita	Primary Science Teacher
Vishali	Primary Science Teacher
Aarti	Primary Science Teacher
Himani	Primary Science Teacher
Padmest	Primary Science Teacher
Simrat	Primary Science Teacher
shreikha	Primary Science Teacher
Charu	Primary Science Teacher
Kajal	Primary Science Teacher
Rupali	Primary Science Teacher
Prabheleen Kaur	Primary Maths Teacher
Riya	Primary Maths Teacher
Shivani	Primary Maths Teacher
Varnika Arora	Primary Maths Teacher
Navneet	Primary Maths Teacher
Ruchika	Primary Maths Teacher
Shiwangi	Primary Maths Teacher
Sheenam	Primary Maths Teacher
Disha	Primary Maths Teacher
Riddhi Jain	Primary Maths Teacher
Doesha	Primary Maths Teacher
Minakshi	Primary Maths Teacher
Daya	Primary Computer Teacher
Jasdeep	Primary SST Teacher
Disha	Primary Maths Teacher
Prabheleen Kaur	Primary English Teacher
Punam	Primary English Teacher



Letter Of Intent

Date	12 October 2018
Candidate Name	Shreya Gupta
Date of Interview	12 October 2018
Venue	MCM-DAV College for Women, Chandigarh

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

Shreya
12/10/2018

LETTER OF INTENT

Date: 6th Feb 2019.

Name: Shubhargini Thakur

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of *Customer Service Associate* for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to receive Total Compensation of INR 1,87,000 (Rupees _____), payable as per the following structure:

1. Annual Base Pay of INR 1,58,950 (Rupees _____) per annum payable in arrears in accordance with the Company's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise.

Shubhargini Thakur

2. Variable Pay of INR 28,052 / (Rupees _____) per annum, payable on quarterly basis and subject to meeting performance levels as per the Company standards and policy.

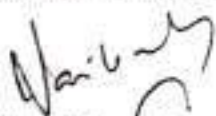
Your attention is drawn to make note that Variable Pay will be payable only upon successfully meeting the requirements as per Company policy and also subject to your continuing employment with the Company on the date of payout. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies. You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 days period referred to herein or thereafter or with respect to the compensation mentioned herein as the same is merely indicative.

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer. You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with copies of the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company, if and once the Offer Letter is issued.

For any queries, please write to us at vcshiringqueries@amazon.com

Yours sincerely,

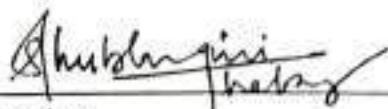
for **AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD**



Vaibava Kamalasanan
Sr. Manager, Recruitment

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:



Signature

06-02-19

Date



12-10-2018

Date	12-10-2018
Candidate Name	SHUBHEA RAI
Date of Interview	12-10-2018
Venue	MCAIDAV COLLEGE FOR WOMEN, CHANDIGARH

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd



Hi Swadesh Rai

We would like to congratulate you on qualifying for the further round of the interview with Cvent and like to invite you to our office for the subsequent rounds of interview for the position of

Associate Product Consultant on 12th Nov at 4 PM

As a part of interview process, we would like you to come and complete a few position specific tests. The entire process will consume over 3 to 5 hours.

Our Address: Cvent India – 19th Floor, Building 14, Tower – C, DLF Cyber City Gurgaon

Directions to our office:

If you are coming from Delhi on NH8 (National Highway # 8) towards Gurgaon, take the left after the DLF Gateway Tower (Ship Building). Drive straight for about 200m and turn left as soon as you cross the Ericsson building. On entering the compound, let the guards at the gate know that you have an appointment at Cvent and walk towards Tower C in Building No. 14. We are located on the 19th floor in Tower C.

- If you are driving, you will have to park at the paid-parking area available close to the Ericson building.
- If you are coming to Gurgaon on the metro, deboard at the Sikandarpur Metro Station and take either public transport to Building 14 DLF Cyber City or the Rapid Metro and deboard at the Phase 3 Metro Station

Please carry below documents

Xth and XIIth Certificate	Xth and XIIth Marksheets
Graduation Certificate/ Mark sheet (Consolidated)	Cheque (Carry the cheque book)
Post- Graduation if- applicable	Address proof (2 Copies)
Aadhar Card and Pan-card	Photographs (7)

We look forward to our next meeting and taking our conversation to the next level.

Regards

Human Resources Team

Cvent India

www.cvent.com/India



HRD/2T/13052904/19-20

Ms. Siddhi Jain
Candidate ID: 13052904
222/223
arjun nagar ,jaipur
Jaipur - 1929
Rajasthan
India
Ph: (91) 97818 90331

September 12, 2019

Dear Siddhi,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2019.09.12 16:20:24 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/2T/13052904/19-20

Ms. Siddhi Jain
Candidate ID: 13052904
222/223
arjun nagar ,jaipur
Jaipur - 1929
Rajasthan
India
Ph: (91) 97818 90331

September 12, 2019

Dear Siddhi,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **November 25, 2019**.

Location

Your location of training is **Mysore, India**. The location of posting (“work location”) would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, “affiliate” means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, “control” means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure – III.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice

Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

Sign your name

_____ Location
Print your name

Enclosures: Annexure - I (Compensation)

ANNEXURE –I
(Compensation)

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Ms. Siddhi Jain			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY	13,582			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580			
MONTHLY GROSS SALARY	16,162			
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136			
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary	1,630			
GRATUITY - 4.81% of Basic Salary*	653			
FIXED GROSS SALARY (1+2+3)	18,581			
TOTAL GROSS SALARY	18,581			
OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
SALARY LOAN (Subject to submission of Trainee Agreement)	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				





HRD/2T/13052810/19-20

Ms. Sidhi Singla
Candidate ID: 13052810
House No. 447
Harzi ram mandi , kaur chand street , Malout
Malout - 152107
Punjab
India
Ph: (91) 78884 58580

September 12, 2019

Dear Sidhi,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2019.09.12 16:19:35 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/2T/13052810/19-20

Ms. Sidhi Singla
Candidate ID: 13052810
House No. 447
Harzi ram mandi , kaur chand street , Malout
Malout - 152107
Punjab
India
Ph: (91) 78884 58580

September 12, 2019

Dear Sidhi,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **November 25, 2019**.

Location

Your location of training is **Mysore, India**. The location of posting (“work location”) would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, “affiliate” means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, “control” means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure – III.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice

Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

Sign your name

_____ _____
Print your name Location

Enclosures: Annexure - I (Compensation)

ANNEXURE –I
(Compensation)

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Ms. Sidhi Singla			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
MONTHLY GROSS SALARY				16,162
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				136
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
FIXED GROSS SALARY (1+2+3)				18,581
TOTAL GROSS SALARY				18,581
OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
SALARY LOAN (Subject to submission of Trainee Agreement)	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				





Letter Of Intent

Date	12th October, 2018
Candidate Name	Simarleen Kaur
Date of Interview	12th October, 2018
Venue	MCM DAV College for Women, Chandigarh

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

LETTER OF INTENT FOR FIXED-TERM EMPLOYMENT

Date: 6th Feb 2019.

Name: Simran Anand.

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company"). Your employment shall be a **Fixed-Term Employment**, the duration of which will be communicated to you at the time of issuance of the Offer Letter mentioned below, and such duration not exceeding a maximum period of 12 (twelve) months.

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 1,44,500 / Calculated on per annum basis. The same may be revised at the time of the issuance of an Offer Letter as per the then prevailing levels of pay. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies.

You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 days period referred to herein or thereafter or with respect to the base pay as mentioned herein as the same is merely indicative.

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company upon employment, if and once the Offer Letter is issued.

For any queries, please write to us at vcshiringqueries@amazon.com

Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD



Vaibava Kamalasanan
Sr. Manager, Recruitment

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:

Signature

Date



Letter Of Intent

Date	12 th October 2018
Candidate Name	SIMRAN KAUR
Date of Interview	12 th October 2018
Venue	MCM DAV Chandigarh

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

Simran
12 Oct 2018

Convergys India Services Private Limited

Bestech Business Tower, Ground, 4th - 8th Floor, Sector - 48, Sohna Road, Gurgaon - 122 001, Haryana, India

Tel.: +91 (124) 471 3400 | Fax: +91 (124) 471 3490 | www.convergys.com

Registered Office: 60/14, Old Rajinder Nagar, New Delhi - 110050 | Corporate Identification Number (CIN): U74899DL2001PTC109274

Letter Of Intent

Date	12 th October 2018
Candidate Name	Simran Vaid
Date of Interview	12 th October 2018
Venue	MCM DAY College for Women (Chandigarh)

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.



Simran



187

IDS Infotech Ltd.
C-138 Phase VIII, Industrial Area, Mohali-160071, INDIA
Tel: (+91) 172-5053001, 5053602
Fax: (+91) 172-5098475
Website: www.idsil.com
CIN: U72205CH1989PLC009464

IDS PDG Offer 2019
22 April 2019

Letter of Intent

Simran
BSC Medical
MCM DAV College.
Contact: 9354210668

Congratulations & Welcome Aboard!

This has reference to the discussion we had with you regarding your employment in our organization based at IDS INFOTECH LTD Plot no C138 Industrial Area Phase 8 Mohali. We are pleased to confirm that we intend to appoint you at the designation of **Physician Assistant Trainee** in grade **BJ2** at HCS group and salary mutually agreed by us in the course of our discussion.

This letter is subject to your joining duty on **Jun-Jul 2019**

On joining, you are requested to report to the **HR Department**. You are also requested to bring the original & photocopy (self-attested) certificates of your educational & professional achievements, Aadhar Card, PAN Card and five recent passport size photographs.

Your joining will be subject to the positive reference check.

Thanking you,
Yours faithfully,
For IDS Infotech Ltd.



Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com



Mcm Placements <mcm36placements@gmail.com>

Fwd: Simrat Kaur|| Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 7:58 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 2:40 PM

Subject: Simrat Kaur|| Offer Confirmation from Orchids The International School, Mumbai Branch

To: <simratkaur323@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Simrat,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Science Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of **24 Months**. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of **Rs.2 Lakhs**.
2. You will be provided with accommodation.
3. The minimum term of employment will be **2 Years**.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign **AFTER** completing 24 months, a **3 months** notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

- 10th & 12th Passing Certificates/ Marksheets - Originals
- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - **Compulsory**
- Pan Card copy - **Compulsory**
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
HRA	5,041	60,492
Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449



Mcm Placements <mcm36placements@gmail.com>

Fwd: Vidula Chugh || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 7:46 PM

Fyi

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 1:27 PM

Subject: Vidula Chugh || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <vidula037@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Vidula,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary English Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of **24 Months**. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of **Rs.2 Lakhs**.
2. You will be provided with accommodation.
3. The minimum term of employment will be **2 Years**.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign **AFTER** completing 24 months, a **3 months** notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

- 10th & 12th Passing Certificates/ Marksheets - Originals
- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - **Compulsory**
- Pan Card copy - **Compulsory**
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
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Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
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Gratuity	269	3,228
Cost To Company	15,000	180,000

"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 8433934497.

Fwd: Shortlisted Students for Junior Content Editor (Wise Media)

Inbox x

Mcm Placements <mcm36placements@gmail.com> Apr 3

to me, Preeti

Hi Dear Coordinators,
I am happy to share details of the selected students with you.

Dr. Mamta Ratti,

9815104499

Placement Coordinator, MCMDAV College For Women, Chandigarh

----- Forwarded message -----

From: "Tanya Bhanot" <tanya@tabletwise.com>

Date: Apr 3, 2018 11:53

Subject: Shortlisted Students for Junior Content Editor (Wise Media)

To: "Mcm Placements" <mcm36placements@gmail.com>

Cc:

Dear Ma'am,

For Junior Content Editor, we would like to offer below candidates:

- 1) **Ridha Dhawan** : CTC offered - Rs12000 per month + 1 month bonus (CTC- Rs12000) after 1 year completion (Rs 1.56 lpa)
- 2) **Shivangi Joshi** : CTC offered - Rs10000 per month + 1 month bonus(CTC-Rs10000) after 1 year completion (Rs 1.30 lpa)

If any one of them refused the offer then I will share next shortlisted candidate name.

Request you to please share the status of joining of above candidate.

Also please share the status of PGDCA/ BSC(Computer Application) / BCA and MCA students.

Regards

Tanya Bhanot

Senior Executive - Human Resource

Wise Media

RedLizard Studioz Pvt Ltd

(M):8837834176

Dear **Sonam Goel**,

Congratulations!!

We are pleased to confirm the offer of employment for the "Junior Content Editor" position on terms and conditions mutually discussed and agreed.

Your salary structure and allowances will be given with your appointment letter on the day of joining i.e **6 Aug 2018 (Monday)**.

Offered CTC: Rs 10,000 + 1 month bonus at end of 1 year CTC.

Kindly bring xerox copy of below documents(2 copies):

1. ID Proof: Aadhar Card, Voter ID Card, Driving License (Any two)
2. PAN Card
3. 2 Passport size photograph
4. All degree certificate and marksheets
5. Previous Employer: Resignation Letter, Relieving Letter and Experience Letter
6. Last 3 months salary slips (For Experienced candidates)

Also e-mail soft copy of your documents on same mail id.

Looking forward to have you as part of Team RedLizard & Wise Media.

Regards

Tanya Bhanot

Senior Executive - Human Resource

Wise Media

RedLizard Studios Pvt Ltd

(M):8837834176



Letter Of Intent

Date	12 October 2018
Candidate Name	Ms. Yukti Mehta
Date of Interview	12 October 2018
Venue	MCM DAV College for Women, Sec-36, Chandigarh

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Road office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

Convergys India Services Private Limited

Bestech Business Tower, Ground, 4th - 8th Floor, Sector - 48, Sohna Road, Gurgaon - 122 001, Haryana, India

Tel: +91 (124) 471 3400 | Fax: +91 (124) 471 3490 | www.convergys.com

Registered Office: 60/14, Old Rajinder Nagar, New Delhi - 110060 | Corporate Identification Number (CIN): U74899DL2001PTC109274

Registered Office: 60/14, Old Rajinder Nagar, New Delhi - 110060 | Corporate Identification Number (CIN): U74899DL2001PTC109274



Mcm Placements <mcm36placements@gmail.com>

Fwd: Chetna || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 8:10 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>
Date: Fri, Mar 1, 2019 at 3:28 PM
Subject: Chetna || Offer Confirmation from Orchids The International School, Mumbai Branch
To: <chetna7792@gmail.com>
Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Chetna,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary English Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

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Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

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6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

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- 10th & 12th Passing Certificates/ Marksheets - Originals
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Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 8433934497.



187

IDS Infotech Ltd.
C-138, Phase VIII, Industrial Area, Mohali-160071, INDIA
Tel. : (+91)-172-5053601, 5053602
Fax : (+91)-172-5059475
Website : www.idsil.com
CIN: U72200CH1989PLC009464

IDS/PDG/Offer/2019
22 April 2019

Letter of Intent

Chhavi Dhiman
BSC Microbial and Food Technology
MCM DAV College.
Contact: 7082437143

Congratulations & Welcome Aboard!

This has reference to the discussion we had with you regarding your employment in our organization based at IDS INFOTECH LTD Plot no C138 Industrial Area Phase 8 Mohali. We are pleased to confirm that we intend to appoint you at the designation of **Physician Assistant Trainee** in grade **BJ2** at HCS group and salary mutually agreed by us in the course of our discussion.

This letter is subject to your joining duty on **Jun-Jul 2019**

On joining, you are requested to report to the **HR Department**. You are also requested to bring the original & photocopy (self-attested) certificates of your educational & professional achievements, Aadhar Card, PAN Card and five recent passport size photographs.

Your joining will be subject to the positive reference check.

Thanking you,
Yours faithfully,
For IDS Infotech Ltd.



Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com



Letter Of Intent

Date	12 October, 2018
Candidate Name	Cherish Midha
Date of Interview	12 October, 2018
Venue	MCM, DAV College for Women, Chandigarh

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Road office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

Cherish
12/10/18



Mcm Placements <mcm36placements@gmail.com>

Confidential : Concentrix Campus Placement Drive : MCM DAV College, CHD

1 message

Atul Balain1 <Atul.Balain1@concentrix.com>

Wed, Nov 28, 2018 at 11:02 AM

To: "Mcm36placements@gmail.com" <Mcm36placements@gmail.com>

Greetings from Concentrix,

Appended along is the list of the Students who have been shortlisted during the campus placements :

S NO.	Candidate Name	Stream
1	Ayushi Pant	BA
2	Priyansha Grover	BA
3	Anushka	BA
4	Manasvi Gupta	BSc
5	Divya Chawla	BA
6	Karminder Kaur	BSc
7	Manisha Sharma	BSc
8	Deepika Khatri	BSc
9	Prabhleen Kaur	BA
10	Prachi Pahuja	BCom
11	Muskan Jindal	BCA

Thanks & Regards,**Atul Balain** | Assistant Manager Human Resource | Collegiate Alliance & Placements
Concentrix Daksh Services India Pvt. Ltd, Building 6 - Tower A, Ground Floor, Cybercity DLF SEZ, DLF Ph III,
Gurgaon, Haryana 122002

o: +91 124-675-5937 | m: +91 995-398-6482

www.concentrix.com

Letter Of Intent

Date	12 th October 2018
Candidate Name	Simran Vaid
Date of Interview	12 th October 2018
Venue	MCM DAY College for Women (Chandigarh)

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.



Simran

Date	October 12, 2018
Candidate Name	ANUSHKA
Date of Interview	October 12, 2018
Venue	MCM DAV College for women, Chandigarh

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

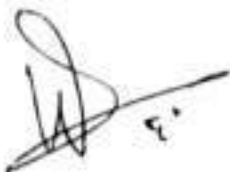
A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

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E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.



Anushka
12 Oct 18

Convergys India Services Private Limited

Bestech Business Tower, Ground, 4th - 8th Floor, Sector - 48, Sohna Road, Gurgaon - 122 001, Haryana, India

Tel.: +91 (124) 471 3400 | Fax: +91 (124) 471 3490 | www.convergys.com

Registered Office: 60/14, Old Rajinder Nagar, New Delhi - 110060 | Corporate Identification Number (CIN): U74899DL2001PTC109274

Letter Of Intent

Date	12 th October, 2018
Candidate Name	Jasleen Kaur
Date of Interview	12 th October, 2018
Venue	MEN DAV College for Women, Chandigarh

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.




Letter Of Intent

Date	12 October 2018
Candidate Name	Mink Mittal
Date of Interview	12 October 2018
Venue	MCM DAV college for women, Chandigarh.

Congratulations!

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Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

 :- Mink
12/10/18

Convergys India Services Private Limited

Bestech Business Tower, Ground, 4th - 8th Floor, Sector - 48, Sohna Road, Gurgaon - 122 001, Haryana, India

Tel.: +91 (124) 471 3400 | Fax: +91 (124) 471 3490 | www.convergys.com

Registered Office: 60/14, Old Rajinder Nagar, New Delhi - 110060 | Corporate Identification Number (CIN): U74899DL2001PTC109274



Letter Of Intent

Date	12th October, 2018
Candidate Name	Simarleen Kaur
Date of Interview	12th October, 2018
Venue	MCM DAV College for Women, Chandigarh

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

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A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.



Letter Of Intent

Date	12th October, 2018
Candidate Name	KARMINDER KAUR SRAA
Date of Interview	12th October, 2018
Venue	MCM DAV College for Women, Chandigarh

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

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A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

Karminder Kaur Sraa





Letter Of Intent

Date	12 October, 2018
Candidate Name	Cherish Midha
Date of Interview	12 October, 2018
Venue	MCM, DAV College for Women, Chandigarh

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt Ltd.

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We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

Cherish
12/10/18



Letter Of Intent

Date	12 October 2018
Candidate Name	Ms. Yukti Mehta
Date of Interview	12 October 2018
Venue	MCM DAV College for Women, Sec-36, Chandigarh

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

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Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

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For Convergys India Services Pvt. Ltd.

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Letter Of Intent

Date	12 th Oct '2018
Candidate Name	Ramanpreet Kaur.
Date of Interview	12 th Oct '2018
Venue	MCM DAY College for Women, Chandigarh.

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For Convergys India Services Pvt. Ltd.

Ramanpreet Kaur
12th Oct '2018



Letter Of Intent

Date	12 October 2018
Candidate Name	Shreya Gupta
Date of Interview	12 October 2018
Venue	MCM-DAV College for Women, Chandigarh

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For Convergys India Services Pvt. Ltd.

Shreya
12/10/2018



Letter Of Intent

Date	12/10/2018
Candidate Name	Aneeshka Verma
Date of Interview	12/10/2018
Venue	MCM DAV College for women, Chandigarh.

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For Convergys India Services Pvt. Ltd.

Aneeshka
12/10/18

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Date	12 th Oct, 2018
Candidate Name	Gagandeep
Date of Interview	12 th Oct, 2018
Venue	MCM DAV College for Women, Chandigarh

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For Convergys India Services Pvt. Ltd.

Date	12/10/2018
Candidate Name	NANCY KAMBOJ
Date of Interview	12/10/2018
Venue	MCM DAV COLLEGE FOR WOMEN, CHANDIGARH

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For Convergys India Services Pvt. Ltd.

Abhay Sharma
12/10/18

[Signature]

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Letter Of Intent

Date	12.10.2018
Candidate Name	MANISHA SHARMA
Date of Interview	12.10.2018
Venue	MCM DAV College for Women, CHANDIGARH

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For Convergys India Services Pvt. Ltd.

Manisha

[Signature]

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Letter of Intent

Date	12 th Oct 2018
Candidate Name	Riya Khurana
Date of Interview	12 th Oct 2018
Venue	MCM DAV COLLEGE FOR WOMEN, CHANDIGARH

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For Convergys India Services Pvt. Ltd.

Riya Khurana

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CONFIDENTIAL

Date	12 th Oct, 2018
Candidate Name	Tannu
Date of Interview	12 th Oct, 2018
Venue	MCM DAV COLLEGE FOR WOMEN, CHANDIGARH

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For Convergys India Services Pvt. Ltd.

Tannu

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Letter of Intent

Date	12 th October, 2018
Candidate Name	Ekta Chauhan
Date of Interview	12/10/2018
Venue	MCM D.A.V. College for Women, CHANDIGARH

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For Convergys India Services Pvt. Ltd.

Ekta
Hakur.

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Date	12.10.2018
Candidate Name	MUSKAN AHUJA
Date of Interview	12.10.2018
Venue	MCM DAV COLLEGE, SEC-36, CHANDIGARH

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For Convergys India Services Pvt. Ltd.

Muskan
12/10/18



Letter Of Intent

Date	12/10/2018
Candidate Name	CHEITNA
Date of Interview	12 Oct 2018
Venue	MCM DAV College for Women, Chandigarh

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For Convergys India Services Pvt. Ltd.

Chetna
12/10/2018

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Letter of Intent

Date	12-October-2018
Candidate Name	Shivani Kapoor
Date of Interview	12-October-2018
Venue	MCM DAY College For Women, Chandigarh

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For Convergys India Services Pvt. Ltd.

Shivani
12. Oct. 2018

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Letter of Intent

Date	October, 12, 2018
Candidate Name	Aashish Sharma
Date of Interview	October 12, 2018
Venue	MCM DAV College for Women, Chandigarh

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For Convergys India Services Pvt. Ltd.

Aashish
12th Oct '18

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Letter Of Intent

Date	12 th October, 2018
Candidate Name	Tanya Jaidka
Date of Interview	12 th October, 2018
Venue	MGM DAV college for women Sec 36 CHANDIGARH

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Letter Of Intent

Date	12 th October, 2018
Candidate Name	Kunika
Date of Interview	12 th October, 2018
Venue	MCM DAN college for women, Chd

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Letter Of Intent

Date	12 th October, 2018
Candidate Name	RICHA SHARMA
Date of Interview	12 th OCTOBER, 2018
Venue	MCH DAY COLLEGE FOR WOMEN, CHANDIGARH

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For Convergys India Services Pvt. Ltd.




Letter Of Intent

Date	12 October, 2018
Candidate Name	Meghna Raghuvanshi
Date of Interview	12, October, 2018
Venue	MCM, DAV College for Women, Chandigarh

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For Convergys India Services Pvt. Ltd.



12/10/18

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Letter Of Intent

Date	12 October 2018
Candidate Name	Geetika Mehta
Date of Interview	12 October 2018
Venue	MCM Dav College For Women, Chandigarh

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For Convergys India Services Pvt. Ltd.

Geetika Mehta
12/10/18



Letter Of Intent

Date	12 th October 2018
Candidate Name	ANJALI
Date of Interview	12 th October 2018
Venue	MCM DAV College for Women, Chandigarh

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For Convergys India Services Pvt. Ltd.

Anjali
12/10/18



Letter Of Intent

Date	12 OCTOBER 2018
Candidate Name	BHAVYA DHAWAN
Date of Interview	12 OCTOBER 2018
Venue	MCM DAV COLLEGE, CHANDIGARH FOR WOMEN

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For Convergys India Services Pvt. Ltd

Bhavya
12/10/18

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Letter Of Intent

Date	12th October 2018
Candidate Name	Aditi Sharma
Date of Interview	12th October 2018
Venue	MCM DAV College, Chandigarh

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E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

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For Convergys India Services Pvt. Ltd.


Aditi Sharma
12-10-18

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Letter Of Intent

Date	12 October 2018
Candidate Name	Samya Dhingra
Date of Interview	12 October 2018
Venue	MCM DAV COLLEGE FOR WOMEN, CHANDIGARH

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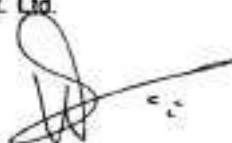
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Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

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For Convergys India Services Pvt. Ltd.



Samya
12/10/18

Convergys India Services Private Limited

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Tel.: +91 (124) 471 3400 | Fax: +91 (124) 471 3490 | www.convergys.com

Registered Office: 60/14, Old Rajinder Nagar, New Delhi - 110060 | Corporate Identification Number (CIN): U74899DL2001PTC 109274

Letter Of Intent

Date	12/10/2018
Candidate Name	KHUSHBOD GARG
Date of Interview	12/10/2018
Venue	MCM DAV COLLEGE FOR WOMEN, CHANDIGARH

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Khushboo Garg
12/10/2018

Convergys India Services Private Limited

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Registered Office: 80/14, Old Rajinder Nagar, New Delhi - 110060 | Corporate Identification Number (CIN): U74999DL2001P1C109274

Letter Of Intent

Date	12 Oct ,2018
Candidate Name	Komal Rajwara
Date of Interview	12 Oct ,2018
Venue	MCM DAV college for women, Chandigarh

Congratulations!

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For Convergys India Services Pvt. Ltd.



Komal
12-10-18

Convergys India Services Private Limited

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Registered Office: 60/14, Old Rajinder Nagar, New Delhi - 110069 | Corporate Identification Number (CIN): U74899DL2001PTC109274



Letter Of Intent

Date	12. October 2018
Candidate Name	Rooparava Dhillon
Date of Interview	12. October 2018
Venue	MIM DAV College for women, Chandigarh

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For Convergys India Services Pvt. Ltd.

Ab: 1104
12/10/18

Convergys India Services Private Limited

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Registered Office: 60/14, Old Rajinder Nagar, New Delhi - 110060 | Corporate Identification Number (CIN): U74899DL2001PTC109274



Letter Of Intent

Date	12 October, 2018
Candidate Name	Maninder Beriwal
Date of Interview	12 October, 2018
Venue	MCM DAV College for Women, Chandigarh

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For Convergys India Services Pvt. Ltd.

Maninder
12/10/18

Convergys India Services Private Limited

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Ranshi

Letter Of Intent

Date	12 th , October, 2018
Candidate Name	Ranshi Ojha
Date of Interview	12 th , October, 2018
Venue	M.C.M DAY College, Chandigarh

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For Convergys India Services Pvt. Ltd.

Ranshi



Letter Of Intent

Date	12 th October, 2018
Candidate Name	Rakshanda Sood
Date of Interview	12 th October, 2018
Venue	MCM OAV college for women Chandigarh

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For Convergys India Services Pvt. Ltd.



Manisha Sahu

Letter of Appointment

Date	12-10-2018
Candidate Name	Manisha Sahu
Date of Interview	12-10-2018
Venue	MCH DUV COLLEGE FOR WOMEN CHD

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For Convergys India Services Pvt. Ltd.

Manisha Sahu

Convergys India Services Private Limited

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Registered Office: 60/14, Old Rajinder Nagar, New Delhi - 110060 | Corporate Identification Number (CIN): U74899DL2001PTC109274

Letter Of Intent

Date	12-October-2018
Candidate Name	ASMITA MEHTA
Date of Interview	12-October-2018
Venue	MCM DAV COLLEGE FOR WOMEN, CHANDIGARH

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For Convergys India Services Pvt. Ltd.






Letter Of Intent

Date	12 / 10 / 18
Candidate Name	JASMINE BATRA
Date of Interview	12 / 10 / 18
Venue	MCM DAV COLLEGE FOR WOMEN, CHANDIGARH

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For Convergys India Services Pvt. Ltd.

Jasmine
Batra
12/10/18

Convergys India Services Private Limited

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Registered Office: 60/14, Old Rajinder Nagar, New Delhi - 110060 | Corporate Identification Number (CIN): U74899DL2001PTC109274



Ananaya

Letter Of Intent

Date	12-10-2018
Candidate Name	Ananaya Talwar
Date of Interview	12-10-2018
Venue	M.C.M DAV College Chandigarh

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For Convergys India Services Pvt. Ltd.

Ananaya



Kanika Goyal

Letter Of Intent

Date	12-10-2018
Candidate Name	KANIKA GOYAL
Date of Interview	12-10-2018
Venue	MCM DAV COLLEGE FOR WOMEN, CHD

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For Convergys India Services Pvt. Ltd.



Letter Of Intent

Date	12.10.18
Candidate Name	AI SHWARYA MAHESHWARI
Date of Interview	12.10.18
Venue	MCM DAV College for Women, CHANDIGARH

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For Convergys India Services Pvt. Ltd.

(Signature)
(Signature)
 12/10/18



12-10-2018

Date	12-10-2018
Candidate Name	SHUBHEA RAI
Date of Interview	12-10-2018
Venue	MCAIDAV COLLEGE FOR WOMEN, CHANDIGARH

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For Convergys India Services Pvt. Ltd

Convergys India Services Private Limited

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Letter Of Intent

Date	12/10/2018
Candidate Name	Aastha Goyal
Date of Interview	12/10/2018
Venue	MCM DAV College for Women, Chandigarh

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For Convergys India Services Pvt. Ltd.

Aastha
Goyal
12/10/2018



Letter of Intent

Date	12 th October, 2018
Candidate Name	MANASVI GUPTA
Date of Interview	12 th October, 2018
Venue	MCM DAV COLLEGE FOR WOMEN, CHANDIGARH

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For Convergys India Services Pvt. Ltd.



Letter Of Intent

AS
12/10/2018

Date	12/10/2018
Candidate Name	SALMANA FAZAL
Date of Interview	12/10/2018
Venue	MCM DAV College for Women, Chandigarh

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For Convergys India Services Pvt. Ltd.

[Signature]

AS
12/10/2018



Letter Of Intent

Date	12 October 2018
Candidate Name	Divya Mehta
Date of Interview	12 October 2018
Venue	MCM DAV COLLEGE FOR WOMEN, Sector 36, Chandigarh

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For Convergys India Services Pvt. Ltd.

Divya
12/10/18



Letter Of Intent

Date	12 October 2018
Candidate Name	Manika Saini
Date of Interview	12 October 2018
Venue	MCM- DAV college, Sec-36, Chandigarh.

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For Convergys India Services Pvt. Ltd.

Manika
12/10/18.

Letter Of Intent

Date	12/10/2018
Candidate Name	HASRAT
Date of Interview	12/10/2018
Venue	MCM DAV COLLEGE FOR WOMEN, CHANDIGARH

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For Convergys India Services Pvt. Ltd.



Hasrat
12/10/18

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Letter Of Intent

Date	12 th October 2018
Candidate Name	SIMRAN KAUR
Date of Interview	12 th October 2018
Venue	MCM DAV Chandigarh

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We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

Simran
12 Oct 2018

Convergys India Services Private Limited

Bestech Business Tower, Ground, 4th - 8th Floor, Sector - 48, Sohna Road, Gurgaon - 122 001, Haryana, India

Tel.: +91 (124) 471 3400 | Fax: +91 (124) 471 3490 | www.convergys.com

Registered Office: 60/14, Old Rajinder Nagar, New Delhi - 110050 | Corporate Identification Number (CIN): U74899DL2001PTC109274



Letter Of Intent

Date	12-10-2018
Candidate Name	REEMA NAYYAR
Date of Interview	12-10-2018
Venue	MCM DAV College, Sec 36, Chandigarh

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For Convergys India Services Pvt. Ltd.

Reema Nayyar
12/10/2018

Letter Of Intent

Date	12 Oct 2018
Candidate Name	Saumya Gupta
Date of Interview	12 Oct 2018
Venue	MCM DAV College, Chd.

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For Convergys India Services Pvt. Ltd.

Saumya Gupta
12/10/2018





Mcm Placements <mcm36placements@gmail.com>

Campus Placements - MCM DAV College for Women, Chandigarh**Divya Khurana** <Divya.Khurana@convergys.com>

Mon, Feb 12, 2018 at 3:33 PM

To: Mcm Placements <mcm36placements@gmail.com>

Cc: Abhay Sharma <Abhay.Sharma@convergys.com>, Ashita Modi <ashitamodi.2@gmail.com>, Anil Kumar <Anil.Kumar@convergys.com>

Hi Ms Ratti

We have given LOIs to the following students , however we would need correct contact details for the ones highlighted in yellow please share the same

Jasmeet Kaur
Manvi Arora
Bhavya
Nitika
Anjali
Bhumika
Garima Gambhir
Sakshi Makkar
Deepanshi
Sonal Duhan
Harkawal Preet Kaur
Sakshi Sohil
Kanika Rawat
Meghna
Prakriti Arora

Megha Vishnoi
Komalpreet Kaur Brar
Aayushi Jain
Shivleen Kaur
Sheetal Arora
Vidisha Bareja
Karampreet Kaur
Sajia Ibrahimi
Kiranjot Kaur
Prachi Sinha
Jasleen Kaur

Regards

Divya Khurana

From: Divya Khurana

Sent: Thursday, February 08, 2018 7:57 PM

To: 'Mcm Placements' <mcm36placements@gmail.com>

Cc: Abhay Sharma <Abhay.Sharma@convergys.com>; 'Ashita Modi' <ashitamodi.2@gmail.com>

Subject: RE: Campus Placements - MCM DAV College for Women, Chandigarh

Hi Ms Ratti

We would have Anil and Makson travelling , they would be available on 9711328992 and 9930201460

I have shared your number with them and they would touch base with you

Regards

Divya Khurana

From: Divya Khurana

Sent: Wednesday, January 31, 2018 8:31 PM

To: 'Mcm Placements' <mcm36placements@gmail.com>

Cc: Abhay Sharma <Abhay.Sharma@convergys.com>; Ashita Modi <ashitamodi.2@gmail.com>

Subject: RE: Campus Placements - MCM DAV College for Women, Chandigarh

Hi Ms ratti

In case the activity stretches beyond 3 pm , I hope you would support us with permission from the college till 430/ 5 pm only for the selected PI candidates

Regards

Divya Khurana

[Quoted text hidden]

Placement drive report for Cvent at Chitkara University on 15th Jan 2018

Seven students of BCA-III participated in placement drive held at *Chitkara University, Panjab Campus on 15th Jan 2018*. The drive was for *CVENT*, Gurgaon based a global meeting, event and travel technology company. The students were accompanied by faculty, Ms. Manmeet Kaur, Assistant Professor, Department of Computer Science & Applications in college bus provided by the college.

The following students appeared for Placement drive:

- | | |
|--|-----------------------------------|
| i. Raqia Amiri (roll no – 6373) | v. Ashima Sharma (roll no – 6375) |
| ii. Neeru Panchal (roll no – 6322) | vi. Tanya Sharma (roll no – 6317) |
| iii. Harmanpreet Kaur (roll no – 6351) | vii. Jahanvi (roll no – 6330) |
| iv. Lipakshi Mehra (roll no – 6325) | |

The interview was divided in two segments – first conducted on 15th Jan 2018 at Chitkara University and second would be held at Cvent, India office, Gurgaon for which the date and time details would be intimated to shortlisted students by email.

The first segment had four filtration rounds. The round-wise details and performance of our students is as follow:

- **Group Discussion** – All seven students appeared and four of them were selected for CCVAT round. Students are – Harmanpreet Kaur, Lipakshi Mehra , Ashima Sharma and Neeru Panchal.
- **CCVAT (Criteria Cognitive Aptitude Test)** – Three students were selected for Wonderlic round. Students are – Harmanpreet Kaur, Ashima Sharma and Neeru Panchal.
- **Wonderlic (A group Intelligence test)** - Neeru Panchal cleared this round and appeared for Versant round.
- **Versant (An automated test to assess the spoken language skills)** – Neeru Panchal got selected in final round and is one of the three students selected in placement drive. She will be intimated for final interview.


(Manmeet Kaur)

AP,DCSA

Report for Second Segment of Interview at CVENT, India Office, Gurgaon

The second segment of interview was held at CVENT, India Office, Gurgaon on **29th January, 2018**. The student – Neeru Panchal of BCA-III, roll number-6322 who cleared first segment of interview held at Chitkara University, Punjab Campus on 15th January, 2018 was called for second round by the company officials.

The interview process there was followed **by two rounds of Face to Face interview and one shadowing round**. The student is shortlisted and will get offer letter near time of joining.

 16/2/18



Hi Swadesh Rai

We would like to congratulate you on qualifying for the further round of the interview with Cvent and like to invite you to our office for the subsequent rounds of interview for the position of

Associate Product Consultant on 12th Nov at 4 PM

As a part of interview process, we would like you to come and complete a few position specific tests. The entire process will consume over 3 to 5 hours.

Our Address: Cvent India – 19th Floor, Building 14, Tower – C, DLF Cyber City Gurgaon

Directions to our office:

If you are coming from Delhi on NH8 (National Highway # 8) towards Gurgaon, take the left after the DLF Gateway Tower (Ship Building). Drive straight for about 200m and turn left as soon as you cross the Ericsson building. On entering the compound, let the guards at the gate know that you have an appointment at Cvent and walk towards Tower C in Building No. 14. We are located on the 19th floor in Tower C.

- If you are driving, you will have to park at the paid-parking area available close to the Ericson building.
- If you are coming to Gurgaon on the metro, deboard at the Sikandarpur Metro Station and take either public transport to Building 14 DLF Cyber City or the Rapid Metro and deboard at the Phase 3 Metro Station

Please carry below documents

Xth and XIIth Certificate	Xth and XIIth Marksheets
Graduation Certificate/ Mark sheet (Consolidated)	Cheque (Carry the cheque book)
Post- Graduation if- applicable	Address proof (2 Copies)
Aadhar Card and Pan-card	Photographs (7)

We look forward to our next meeting and taking our conversation to the next level.

Regards

Human Resources Team

Cvent India

www.cvent.com/India

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(Manmeet Kaur)

AP,DCSA

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The interview process there was followed *by two rounds of Face to Face interview and one shadowing round*. The student is shortlisted and will get offer letter near time of joining.


16/2/18



Mcm Placements <mcm36placements@gmail.com>

Fwd: Daya || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 8:12 PM

FYI .

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>
Date: Fri, Mar 1, 2019 at 3:37 PM
Subject: Daya || Offer Confirmation from Orchids The International School, Mumbai Branch
To: <dayabhusal349@gmail.com>
Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Daya,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Computer Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

- 1. You will be required to serve for a minimum tenure of 24 Months. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of Rs.2 Lakhs.**
- 2. You will be provided with accommodation.**
- 3. The minimum term of employment will be 2 Years.**
- 4. You will be eligible for performance appraisal after completing a year in the Organization.**
- 5. In case you wish to resign AFTER completing 24 months, a 3 months notice period has to be served.**
- 6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.**

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

- 10th & 12th Passing Certificates/ Marksheets - Originals
- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - **Compulsory**
- Pan Card copy - **Compulsory**
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
HRA	5,041	60,492
Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 8433934497.



Mcm Placements <mcm36placements@gmail.com>

Fwd: Deepti || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 7:56 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 2:19 PM

Subject: Deepti || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <deeptichawla19@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Deepti,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Science Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

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Other Conditions:

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2. You will be provided with accommodation.
3. The minimum term of employment will be **2 Years**.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign **AFTER** completing 24 months, a **3 months** notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

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- 10th & 12th Passing Certificates/ Marksheets - Originals
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Salary Details	Per month	Per Annum
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Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
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Cost To Company	15,000	180,000

"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449



Mcm Placements <mcm36placements@gmail.com>

Fwd: Deesha || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 8:09 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 3:23 PM

Subject: Deesha || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <deeshawadhwa123@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Deesha,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Maths Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

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3. The minimum term of employment will be **2 Years**.
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5. In case you wish to resign **AFTER** completing 24 months, a **3 months** notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

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Contact Person - Kanchan (8433934497)

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All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449



Mcm Placements <mcm36placements@gmail.com>

Placement Drive by DHFL Pramerica Life Insurance

2 messages

APARA SHARMA <sharmaapara1@gmail.com>
To: mcm36placements@gmail.com

Tue, Feb 5, 2019 at 11:35 AM

Dear ma'am.

May I please inform you that I had accompanied 6 students to DAV College, Sector 10 on 29th January, 2019 for placement at DHFL Pramerica Life Insurance. Our students fared well in the personal interviews. The officials informed us that they would revert soon with the dates of the final round in their office, as the case may be. However, we have not heard anything from them as on date.

Please guide us accordingly.

Warm regards,

Dr Aparaj Sharma

Coordinator- DHFL Pramerica Life Insurance placement Drive

Mcm Placements <mcm36placements@gmail.com>
To: Indu Negi <davc.tpo@gmail.com>

Tue, Feb 5, 2019 at 2:08 PM

Dear. MS. Indu,

Please guide us on pending process, list of finally selected students and a copy of offer letters.

Regards

Dr. Mamta Ratti,
9815104499Placement Cell Convener, MCMDAV College For Women, Chandigarh. <http://www.mcmdavcw-chd.edu/>
<https://www.facebook.com/MCM-DAV-College-for-Women-Placement-Cell-1109704689186169/>

[Quoted text hidden]



Mcm Placements <mcm36placements@gmail.com>

Fwd: Campus Placement Proposal - DAV College // Chandigarh.

2 messages

Indu <davc.tpo@gmail.com>

Tue, Feb 12, 2019 at 3:46 PM

To: Mcm Placements <mcm36placements@gmail.com>

FYI

Regards,
Indu
(Training & Placement Officer)
Contact No- 98151-05305
D.A.V College
Sector-10
Chandigarh

“Your Success is our Success Together we CAN we WILL”

----- Forwarded message -----

From: **Naheed Anjum** <naheed.anjum@dhflpramerica.com>

Date: Tue, Feb 12, 2019 at 3:20 PM

Subject: RE: Campus Placement Proposal - DAV College // Chandigarh.

To: Indu <davc.tpo@gmail.com>

Dear Mam

As discussed, all the candidates need to undergo business interview at our office .

Warm Regards,

Naheed Anjum

Human Resources

+91 172 5042092 naheed.anjum@dhflpramerica.com

From: Indu [mailto:davc.tpo@gmail.com]**Sent:** 19 January 2019 12:36**To:** Naheed Anjum**Subject:** Campus Placement Proposal - DAV College // Chandigarh.

Dear Naheed,

Greetings!!!

This is to inform you that we have finalized 22nd Jan 2019 (Tuesday) for the Recruitment Drive by DHFL.

We will be providing you Projector, 2 Mike and sound system. If you want to add anything else Please let me know.

Venue :- Mini Auditorium, D.A.V College Sector-10 Chandigarh

Date:- 22nd Jan 2019

Time:- 11:00 Am

Hoping for your Confirmation at the earliest.

For any kind of further assistance please feel free to contact me.

Regards,

Indu

(Training & Placement Officer)

Contact No- 98151-05305

D.A.V College

Sector-10

Chandigarh

“Your Success is our Success Together we CAN we WILL”

On Thu, Jan 17, 2019 at 12:46 PM Naheed Anjum <naheed.anjum@dhflpramerica.com> wrote:

Dear Indu Mam

As discussed, this is regarding hiring of Graduates from your esteemed campus.

In line with our “Talent Acquisition” strategy we plan to hire fresh graduates & Post graduates as Associate Prahri Managers-Defence.

We have multiple lines of business distribution in the company . These ASM’s will be hired for frontline roles in our defence channel.

Once hired they would undergo initial training program to ensure their success.

Primarily their role would be to :

- A) Conducting presentations at various Army Cantonments regarding DHFL Pramerica Life Insurance products.
- B) Making Defence people aware about the special benefits which is being providing to them.
- C) Meeting existing customers on a regular basis for achieving service standards.
- D) Execution of sales strategy – Increase market reach and penetration through market segmentation.
- E) Seek new customers and increase sales.

Emoluments for the Role:

Overall compensation will consist of following components :

- A) Fixed – INR 2 - 2.5 Lacs p.a.
- B) Incentives
- C) Contests and Conventions

Request you to share the confirmation & the expected date for conducting the placement drive.

Warm Regards,

Naheed Anjum

Human Resources

+91 172 5042092

 naheed.anjum@dhflpramerica.com

DHFL Pramerica Life Insurance Co. Ltd. SCO – 2941-2942, Sector 22-C, Chandigarh – 160022.

Email : mitansh.sanawar@dhflpramerica.com.



For any query related to HR, Contact HR4U@1800 102 3077 or hr4u@dhflpramerica.com.

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Disclaimer: The contents of this e-mail and any attachment(s) are confidential and intended for the named recipient(s) only. It shall not attach any liability on the originator or DPLI or its affiliates. Any views or opinions presented in this email are solely those of the author and may not necessarily reflect the opinions of DPLI or its affiliates. Any form of reproduction, dissemination, copying, disclosure, modification, distribution and / or publication of this message without the prior written consent of the author of this e-mail is strictly prohibited. If you have received this email in error please delete it and notify the sender immediately.

Mcm Placements <mcm36placements@gmail.com>
To: APARA SHARMA <sharmaapara1@gmail.com>

Wed, Feb 13, 2019 at 4:59 PM

Dr. Mamta Ratti,
9815104499
Placement Cell Convener, MCMDAV College For Women, Chandigarh.<http://www.mcmdavcw-chd.edu/>
<https://www.facebook.com/MCM-DAV-College-for-Women-Placement-Cell-1109704689186169/>
[Quoted text hidden]



Mcm Placements <mcm36placements@gmail.com>

Fwd: Dinsha || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharna <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 8:09 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharna** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 3:15 PM

Subject: Dinsha || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <dinshakambojfk@gmail.com>

Dear Dinsha,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Maths Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

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Gratuity	269	3,228
Cost To Company	15,000	180,000

"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449



Letter Of Intent

Date	12 October 2018
Candidate Name	Divya Mehta
Date of Interview	12 October 2018
Venue	MCM DAV COLLEGE FOR WOMEN, Sector 36, Chandigarh

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

Divya
12/10/18



Mcm Placements <mcm36placements@gmail.com>

Fwd: Dolly Dange || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 7:44 PM

FYI.

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 1:24 PM

Subject: Dolly Dange || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <ddange24@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Dolly,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary English Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of **24 Months**. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of **Rs.2 Lakhs**.
2. You will be provided with accommodation.
3. The minimum term of employment will be **2 Years**.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign **AFTER** completing 24 months, a **3 months** notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

- 10th & 12th Passing Certificates/ Marksheets - Originals
- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - **Compulsory**
- Pan Card copy - **Compulsory**
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
HRA	5,041	60,492
Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 8433934497.

2 Class								
19 Apr 18								
S.No	Name of the Student	Class	Roll No.	Contact No.	Email id	Post Selected for	Pay package	
1	Disha Kashyap	BA 3	1540	8146091146	shikashkashyap19@gmail.com	DTs	15000	
2	Suman Khatun	BA 3	1404	8699120971	shubhambhatia51@gmail.com	DTs	15000	
3	Surmeet Khanna	BA 3	1415	9905447703	surmeet22@gmail.com	Out Bound Calling	15000	
4	Jashraj Kaur	B.COM 3	4075	9988614770	jashraj2017@gmail.com	Out Bound Calling	15000	
5	Tanya Arora	BA 3	430	8178096512	tanyaarora77@gmail.com	Out Bound Calling	15000	
6	Garima Gambhir	BBA 3	4769	8037427904	gmgambhir11@gmail.com	Out Bound Calling	15000	

Ravi

eClery

Congratulations

We are pleased to inform that you have been shortlisted in our (Program) COX and (Process) DTS as a A (Designation).

Your selection will depend on your ability to provide the below mentioned documents. Upon successful submission of all mandatory documents, we shall initiate the offer process.

- 1) 5 photographs
- 2) 10th Mark sheet & certificate
- 3) 12th Mark sheet & certificate
- 4) Graduation mark sheets & degree
- 5) Post-Graduation mark sheets & degree (if done)
- 6) Aadhaar Card (Both side copy)-It should be an uncut copy
- 7) Pan Card-It should be an uncut copy

Please note-Candidates not having PAN/Aadhar card can submit their acknowledgment receipt by applying online application

- 8) Electricity bill and Declaration in written from the landlord (if staying on rent)
- 9) Experience Letter, Offer Letter and Last 3 Month Salary Slips (for all Companies if any*)

If employed-Please do not initiate your resignation process from the current company until you receive our offer letter.

Kindly send us the scanned copies (PDF form) of the above-mentioned documents to

doc@eclerx.com

rajni.devi@eclerx.com

Please carry all your original documents on the day of your joining for verification.

Congratulations

We are pleased to inform that you have been shortlisted in our (Program) LOX and (Process) DTS as a A (Designation).

Your selection will depend on your ability to provide the below mentioned documents. Upon successful submission of all mandatory documents, we shall initiate the offer process.

- 1) 5 photographs
- 2) 10th Mark sheet & certificate
- 3) 12th Mark sheet & certificate
- 4) Graduation mark sheets & degree
- 5) Post-Graduation mark sheets & degree (if done)
- 6) Aadhaar Card (Both side copy)-It should be an uncut copy
- 7) Pan Card-It should be an uncut copy

Please note-Candidates not having PAN/Aadhar card can submit their acknowledgment receipt by applying online application

- 8) Electricity bill and Declaration in written from the landlord (if staying on rent)
- 9) Experience Letter, Offer Letter and Last 3 Month Salary Slips (for all Companies if any*)

If employed-Please do not initiate your resignation process from the current company until you receive our offer letter.

Kindly send us the scanned copies (PDF form) of the above-mentioned documents to

doc@eclerx.com

rajni.devi@eclerx.com

Please carry all your original documents on the day of your joining for verification.

eClerx

Congratulations

We are pleased to inform that you have been shortlisted in our (Program) DTS and (Process) out bound calling as a A (Designation).

Your selection will depend on your ability to provide the below mentioned documents. Upon successful submission of all mandatory documents, we shall initiate the offer process.

- 1) 5 photographs
- 2) 10th Mark sheet & certificate
- 3) 12th Mark sheet & certificate
- 4) Graduation mark sheets & degree
- 5) Post-Graduation mark sheets & degree (if done)
- 6) Aadhaar Card (Both side copy)-It should be an uncut copy
- 7) Pan Card-It should be an uncut copy

Please note-Candidates not having PAN/Aadhar card can submit their acknowledgment receipt by applying online application

- 8) Electricity bill and Declaration in written from the landlord (if staying on rent)
- 9) Experience Letter, Offer Letter and Last 3 Month Salary Slips (for all Companies if any*).

If employed-Please do not initiate your resignation process from the current company until you receive our offer letter.

Kindly send us the scanned copies (PDF form) of the above-mentioned documents to

doc@eclerx.com
rains.devi@eclerx.com

Please carry all your original documents on the day of your joining for verification.

Congratulations

We are pleased to inform that you have been shortlisted in our (Program) TTS and (Process) Outbound Calling as a A (Designation).

Your selection will depend on your ability to provide the below mentioned documents. Upon successful submission of all mandatory documents, we shall initiate the offer process.

- 1) 5 photographs
- 2) 10th Mark sheet & certificate
- 3) 12th Mark sheet & certificate
- 4) Graduation mark sheets & degree
- 5) Post-Graduation mark sheets & degree (if done)
- 6) Aadhaar Card (Both side copy)-It should be an uncut copy
- 7) Pan Card-It should be an uncut copy

Please note-Candidates not having PAN/Aadhar card can submit their acknowledgment receipt by applying online application

- 8) Electricity bill and Declaration in written from the landlord (if staying on rent)
- 9) Experience Letter, Offer Letter and Last 3 Month Salary Slips (for all Companies if any*).

If employed-Please do not initiate your resignation process from the current company until you receive our offer letter.

Kindly send us the scanned copies (PDF form) of the above-mentioned documents to

doc@eclerx.com

rajni.devi@eclerx.com

Please carry all your original documents on the day of your joining for verification.

Congratulations

We are pleased to inform that you have been shortlisted in our (Program) TTS and (Process) Outbound calling as a A (Designation).

Your selection will depend on your ability to provide the below mentioned documents. Upon successful submission of all mandatory documents, we shall initiate the offer process.

- 1) 5 photographs
- 2) 10th Mark sheet & certificate
- 3) 12th Mark sheet & certificate
- 4) Graduation mark sheets & degree
- 5) Post-Graduation mark sheets & degree (if done)
- 6) Aadhaar Card (Both side copy) -It should be an uncut copy
- 7) Pan Card-It should be an uncut copy

Please note-Candidates not having PAN/Aadhar card can submit their acknowledgment receipt by applying online application

- 8) Electricity bill and Declaration in written from the landlord (if staying on rent)
- 9) Experience Letter, Offer Letter and Last 3 Month Salary Slips (for all Companies if any*).

If employed-Please do not initiate your resignation process from the current company until you receive our offer letter.

Kindly send us the scanned copies (PDF form) of the above-mentioned documents to

doc@eclerx.com

rajni.devi@eclerx.com

Please carry all your original documents on the day of your joining for verification.

Congratulations

We are pleased to inform that you have been shortlisted in our (Program) ITS and (Process) Out bound calling as a A (Designation).

Your selection will depend on your ability to provide the below mentioned documents. Upon successful submission of all mandatory documents, we shall initiate the offer process.

- 1) 5 photographs
- 2) 10th Mark sheet & certificate
- 3) 12th Mark sheet & certificate
- 4) Graduation mark sheets & degree
- 5) Post-Graduation mark sheets & degree (if done)
- 6) Aadhaar Card (Both side copy)-It should be an uncut copy
- 7) Pan Card-It should be an uncut copy

Please note-Candidates not having PAN/Aadhar card can submit their acknowledgment receipt by applying online application

- 8) Electricity bill and Declaration in written from the landlord (if staying on rent)
- 9) Experience Letter, Offer Letter and Last 3 Month Salary Slips (for all Companies if any*).

If employed-Please do not initiate your resignation process from the current company until you receive our offer letter.

Kindly send us the scanned copies (PDF form) of the above-mentioned documents to

doc@eclerx.com
rajni.devi@eclerx.com

Please carry all your original documents on the day of your joining for verification.

Fwd: MCM Process Selects 19-April-2018

1 message

From: Ramesh Kaur <rkaurmcm@rediffmail.com>
 To: MCM DAV <mcmedmissions@gmail.com>

----- Forwarded message -----

From: MCM Placements <mcmedmissions@gmail.com>
 Date: Mon, 23 Apr 2018, 12:44
 Subject: Fwd: MCM Process Selects 19-April-2018
 To: Ramesh Kaur <rkaurmcm@rediffmail.com>, <rdv@vprindia@gmail.com>

Dr. Manjit Kaur,
 8015 10449
 Placement Coordinator, MCM/DAV College For Women, Chandigarh

----- Forwarded message -----

From: Nikhil Sharma <Nikhil.Sharma13@jetair.com>
 Date: Mon, Apr 23, 2018, 11:01
 Subject: MCM Process Selects 19-April-2018
 To: mcmedmissions@gmail.com <mcmedmissions@gmail.com>
 Cc: Rameesh Kaur Rakesh <Rameesh.Rakesh@jetair.com>, Arpit Singh <Arpit.Singh@jetair.com>, Prasad Malik <Prasad.Malik@jetair.com>

Hi,

PTB the candidates selected on 19-April-2018.

Date of Selection	Candidate Name	Vertical	Program	Process	Designation	Recruiter	Channel Type	Source	Contact No.	Email ID	Location	HR Interviewer	Process Interviewer
19-Apr-18	Disha Kashyap	CO	COX	DTS	A	NA	Campus	MCM-DAV	9146091296	dishakashyap95@gmail.com	Chandigarh	Nikhil Sharma	Jasinder Pal
19-Apr-18	Suhani Kaur	CO	COX	DTS	A	NA	Campus	MCM-DAV	8690005977	suhanaikhashi42@gmail.com	Chandigarh	Nikhil Sharma	Jasinder Pal
19-Apr-18	Summit Khanna	CO	TTS	Out Bound calling	A	NA	Campus	MCM-DAV	9465447707	coollac03@gmail.com	Chandigarh	Nikhil Sharma	Piyush Bora
19-Apr-18	Jasleen Kaur	CO	TTS	Out Bound calling	A	NA	Campus	MCM-DAV	968814178	Jasleen0967@gmail.com	Chandigarh	Nikhil Sharma	Piyush Bora
19-Apr-18	Tanya Anra	CO	TTS	Out Bound calling	A	NA	Campus	MCM-DAV	8178096662	tanyaanra97@gmail.com	Chandigarh	Nikhil Sharma	Piyush Bora
19-Apr-18	Garima Ganhra	CO	TTS	Out Bound calling	A	NA	Campus	MCM-DAV	807927964	gmganhra21@gmail.com	Chandigarh	Nikhil Sharma	Piyush Bora

Please find below the list of the candidates couldn't clear the HR Round.

Interview Date	Candidate Name	Date of Birth	Category	Channel Type	Source	Source District	College Name	Control No.	Email	Final Status	Comments
19-Apr-18	Muskan	15-Jul-87	CO	Campus	MCM-DAV	Campus	MCM	8878234747	muskanikawash48@gmail.com	On Hold	Time to prepare for interview
19-Apr-18	Amureet Kaur	24-Jan-85	CO	Campus	MCM-DAV	Campus	MCM	8558028144	amureetkaur24@gmail.com	On Hold	Need time to think about BPO shift
19-Apr-18	Surashi Sood	14-Nov-96	CO	Campus	MCM-DAV	Campus	MCM	8678958747	ksurashi.surshi16@gmail.com	On Hold	Need time to think about BPO shift
19-Apr-18	Ayushi Sood	21-Mar-98	CO	Campus	MCM-DAV	Campus	MCM	9915237118	ayushisood21b@gmail.com	HR Reject	Taking coaching for govt. exams
19-Apr-18	Prema Arora	Not Mentioned	CO	Campus	MCM-DAV	Campus	MCM	7508788057	premaarora16@gmail.com	HR Reject	Preparing for UGC
19-Apr-18	Isha Arora	Not Mentioned	CO	Campus	MCM-DAV	Campus	repat s				



Letter of Intent

Date	12 th October, 2018
Candidate Name	Ekta Chauhan
Date of Interview	12/10/2018
Venue	MCM D.A.V. College for Women, CHANDIGARH

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Field office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

*Ekta
Hakur.*

Convergys India Services Private Limited

Bestech Business Tower, Ground, 4th - 8th Floor, Sector - 48, Sohna Road, Gurgaon - 122 001, Haryana, India

Tel: +91 (124) 471 3400 | Fax: +91 (124) 471 3490 | www.convergys.com

Registered Office: 60/14, Old Rajinder Nagar, New Delhi - 110060 | Corporate Identification Number (CIN): U74899DL2001PTC109274

Date: 18th April 2019

Ekta Saini
Gurdaspur

Dear Ekta,

Offer Letter

Further to your interview, we are pleased to confirm that you have been selected to work for Touchstone Educational as an **Assistant Trainer - Academics** at our Gurdaspur Centre. Your shift timings will be from **8:30 A.M** to **6:00 P.M.**

You will be paid gross emoluments as detailed in Annexure A. Your employment with us will be governed by the Terms and Conditions as outlined in Annexure B and all other the rules and regulations of the Company.

Your assignment is effective **01st June 2019**. On that day please report to Human Resources, at **9:00 AM** for documentation and orientation. You are required to bring the following documents at the time of your joining.

1. Copy of the offer letter accepted and signed by you.
2. Educational certificates beginning from 10th standard (Original and Xerox copy)
3. Three passport size photographs
4. Relieving Letter from your previous employer
5. Last Pay Slip drawn
6. Permanent residence proof – Passport, Voter ID or Aadhaar Card
7. Photo ID proof – Driving License, Aadhaar Card, Voter ID, PAN Card
8. Nominee's Aadhaar card

The terms of this offer must be kept strictly confidential. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates submitted as a proof of above, we retain the right to review our offer of employment. Please sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 7 days of the issuance of the letter else this offer stands automatically withdrawn. We welcome you and wish you every success in your career with Touchstone Educational. We assure you of our support for your professional development and growth.

Regards,



Rimzim Arora
Manager-HR
Touchstone Educational

Annexure A

On Job Training & Emoluments

You will be undergoing "On Job Training" for a period of 2-4 weeks. During this period, you will be provided adequate knowledge and training that will enable you to work productively.

Upon completion of this "On Job Training" period, you will be assessed and appropriate duties will be assigned to you.

Your emoluments will be as follows:

FOR FIRST MONTH

SALARY BREAK-UP

EMPLOYEE NAME	EKTA SAINI	
DESIGNATION	ASSISTANT TRAINER -ACADEMICS	
LOCATION	GURDASPUR	
DATE OF JOINING	01 st JUNE 2019	
Emoluments (A)	Monthly	Yearly
Basic	2,062.50	24,750.00
HRA (House Rent Allowance)	1,444.00	17,328.00
TA (Transport Allowance)	1,000.00	12,000.00
Bonus	172.00	2,064.00
Special Allowance - 1	1,932.00	23,184.00
Special Allowance - 2		
Medical Reimbursement		
Employer contribution to EPF	1,000.00	12,000.00
Employer contribution to ESI	248.00	2,976.00
TOTAL CTC (A)	392.00	4,704.00
DEDUCTIONS (B)	8,250.50	99,006.00
Employee contribution to EPF		
Employee contribution to ESI	247.50	2,970.00
Total (B)	144.00	1,728.00
NET PAYABLE (A-B-EMPLOYER CONTRIBUTION OF EPF AND ESI)	391.50	4,698.00
	7,218.50	86,622.00

Prepared By

Authorized By

Note: Please notify HR Officer immediately the discrepancies found if any.

FROM SECOND MONTH ONWARDS

SALARY BREAK-UP

EMPLOYEE NAME	EKTA SAINI	
DESIGNATION	ASSISTANT TRAINER -ACADEMICS	
LOCATION	GURDASPUR	
DATE OF JOINING	01 ST JUNE 2019	
Emoluments (A)	Monthly	Yearly
Basic		
HRA (House Rent Allowance)	4,125.00	49,500.00
TA (Transport Allowance)	2,888.00	34,656.00
Bonus	1,300.00	15,600.00
Special Allowance - 1	344.00	4,128.00
Special Allowance - 2	5,264.00	63,168.00
Medical Reimbursement		-
Employer contribution to EPF	1,300.00	15,600.00
Employer contribution to ESI	495.00	5,940.00
TOTAL CTC (A)	784.00	9,408.00
DEDUCTIONS (B)	16,500.00	198,000.00
Employee contribution to EPF		
Employee contribution to ESI	495.00	5,940.00
Total (B)	289.00	3,468.00
NET PAYABLE (A-B-EMPLOYER CONTRIBUTION OF EPF AND ESI)	784.00	9,408.00
	14,437.00	173,244.00

Prepared By

Authorized By

Note: Please notify HR Officer immediately the discrepancies found if any.



Nisha Sharma <n01838@gmail.com>

Fwd: Shortlisted Candidate's_OrchidsThe International School

1 message

Mcm Placements <mcm36placements@gmail.com>

To: Arun Chiman Commerce <aran.nv85@gmail.com>, Nisha Sharma <n01838@gmail.com>, Nancy Sharma <n0180555@gmail.com>

Sun, Mar 3, 2019 at 10:41 AM

Dr. Mania Rati,
9815104499Placement Cell Convener, MCMDW College For Women, Chandigarh <http://www.mcmdwce-chnl.edu/> <https://www.facebook.com/MCM-DW-College-for-Women-Placement-Cell-1102704592190189/>

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019, 19:15

Subject: Shortlisted Candidate's_OrchidsThe International School

To: Mcm Placements <mcm36placements@gmail.com>

Dear Dr Mania,

Greeting !


Hope everything is good at your end.

This is to inform you that we have rolled out the offer for the selected candidate on 1st March 2019 we expecting there revert till 6th March 2019.
I hereby have attached the list of the candidate who has been shortlisted for the particular position for our school.
Kindly feel free to call me for any clarification.

Looking Forward to have them onboard.

Warm regards

Regards
Kanchan
MR Executive,
Orchids International/K12 Techno Service

 Chandigarh.xlsx
10K

Candidate Name	Subject Offered
Dolly dange	Primary English Teacher
Pushty	Primary English Teacher
Vidula	Primary English Teacher
Muskaan	Primary English Teacher
Jasmine	Primary English Teacher
Reema	Primary English Teacher
Anmol	Primary English Teacher
Tanya	Primary English Teacher
Sakshi	Primary English Teacher
Chetna	Primary English Teacher
Tanya Arora	Primary English Teacher
Komal	Primary Science Teacher
Deepthi	Primary Science Teacher
Rashita	Primary Science Teacher
Vishali	Primary Science Teacher
Aarti	Primary Science Teacher
Himani	Primary Science Teacher
Padmest	Primary Science Teacher
Simrat	Primary Science Teacher
shreikha	Primary Science Teacher
Charu	Primary Science Teacher
Kajal	Primary Science Teacher
Rupali	Primary Science Teacher
Prabheleen Kaur	Primary Maths Teacher
Riya	Primary Maths Teacher
Shivani	Primary Maths Teacher
Varnika Arora	Primary Maths Teacher
Navneet	Primary Maths Teacher
Ruchika	Primary Maths Teacher
Shiwangi	Primary Maths Teacher
Sheenam	Primary Maths Teacher
Disha	Primary Maths Teacher
Riddhi Jain	Primary Maths Teacher
Doesha	Primary Maths Teacher
Minakshi	Primary Maths Teacher
Daya	Primary Computer Teacher
Jasdeep	Primary SST Teacher
Disha	Primary Maths Teacher
Prabheleen Kaur	Primary English Teacher
Punam	Primary English Teacher

Date: 18th April 2019

Esha Sharma
Karnal

Offer Letter

Dear Esha,

Further to your interview, we are pleased to confirm that you have been selected to work for Touchstone Educationals as an Assistant Trainer - Academics at our Karnal Centre. Your shift timings will be from 8:30 A.M to 6:00 P.M.


You will be paid gross emoluments as detailed in Annexure A. Your employment with us will be governed by the Terms and Conditions as outlined in Annexure B and all other the rules and regulations of the Company.

Your assignment is effective 01st June 2019. On that day please report to Human Resources, at 9:00 AM for documentation and orientation. You are required to bring the following documents at the time of your joining.

1. Copy of the offer letter accepted and signed by you.
2. Educational certificates beginning from 10th standard (Original and Xerox copy)
3. Three passport size photographs
4. Relieving Letter from your previous employer
5. Last Pay Slip drawn
6. Permanent residence proof - Passport, Voter ID or Aadhaar Card
7. Photo ID proof - Driving License, Aadhaar Card, Voter ID, PAN Card
8. Nominee's Aadhaar card

The terms of this offer must be kept strictly confidential. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates submitted as a proof of above, we retain the right to review our offer of employment. Please sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 7 days of the issuance of the letter else this offer stands automatically withdrawn. We welcome you and wish you every success in your career with Touchstone Educationals. We assure you of our support for your professional development and growth.

Regards,


Rimzim Arora
Manager-HR
Touchstone Educationals

Annexure A

On Job Training & Emoluments

You will be undergoing "On Job Training" for a period of 2-4 weeks. During this period, you will be provided adequate knowledge and training that will enable you to work productively.

Upon completion of this "On Job Training" period, you will be assessed and appropriate duties will be assigned to you.

Your emoluments will be as follows:

FOR FIRST MONTH		
SALARY BREAK-UP		
EMPLOYEE NAME	ISHA SHARMA	
DESIGNATION	ASSISTANT TRAINER -ACADEMICS	
LOCATION	KARNAL	
DATE OF JOINING	01 st JUNE 2019	
Emoluments (A)	Monthly	Yearly
Basic	2,062.50	24,750.00
HRA (House Rent Allowance)	1,444.00	17,328.00
TA (Transport Allowance)	1,000.00	12,000.00
Bonus	172.00	2,064.00
Special Allowance - 1	1,932.00	23,184.00
Special Allowance - 2		-
Medical Reimbursement	1,000.00	12,000.00
Employer contribution to EPF	248.00	2,976.00
Employer contribution to ESI	392.00	4,704.00
TOTAL CTC (A)	8,250.50	99,006.00
DEDUCTIONS (B)		
Employee contribution to EPF	247.50	2,970.00
Employee contribution to ESI	144.00	1,728.00
Total (B)	391.50	4,698.00
NET PAYABLE (A-B-EMPLOYER CONTRIBUTION OF EPF AND ESI)	7,218.50	86,622.00
Prepared By		Authorized By
<small>Note: Please notify HR Officer immediately the discrepancies found if any.</small>		

131

FOR ALL OTHER MONTHS ONWARDS

EMPLOYEE NAME		SHARMA	
DESIGNATION		ASSISTANT TRAINER-ACADEMICS	
LOCATION		KARNAL	
DATE OF JOINING		14 th JUNE 2019	
Emoluments (A)		Monthly	Yearly
Basic	4,125.00	49,500.00	
HRA (House Rent Allowance)	2,888.00	34,656.00	
TA (Transport Allowance)	1,300.00	15,600.00	
Bonus	344.00	4,128.00	
Special Allowance - 1	5,264.00	63,168.00	
Special Allowance - 2	-	-	
Medical Reimbursement	1,300.00	15,600.00	
Employer contribution to PF	495.00	5,940.00	
Employer contribution to ES	784.00	9,408.00	
TOTAL CTC (A)	16,500.00	198,000.00	
DEDUCTIONS (B)			
Employee contribution to PF	495.00	5,940.00	
Employee contribution to ES	289.00	3,468.00	
Total (B)	784.00	9,408.00	
NET PAYABLE (A - B) (GROSS)	14,437.00	173,244.00	

Prepared By
Authorized By

Note: Please notify the Officer immediately the discrepancies found if any.



Mcm Placements <mcm36placements@gmail.com>

EY GDS- Staff - Off Campus Hiring 2019

8 messages

Ketan Bansal <Ketan.Bansal@gds.ey.com>

Mon, Mar 25, 2019 at 1:38 PM

To: "mcm36placements@gmail.com" <mcm36placements@gmail.com>

Cc: Blesson Daniel <Blesson.Daniel@gds.ey.com>, "Medha ." <Medha.Medha@gds.ey.com>, "Deepshikha ." <Deepshikha.Deepshikha@gds.ey.com>



Zoom out to get a better view if you're reading this newsletter from a smartphone

Dear Placement Team,

We at EY Global Delivery Services (GDS) thank you for your continued support and would want to explore the off campus hiring through your College this year.

Here is the engagement schedule that we will follow along with other necessary details. We request you to please go through these details and inform your students about the same.

About EY GDS

EY is a global leader in assurance, tax, transaction and advisory services. The insights and quality services we deliver help build trust and confidence in the capital markets and in economies the world over. We develop outstanding leaders who team to deliver on our promises to all of our stakeholders. In so doing, we play a critical role in building a better working world for our people, for our clients and for our communities.

Today, the GDS team is 27,000 strong across five countries and plays an important role in EY's growth strategy by providing efficient and effective support to our service lines and enablement functions. GDS is a vibrant organization that is constantly growing and expanding its base, services and competencies.

EY Global Delivery Services (GDS) Assurance practice supports global EY client-serving teams with their reviews across industry sectors, including financial services, manufacturing and technology, among others. Through the right multidisciplinary team of professionals with the sector knowledge and subject matter expertise, EY GDS Assurance enables EY client teams in over 30 countries to help world's leading companies meet their assurance requirements.

Role Description – Associate

The role of a GDS Associate is to carry out routine substantive and controls-based procedures from the GDS India offices supporting the various Global client serving assurance teams mostly based in the Americas & European countries. Key expectations for this role are to provide high quality results to the engagement teams, often to a tight deadline.

Compensation offered

Rs. 3,14,286 PA + variable

Recruiting process prerequisites for applicants

- Eligibility criteria - B.Com 3rd year students with 50% and above marks till date.
- All applicants are required to carry minimum two copies of their resume.
- All applicants should print the attached **Candidate Information Sheet** and fill it completely. They are required to submit this along with their resume at the time of interviews.
- Assurance positions are open for our Gurgaon location.



Documents attached

- Candidate information sheet
- Job Description – Assurance



Date, Time and Venue Details

Date: 30th March 2019

Time: 9:00 AM

Venue: SD College, Sector 32- C, Chandigarh

Thank you for helping us to deliver an exceptional EY experience to our candidates!


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 **Candidate Information Sheet-v3.docx**
147K

 **GDS Assurance - Associate - Non Campus.pdf**
154K

Mcm Placements <mcm36placements@gmail.com>

Tue, Mar 26, 2019 at 4:35 PM

To: Ritika Bansal <rbansal_298@yahoo.co.in>, leetika85@yahoo.com, ybatraiuc@gmail.com, sahiba sharma <sahiba.sharma517@gmail.com>, amandeep waraich Economics <waraichaman06@gmail.com>

Hi team members,

Please prepare notice and link by tomorrow. Dr. amandeep kaur from economics dept and ms. sahiba are coordinators for the drive.

Bus facility is available . Physical registration Rs. 50....Dr. amandeep and Ms. sahiba pl meet me tomorrow at 9.40 am in the placement cell.

Regards,

Dr. Mamta Ratti,

Placement Convener,

Mcmdav College for Women,

Chandigarh

9815104499

www.mcmdavcw-chd.edu

<https://www.facebook.com/MCM-DAV-College-for-Women-Placement-Cell-1109704689186169/>

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3 attachments

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 **Candidate Information Sheet-v3.docx**
147K

 **GDS Assurance - Associate - Non Campus.pdf**
154K

Ketan Bansal <Ketan.Bansal@gds.ey.com>

Thu, Apr 4, 2019 at 4:40 PM

To: "mcm36placements@gmail.com" <mcm36placements@gmail.com>

Cc: "Deepshikha ." <Deepshikha.Deepshikha@gds.ey.com>

Dear Ma'am,

Please find below the list of final selects from MCM DAV.

Full_Name	Contact_no	E-mail_address	Highest_Qualification	Collage Name	Status
Palak Kalra	8360213587	palakkalra97@gmail.com	B.com(H)	MCM DAV COLLEGE	Final Select
Khushboo Garg	9915734096	gargkushboo81@gmail.com	B.com(H)	MCM DAV COLLEGE	Final Select
Chetna	9464403447	chetna7792@gmail.com	B.com(H)	MCM DAV COLLEGE	Final Select
Swara	9115812158	swaraloomba1998@gmail.com	B.com(H)	MCM DAV COLLEGE	Final Select

Regards

Ketan

From: Ketan Bansal

Sent: Monday, March 25, 2019 1:38 PM

To: 'mcm36placements@gmail.com' <mcm36placements@gmail.com>

Cc: Blesson Daniel <Blesson.Daniel@gds.ey.com>; Medha . <Medha.Medha@gds.ey.com>; Deepshikha . <Deepshikha.Deepshikha@gds.ey.com>

Subject: EY GDS- Staff - Off Campus Hiring 2019



cid:image001.png@01D1BD98.4FA754E0 Zoom out to get a better view if you're reading this newsletter from a smartphone

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Mcm Placements <mcm36placements@gmail.com>

Tue, Apr 9, 2019 at 4:26 PM

To: sahiba sharma <sahiba.sharma517@gmail.com>, amandeep waraich Economics <waraichaman06@gmail.com>

Dr. Mamta Ratti,
9815104499

Placement Cell Convener, MCMDAV College For Women, Chandigarh.<http://www.mcmdavcw-chd.edu/> <https://www.facebook.com/MCM-DAV-College-for-Women-Placement-Cell-1109704689186169/>

----- Forwarded message -----

From: **Ketan Bansal** <Ketan.Bansal@gds.ey.com>

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7 attachments

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Ketan Bansal <Ketan.Bansal@gds.ey.com>

Thu, Apr 18, 2019 at 6:31 PM

To: "mcm36placements@gmail.com" <mcm36placements@gmail.com>

Cc: "Deepshikha ." <Deepshikha.Deepshikha@gds.ey.com>

Dear Ma'am,

Sanya Dhigra is a select, please cascade to the candidate.

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1K

Mcm Placements <mcm36placements@gmail.com>
To: sahiba sharma <sahiba.sharma517@gmail.com>

Sat, Apr 20, 2019 at 9:10 AM

Dr. Mamta Ratti,
9815104499

Placement Cell Convener, MCMDAV College For Women, Chandigarh.<http://www.mcmdavcw-chd.edu/> <https://www.facebook.com/MCM-DAV-College-for-Women-Placement-Cell-1109704689186169/>

----- Forwarded message -----

From: **Ketan Bansal** <Ketan.Bansal@gds.ey.com>

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Deepshikha . <Deepshikha.Deepshikha@gds.ey.com>
Cc: Ketan Bansal <Ketan.Bansal@gds.ey.com>

Tue, May 14, 2019 at 11:41 AM





Zoom out to get a better view if you're reading this newsletter from a smartphone

Dear Placement Team,

We at EY Global Delivery Services (GDS) thank you for your continued support and would want to explore the off campus hiring through your College this year.

Here is the engagement schedule that we will follow along with other necessary details. We request you to please go through these details and inform your students about the same.

About EY GDS

EY is a global leader in assurance, tax, transaction and advisory services. The insights and quality services we deliver help build trust and confidence in the capital markets and in economies the world over. We develop outstanding leaders who team to deliver on our promises to all of our stakeholders. In so doing, we play a critical role in building a better working world for our people, for our clients and for our communities.

Today, the GDS team is 27,000 strong across five countries and plays an important role in EY's growth strategy by providing efficient and effective support to our service lines and enablement functions. GDS is a vibrant organization that is constantly growing and expanding its base, services and competencies.

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Role Description – Associate

The role of a GDS Associate is to carry out routine substantive and controls-based procedures from the GDS India offices supporting the various Global client serving assurance teams mostly based in the Americas & European countries. Key expectations for this role are to provide high quality results to the engagement teams, often to a tight deadline.

Compensation offered

Rs. 3,14,286 PA + variable

Recruiting process prerequisites for applicants

- Eligibility criteria - B.Com 3rd year students with 50% and above marks till date.
- All applicants are required to carry minimum two copies of their resume.
- All applicants should print the attached **Candidate Information Sheet** and fill it completely. They are required to submit this along with their resume at the time of interviews.

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- Assurance positions are open for our Gurgaon location.

***Students have appeared in the last drive are not eligible to sit again for next six months**



Documents attached

- Candidate information sheet
- Job Description – Assurance



Date, Time and Venue Details

Date: 01st June 2019

Time: 9:00 AM

Venue: **To be confirmed shortly**

Thank you for helping us to deliver an exceptional EY experience to our candidates!

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3 attachments

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📄 **Candidate Information Sheet-v3.docx**
147K

📄 **GDS Assurance - Associate - Non Campus.pdf**
154K

Mcm Placements <mcm36placements@gmail.com>
To: pallavidhingra06@gmail.com, Nancy Sharma <ns160588@gmail.com>

Tue, May 21, 2019 at 12:23 PM

MS. Pallavi please get prepared the notice from MS. Nancy by today before 1.30 pm

Dr. Mamta Ratti,
9815104499
Placement Cell Convener, MCMDAV College For Women, Chandigarh.<http://www.mcmdavcw-chd.edu/> <https://www.facebook.com/MCM-DAV-College-for-Women-Placement-Cell-1109704689186169/>

----- Forwarded message -----

From: **Deepshikha .** <Deepshikha.Deepshikha@gds.ey.com>

Date: Tue, May 14, 2019, 11:41

Subject: EY GDS- Staff - Off Campus Hiring 2019

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Mcm Placements <mcm36placements@gmail.com>

GGSDS Campus Placement Drive 2019: List of Selected Candidates

4 messages

Sneha Garg <sgarg@finvasia.in>
To: mcm36placements@gmail.com
Cc: hr@finvasia.in, tanyabathla26@gmail.com

Tue, Feb 12, 2019 at 5:35 PM

Hi Mamta,

We are glad to inform you that we have finalized Tanya Bathla for the Client Support & Business Development Profile from the campus interviews held on February 9th, 2019 at GGSDS College.

Stipend: Rs. 15,000 per month during first 120 days of training & probation. The said amount will be revised to 2.20 Lac per annum after the probation, based on the individual's performance.

The offer to the shortlisted candidates comes with the following terms and conditions:

- Employment Agreement for 2 years
- Collateral Security: An undated cheque of Rs. 37,000 , duly signed by the candidate.

Once the candidate confirms that she agrees to the above terms and conditions, we will send a copy of the employment agreement to the interested candidate for review.

The shortlisted candidate is expected to communicate her decision by **5pm 20th February, 2019**, failing which, the offer will automatically pass on to other candidate that we have held as their backups.

Kindly communicate this message to the candidate.

Regards,

Sneha (Manager)

Finvasia Group

| O: (+91) 172 665 0000 | E: hr@finvasia.in | W: www.finvasia.com

Add : Plot # 10, Netsmartz House (Level 3). Rajiv Gandhi Chd Tech Park. Chandigarh. India 160101

NSE M.ID. : 14846 | BSE M.ID. : 4043 | MCX* M.ID. : 55135 | SEBI FII* Code : INCAFD25691 | AMFI ARN # : 103331 | CDSL DP : IN-DP-317-2017

NSE | BSE | MCX | FII | DEPOSITORY PARTICIPANT | CLEARING | HEDGING | FUNDING | ASSET MANAGEMENT | REAL ESTATE | MUTUAL FUNDS

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Mcm Placements <mcm36placements@gmail.com>
To: Ritu chauhan <rituchauhan21m.com@gmail.com>

Tue, Feb 12, 2019 at 5:33 PM

Dr. Mamta Ratti,
9815104499
Placement Cell Convener, MCMDAV College For Women, Chandigarh.<http://www.mcmdavcw-chd.edu/>
<https://www.facebook.com/MCM-DAV-College-for-Women-Placement-Cell-1109704689186169/>

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Mcm Placements <mcm36placements@gmail.com>
To: Ritu chauhan <rituchauhan21m.com@gmail.com>

Wed, Feb 13, 2019 at 4:59 PM

Dr. Mamta Ratti,
9815104499
Placement Cell Convener, MCMDAV College For Women, Chandigarh.<http://www.mcmdavcw-chd.edu/>
<https://www.facebook.com/MCM-DAV-College-for-Women-Placement-Cell-1109704689186169/>

----- Forwarded message -----

From: **Sneha Garg** <sgarg@finvasia.in>
Date: Tue, Feb 12, 2019, 17:27
Subject: GGSDS Campus Placement Drive 2019: List of Selected Candidates
To: <mcm36placements@gmail.com>
Cc: <hr@finvasia.in>, <tanyabathla26@gmail.com>

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Mcm Placements <mcm36placements@gmail.com>
To: Ritu chauhan <rituchauhan21m.com@gmail.com>

Wed, Apr 3, 2019 at 2:21 PM

Dr. Mamta Ratti,
9815104499
Placement Cell Convener, MCMDAV College For Women, Chandigarh.<http://www.mcmdavcw-chd.edu/>
<https://www.facebook.com/MCM-DAV-College-for-Women-Placement-Cell-1109704689186169/>

----- Forwarded message -----

From: **Sneha Garg** <sgarg@finvasia.in>
Date: Tue, Feb 12, 2019, 17:27
Subject: GGSDS Campus Placement Drive 2019: List of Selected Candidates
To: <mcm36placements@gmail.com>
Cc: <hr@finvasia.in>, <tanyabathla26@gmail.com>

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T | 080 4057 9999
T | 080 4057 9900
E | info@fitkids.co.in
W | www.fitkids.co.in
CIN: U80211KA2010PTC052190

19th November 2018

Preliminary Offer Letter

To,
Divya Chawla
BA (Economics)
MCM DAV College, Chandigarh

Dear Divya,

We are pleased to offer you the position as described below with Fitkids Education and Training Pvt. Ltd. ('The Company'). This is an official letter of offer stating the terms and conditions of your employment contract. In the event that any changes are necessitated, you shall be duly notified in writing.

POSITION:

You are hereby offered an appointment in the company as part of the "GAIT" program as "**CREATIVE MOVEMENT SPECIALIST**" – **location to be decided.**

Your role will include the following responsibilities among others:

1. Being responsible for delivering the **GAIT** program in the assigned schools.
2. Liaisoning with the coordinator and class teachers in schools to deliver the **GAIT** program and ensure seamless and smooth delivery of the program in conjunction with the school.
3. Responsibility for maintenance and upkeep of all GAIT equipment.
4. Responsibility for conducting periodic assessments and preparing reports on progress of the program for each student.
5. Creating reports for parents, school management, and FitKids management.

PERIOD OF APPOINTMENT:

Your service contract with the Company shall commence tentatively on or before **May-June 2019**. You shall be on probation for a period of **SIX Months** from the date of joining. Your performance will be evaluated at the end of the probation period. Depending on your performance the probation period may be ended or extended at the management's discretion.

Detailed explanation of benefits that you are entitled to avail and the terms and conditions of your employment will provide you on your day of joining. Kindly confirm your acceptance to the same by signing on this offer letter.

You are requested to accept the offer through an acknowledgement on or before **24th November 2018**. Your offer is valid on your completion of graduation.



T | 080 4057 9999
T | 080 4057 9900
E | info@fitkids.co.in
W | www.fitkids.co.in
CIN: U80211KA2010PTC052190

Enclosures:

Annexure I: Explanation of Benefits & Schemes

ANNEXURE I

EXPLANATION OF BENEFIT SCHEMES & GENERAL INFORMATION:

The following is an explanation of the benefits currently made available to full time employees of the Company. Your Salary will include the cost to company which is Base Salary + Variable Salary + Benefits. The Company reserves the right to change, modify, suspend, terminate, cancel, interpret, or vary any of the benefits summarized below, either in whole or in part, at any time with or without prior notice or consent.

You will be paid an all-inclusive Cost to Company Annually Compensation (CTC) **Rs.,2,41,260.00 Per Annum (Rupees: Two Lakhs Forty one Thousand Two Hundred Sixty Only) per annum .**

Particulars	Monthly	Annual
	Amt Rs.	Amt Rs.
Basic	₹ 8,507	₹ 1,02,084
HRA	₹ 2,291	₹ 27,486
Conveyance Allowance	₹ 1,145	₹ 13,743
Medical allowance	₹ 1,145	₹ 13,743
Attendance Bonus **	₹ 2,000	₹ 24,000
Statutory Bonus	₹ 1,000	₹ 12,000
Special talent allowance	₹ 1,000	₹ 12,000
Teaching experience	₹ 1,000	₹ 12,000
Co. Contribution to Provident Fund (13.61% of Basic/15K cap)	₹ 1,158	₹ 13,894
Co. Contribution to ESI (4.75% of Gross Salary)	₹ 859	₹ 10,310
Total CTC {A}	₹ 19,105	₹ 2,29,260
Retention Bonus {C}	₹ 1,000	₹ 12,000
Total CTC (A+B+C)	₹ 20,105	₹ 2,41,260

Attendance Bonus: An attendance bonus of Rs.2000/- which will form part of your monthly salary, will be paid provided you have not exceeded the stipulated number of leaves allowed in a month.

** As per the Leave policy, every trainer is eligible for 4 days of Planned Leave and 6 days of Sick Leave every year. If the trainer exceeds the permissible leaves in any given month, it will be treated as LOP (Loss of Pay) and the attendance bonus will be withheld.



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T | 080 4057 9900
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W | www.fitkids.co.in
CIN: U80211KA2010PTC052190

* Retention Bonus of Rs12,000/= will be paid on completion of 12 months of service from date of joining. This is a one-time payment.

***Note- The organization may change your job location owing to business requirements**

This cost to company includes all the variables and benefits given to you, this will include **Base Salary + Variable Salary + Benefits**

Base Salary is divided into Basic + Dearness Allowance + HRA (House Rent Allowance) + Conveyance + Medical Allowance + Provident Fund.

Variable Allowance includes City Allowance + After School + School Head + Displacement Allowance (This is a Dynamic component and will change with Location and any additional responsibilities) & Attendance Bonus and Statutory Bonus.

Benefits Pay includes Provident Fund, Gratuity and ESI.

* Salary pay-out will happen on or before the 10th of every Month

Travel & Conveyance:

- Reimbursements for work related travel or courier expenditure accrued by you shall be made which are official expenses outside the normal scope of work. You will be required to retain all the invoices, vouchers etc. and submit the same to the accounts department in order to claim reimbursement.
- You shall be entitled to claim reimbursement at the end of each month before the 25th.
- Reimbursement of Travel expenditure to the work place from home, either to office or school is not allowed once the training period is complete. Travel to and from the training venue during the training period is not allowed for claims for both out station and in station candidates.

Training

- We will provide adequate training – one annual as well as on-going. You should be available at all times for the same.
- In case if you leave the job within Eleven Months from the date of joining, you have to Reimburse the Training Cost invested on you by the company.



T | 080 4057 9999
T | 080 4057 9900
E | info@fitkids.co.in
W | www.fitkids.co.in
CIN: U80211KA2010PTC052190

Working Hours, Leaves & Holidays:

You will observe a Six day working and working hours are as per the schedule of the company. The Company provides paid leave in a calendar year. In addition to the Vacation leave of 15 Days per Calendar Year, the Company announces its Festival and National Festival holidays on a yearly basis. **A list of the Festival and National Festival holidays, 06 Sick Leaves, 04 Planned Leaves and 15 Vacation leaves will be made available to you.**

Sincerely,

For Fitkids Education and Training Pvt Ltd

Agreed and Accepted:

**Authorized Signatory
Human Resources**

Name:



T | 080 4057 9999
T | 080 4057 9900
E | info@fitkids.co.in
W | www.fitkids.co.in
CIN: U80211KA2010PTC052190

19th November 2018

Preliminary Offer Letter

To,
Oorjaa Puri
B.com
MCM DAV College, Chandigarh

Dear Oorjaa,

We are pleased to offer you the position as described below with Fitkids Education and Training Pvt. Ltd. ('The Company'). This is an official letter of offer stating the terms and conditions of your employment contract. In the event that any changes are necessitated, you shall be duly notified in writing.

POSITION:

You are hereby offered an appointment in the company as part of the "GAIT" program as "**CREATIVE MOVEMENT SPECIALIST**" – **location to be decided.**

Your role will include the following responsibilities among others:

1. Being responsible for delivering the **GAIT** program in the assigned schools.
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Detailed explanation of benefits that you are entitled to avail and the terms and conditions of your employment will provide you on your day of joining. Kindly confirm your acceptance to the same by signing on this offer letter.

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The following is an explanation of the benefits currently made available to full time employees of the Company. Your Salary will include the cost to company which is Base Salary + Variable Salary + Benefits. The Company reserves the right to change, modify, suspend, terminate, cancel, interpret, or vary any of the benefits summarized below, either in whole or in part, at any time with or without prior notice or consent.

You will be paid an all-inclusive Cost to Company Annually Compensation (CTC) **Rs.,2,29,260.00 Per Annum (Rupees: Two Lakhs Twenty-Nine Thousand Two Hundred and Sixty Only) per annum .**

Particulars	Monthly	Annual
	Amt Rs.	Amt Rs.
Basic	₹ 8,534	₹ 1,02,408
HRA	₹ 2,298	₹ 27,575
Conveyance Allowance	₹ 1,149	₹ 13,788
Medical allowance	₹ 1,149	₹ 13,788
Attendance Bonus **	₹ 2,000	₹ 24,000
Statutory Bonus	₹ 1,000	₹ 12,000
Discretionary Allowance	₹ 0	₹ 0
Higher Education Allowance	₹ 1,000	₹ 12,000
Co. Contribution to Provident Fund (13.61% of Basic/15K cap)	₹ 1,161	₹ 13,938
Co. Contribution to ESI (4.75% of Gross Salary)	₹ 814	₹ 9,764
Total CTC {A}	₹ 18,105	₹ 2,17,260
Additional Benefits {B}	₹ 0	₹ 0
Retention Bonus {C}	₹ 1,000	₹ 12,000
Total CTC (A+B+C)	₹ 19,105	₹ 2,29,260

Attendance Bonus: An attendance bonus of Rs.2000/- which will form part of your monthly salary, will be paid provided you have not exceeded the stipulated number of leaves allowed in a month.

** As per the Leave policy, every trainer is eligible for 4 days of Planned Leave and 6 days of Sick Leave every year. If the trainer exceeds the permissible leaves in any given month, it will be treated as LOP (Loss of Pay) and the attendance bonus will be withheld.

* Retention Bonus of Rs12,000/= will be paid on completion of 12 months of service from date of joining. This is a one-time payment.

***Note- The organization may change your job location owing to business requirements**

This cost to company includes all the variables and benefits given to you, this will include **Base Salary + Variable Salary + Benefits**

Base Salary is divided into Basic + Dearness Allowance + HRA (House Rent Allowance) + Conveyance + Medical Allowance + Provident Fund.

Variable Allowance includes City Allowance + After School + School Head + Displacement Allowance (This is a Dynamic component and will change with Location and any additional responsibilities) & Attendance Bonus and Statutory Bonus.

Benefits Pay includes Provident Fund, Gratuity and ESI.

* Salary pay-out will happen on or before the 10th of every Month

Travel & Conveyance:

- Reimbursements for work related travel or courier expenditure accrued by you shall be made which are official expenses outside the normal scope of work. You will be required to retain all the invoices, vouchers etc. and submit the same to the accounts department in order to claim reimbursement.
- You shall be entitled to claim reimbursement at the end of each month before the 25th.
- Reimbursement of Travel expenditure to the work place from home, either to office or school is not allowed once the training period is complete. Travel to and from the training venue during the training period is not allowed for claims for both out station and in station candidates.

Training

- We will provide adequate training – one annual as well as on-going. You should be available at all times for the same.
- In case if you leave the job within Eleven Months from the date of joining, you have to Reimburse the Training Cost invested on you by the company.



T | 080 4057 9999
T | 080 4057 9900
E | info@fitkids.co.in
W | www.fitkids.co.in
CIN: U80211KA2010PTC052190

Working Hours, Leaves & Holidays:

You will observe a Six day working and working hours are as per the schedule of the company. The Company provides paid leave in a calendar year. In addition to the Vacation leave of 15 Days per Calendar Year, the Company announces its Festival and National Festival holidays on a yearly basis. **A list of the Festival and National Festival holidays, 06 Sick Leaves, 04 Planned Leaves and 15 Vacation leaves will be made available to you.**

Sincerely,

For Fitkids Education and Training Pvt Ltd

Agreed and Accepted:

**Authorized Signatory
Human Resources**

Name:



T | 080 4057 9999
T | 080 4057 9900
E | info@fitkids.co.in
W | www.fitkids.co.in
CIN: U80211KA2010PTC052190

19th November 2018

Preliminary Offer Letter

To,
Divya Chawla
BA (Economics)
MCM DAV College, Chandigarh

Dear Divya,

We are pleased to offer you the position as described below with Fitkids Education and Training Pvt. Ltd. ('The Company'). This is an official letter of offer stating the terms and conditions of your employment contract. In the event that any changes are necessitated, you shall be duly notified in writing.

POSITION:

You are hereby offered an appointment in the company as part of the "GAIT" program as **"CREATIVE MOVEMENT SPECIALIST" – location to be decided.**

Your role will include the following responsibilities among others:

1. Being responsible for delivering the **GAIT** program in the assigned schools.
2. Liaisoning with the coordinator and class teachers in schools to deliver the **GAIT** program and ensure seamless and smooth delivery of the program in conjunction with the school.
3. Responsibility for maintenance and upkeep of all GAIT equipment.
4. Responsibility for conducting periodic assessments and preparing reports on progress of the program for each student.
5. Creating reports for parents, school management, and FitKids management.

PERIOD OF APPOINTMENT:

Your service contract with the Company shall commence tentatively on or before **May-June 2019**. You shall be on probation for a period of **SIX Months** from the date of joining. Your performance will be evaluated at the end of the probation period. Depending on your performance the probation period may be ended or extended at the management's discretion.

Detailed explanation of benefits that you are entitled to avail and the terms and conditions of your employment will provide you on your day of joining. Kindly confirm your acceptance to the same by signing on this offer letter.

You are requested to accept the offer through an acknowledgement on or before **24th November 2018**. Your offer is valid on your completion of graduation.



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CIN: U80211KA2010PTC052190

Enclosures:

Annexure I: Explanation of Benefits & Schemes

ANNEXURE I

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The following is an explanation of the benefits currently made available to full time employees of the Company. Your Salary will include the cost to company which is Base Salary + Variable Salary + Benefits. The Company reserves the right to change, modify, suspend, terminate, cancel, interpret, or vary any of the benefits summarized below, either in whole or in part, at any time with or without prior notice or consent.

You will be paid an all-inclusive Cost to Company Annually Compensation (CTC) **Rs.,2,41,260.00 Per Annum (Rupees: Two Lakhs Forty one Thousand Two Hundred Sixty Only) per annum .**

Particulars	Monthly	Annual
	Amt Rs.	Amt Rs.
Basic	₹ 8,507	₹ 1,02,084
HRA	₹ 2,291	₹ 27,486
Conveyance Allowance	₹ 1,145	₹ 13,743
Medical allowance	₹ 1,145	₹ 13,743
Attendance Bonus **	₹ 2,000	₹ 24,000
Statutory Bonus	₹ 1,000	₹ 12,000
Special talent allowance	₹ 1,000	₹ 12,000
Teaching experience	₹ 1,000	₹ 12,000
Co. Contribution to Provident Fund (13.61% of Basic/15K cap)	₹ 1,158	₹ 13,894
Co. Contribution to ESI (4.75% of Gross Salary)	₹ 859	₹ 10,310
Total CTC {A}	₹ 19,105	₹ 2,29,260
Retention Bonus {C}	₹ 1,000	₹ 12,000
Total CTC (A+B+C)	₹ 20,105	₹ 2,41,260

Attendance Bonus: An attendance bonus of Rs.2000/- which will form part of your monthly salary, will be paid provided you have not exceeded the stipulated number of leaves allowed in a month.

** As per the Leave policy, every trainer is eligible for 4 days of Planned Leave and 6 days of Sick Leave every year. If the trainer exceeds the permissible leaves in any given month, it will be treated as LOP (Loss of Pay) and the attendance bonus will be withheld.



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CIN: U80211KA2010PTC052190

* Retention Bonus of Rs12,000/= will be paid on completion of 12 months of service from date of joining. This is a one-time payment.

***Note- The organization may change your job location owing to business requirements**

This cost to company includes all the variables and benefits given to you, this will include **Base Salary + Variable Salary + Benefits**

Base Salary is divided into Basic + Dearness Allowance + HRA (House Rent Allowance) + Conveyance + Medical Allowance + Provident Fund.

Variable Allowance includes City Allowance + After School + School Head + Displacement Allowance (This is a Dynamic component and will change with Location and any additional responsibilities) & Attendance Bonus and Statutory Bonus.

Benefits Pay includes Provident Fund, Gratuity and ESI.

* Salary pay-out will happen on or before the 10th of every Month

Travel & Conveyance:

- Reimbursements for work related travel or courier expenditure accrued by you shall be made which are official expenses outside the normal scope of work. You will be required to retain all the invoices, vouchers etc. and submit the same to the accounts department in order to claim reimbursement.
- You shall be entitled to claim reimbursement at the end of each month before the 25th.
- Reimbursement of Travel expenditure to the work place from home, either to office or school is not allowed once the training period is complete. Travel to and from the training venue during the training period is not allowed for claims for both out station and in station candidates.

Training

- We will provide adequate training – one annual as well as on-going. You should be available at all times for the same.
- In case if you leave the job within Eleven Months from the date of joining, you have to Reimburse the Training Cost invested on you by the company.



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Sincerely,

For Fitkids Education and Training Pvt Ltd

Agreed and Accepted:

**Authorized Signatory
Human Resources**

Name:



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CIN: U80211KA2010PTC052190

19th November 2018

Preliminary Offer Letter

To,
Oorjaa Puri
B.com
MCM DAV College, Chandigarh

Dear Oorjaa,

We are pleased to offer you the position as described below with Fitkids Education and Training Pvt. Ltd. ('The Company'). This is an official letter of offer stating the terms and conditions of your employment contract. In the event that any changes are necessitated, you shall be duly notified in writing.

POSITION:

You are hereby offered an appointment in the company as part of the "GAIT" program as "**CREATIVE MOVEMENT SPECIALIST**" – **location to be decided.**

Your role will include the following responsibilities among others:

1. Being responsible for delivering the **GAIT** program in the assigned schools.
2. Liaisoning with the coordinator and class teachers in schools to deliver the **GAIT** program and ensure seamless and smooth delivery of the program in conjunction with the school.
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Your service contract with the Company shall commence tentatively on or before **May-June 2019**. You shall be on probation for a period of **SIX Months** from the date of joining. Your performance will be evaluated at the end of the probation period. Depending on your performance the probation period may be ended or extended at the management's discretion.

Detailed explanation of benefits that you are entitled to avail and the terms and conditions of your employment will provide you on your day of joining. Kindly confirm your acceptance to the same by signing on this offer letter.

You are requested to accept the offer through an acknowledgement on or before **24th November 2018**. Your offer is valid on your completion of graduation.



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Medical allowance	₹ 1,149	₹ 13,788
Attendance Bonus **	₹ 2,000	₹ 24,000
Statutory Bonus	₹ 1,000	₹ 12,000
Discretionary Allowance	₹ 0	₹ 0
Higher Education Allowance	₹ 1,000	₹ 12,000
Co. Contribution to Provident Fund (13.61% of Basic/15K cap)	₹ 1,161	₹ 13,938
Co. Contribution to ESI (4.75% of Gross Salary)	₹ 814	₹ 9,764
Total CTC {A}	₹ 18,105	₹ 2,17,260
Additional Benefits {B}	₹ 0	₹ 0
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Sincerely,

For Fitkids Education and Training Pvt Ltd

Agreed and Accepted:

**Authorized Signatory
Human Resources**

Name:



Date	12 th Oct, 2018
Candidate Name	Gagandeep
Date of Interview	12 th Oct, 2018
Venue	MCM DAV College for Women, Chandigarh

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Road office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.



Letter Of Intent

Date	12 October 2018
Candidate Name	Geetika Mehta
Date of Interview	12 October 2018
Venue	MCM Dav College For Women, Chandigarh

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Road office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

Geetika Mehta
12/10/18



198

IDS Infotech Ltd.
C-138, Phase VII, Industrial Area, Mohali-160071, INDIA
Tel : (+91)-172-5053601, 5053602
Fax : (+91)-172-5088475
Website : www.idsil.com
CIN: U72200CH1989PLC009464

IDS/PDG/Offer/2019
22 April 2019

Letter of Intent

Geetika Mehta
BCOM
MCM DAV College,
Contact: 8427575758

Congratulations & Welcome Aboard!

This has reference to the discussion we had with you regarding your employment in our organization based at IDS INFOTECH LTD Plot no C138 Industrial Area Phase 8 Mohali. We are pleased to confirm that we intend to appoint you at the designation of **Physician Assistant Trainee** in grade **BJ2** at HCS group and salary mutually agreed by us in the course of our discussion.

This letter is subject to your joining duty on **Jun-Jul 2019**

On joining, you are requested to report to the **HR Department**. You are also requested to bring the original & photocopy (self-attested) certificates of your educational & professional achievements, Aadhar Card, PAN Card and five recent passport size photographs.

Your joining will be subject to the positive reference check.

Thanking you,
Yours faithfully,
For **IDS Infotech Ltd.**

Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com



Mcm Placements <mcm36placements@gmail.com>

MCMDAV_18thJan - Shortlisted Candidates (CHD)

6 messages

Sharma, Mandeep <Mandeep.Sharma2@genpact.com>
To: "mcm36placements@gmail.com" <mcm36placements@gmail.com>
Cc: "Narang, Ganika G" <Ganika.Narang2@genpact.com>

Sat, Feb 9, 2019 at 2:44 PM

Hi Mamta Mam,

PFA shortlisted candidates from MCM DAV College CHD.

(Sending on Behalf of Ganika)

Mandeep Sharma

Manager – Talent Acquisition

Genpact India

Stellar 135 Building, Plot No. 5-6, 7th Floor,

Sector- 135, Noida 201301, U.P

E Mandeep.Sharma2@genpact.com
www.genpact.com

This e-mail (and any attachments), is confidential and may be privileged. It may be read, copied and used only by intended recipients. Unauthorized access to this e-mail (or attachments) and disclosure or copying of its contents or any action taken in reliance on it is unlawful. Unintended recipients must notify the sender immediately by e-mail/phone & delete it from their system without making any copies or disclosing it to a third person.

 **MCM DAV.xlsx**
17K

Mcm Placements <mcm36placements@gmail.com>
To: Purnima Bhandari <purnima3320@gmail.com>

Mon, Feb 11, 2019 at 10:09 AM

Dr. Mamta Ratti,
9815104499
Placement Cell Convener, MCMDAV College For Women, Chandigarh.<http://www.mcmdavcw-chd.edu/>
<https://www.facebook.com/MCM-DAV-College-for-Women-Placement-Cell-1109704689186169/>
[Quoted text hidden]

 **MCM DAV.xlsx**
17K

Narang, Ganika G <Ganika.Narang2@genpact.com>
To: Mcm Placements <mcm36placements@gmail.com>

Wed, Mar 6, 2019 at 1:13 PM

Dear All,

Please find attached the list of selected students for Genpact.

The candidates will join us post their final year result and they will be issued an offer letter 10 days prior to their joining

Ganika Narang

Human Resource - Recruitment

NCR, Genpact, India

Mobile +91 9953160503

Email ganika.narang2@genpact.com



www.genpact.com

From: Sharma, Mandeep <Mandeep.Sharma2@genpact.com>
Sent: Saturday, February 09, 2019 2:44 PM
To: mcm36placements@gmail.com
Cc: Narang, Ganika G <Ganika.Narang2@genpact.com>
Subject: MCMDAV_18thJan - Shortlisted Candidates (CHD)

Hi Mamta Mam,

[Quoted text hidden]

[Quoted text hidden]

 **MCM DAV Shortlisting.xlsx**
15K

Mcm Placements <mcm36placements@gmail.com>
To: Purnima Bhandari <purnima3320@gmail.com>

Wed, Mar 6, 2019 at 1:42 PM

Please attach the updated version in your file

Dr. Mamta Ratti,
9815104499

Placement Cell Convener, MCMDAV College For Women, Chandigarh.<http://www.mcmdavcw-chd.edu/>
<https://www.facebook.com/MCM-DAV-College-for-Women-Placement-Cell-1109704689186169/>

[Quoted text hidden]

3 attachments

image001.png
10K



image001.png
10K

 **MCM DAV Shortlisting.xlsx**
15K

Mcm Placements <mcm36placements@gmail.com>
To: Nancy Sharma <ns160588@gmail.com>

Sun, Apr 21, 2019 at 1:43 PM

Please get print out of the last document only
Regards,
Dr. Mamta Ratti,
Placement Convener,
Mcmdav College for Women,
Chandigarh
9815104499

www.mcmdavcw-chd.edu

<https://www.facebook.com/MCM-DAV-College-for-Women-Placement-Cell-1109704689186169/>

[Quoted text hidden]

3 attachments

image001.png
10K



image001.png
10K

 **MCM DAV Shortlisting.xlsx**
15K

Shafi Bansal <shafibansal@yahoo.co.in>
Reply-To: Shafi Bansal <shafibansal@yahoo.co.in>
To: Mcm Placements <mcm36placements@gmail.com>

Tue, May 24, 2022 at 3:27 PM

Sent from Yahoo Mail on Android

[Quoted text hidden]

 **MCM DAV.xlsx**
17K

S.no	UID	Campus	Campus Drive Date	Hiring Location	District/Town/City/Village	Candidate Name	Gender (M/F)	Mobile Number	Email id	BASIC Grad. Course - BA, B. Com, BBA, B. Sc etc.
1		Mcmdav College for W	18-Jan-19	CHD	CHD	Jaskiran Kaur	Female	9780028397	jaskiran1498@yahoo.co.in	B.Com
2		Mcmdav College for W	18-Jan-19	CHD	CHD	Divya Sethi	Female	7696163991	divyasethi2201@gmail.com	B.Com
3		Mcmdav College for W	18-Jan-19	CHD	CHD	Tanya Sethi	Female	9779033171	tanya.sethi3171@gmail.com	B.Com
4		Mcmdav College for W	18-Jan-19	CHD	CHD	Vaishali Pahwa	Female	8427925702	vaishalipahwa24@gmail.com	B.Com
5		Mcmdav College for W	18-Jan-19	CHD	CHD	Surbhi	Female	9988991069	Surbhijainn99@gmail.com	B.Com
6		Mcmdav College for W	18-Jan-19	CHD	CHD	Hiza	Female	9646675769	gargihiza@gmail.com	B.Com
7		Mcmdav College for W	18-Jan-19	CHD	CHD	Jasmine Arora	Female	7087402498	jas241198@gmail.com	B.Com
8		Mcmdav College for W	18-Jan-19	CHD	CHD	Mahima Arora	Female	9780335711	mahimaarora357@gmail.com	B.Com
9		Mcmdav College for W	18-Jan-19	CHD	CHD	Kajal Dhamija	Female	8557866055	kajaldhamija65@gmail.com	B.Com
10		Mcmdav College for W	18-Jan-19	CHD	CHD	Simran Sharma	Female	9729129967	simransharmanr3@gmail.com	B.Com
11		Mcmdav College for W	18-Jan-19	CHD	CHD	Manvi Negi	Female	8968623681	negimanvi23@gmail.com	B.Com
12		Mcmdav College for W	18-Jan-19	CHD	CHD	Simran Vaid	Female	7347282705	simranvaid27@gmail.com	B.Com
13		Mcmdav College for W	18-Jan-19	CHD	CHD	Muskan Itten	Female	9034498777	ittenmuskan@gmail.com	B.Com
14		Mcmdav College for W	18-Jan-19	CHD	CHD	Niti	Female	8699668820	nitigaba2121@gmail.com	B.Com
15		Mcmdav College for W	18-Jan-19	CHD	CHD	Arpana Goyal	Female	9988779667	goyalarpana104@gmail.com	B.Com
16		Mcmdav College for W	18-Jan-19	CHD	CHD	Ramandeep Kaur	Female	9872201127	ramandeepkaurrajput@gmail.com	B.Com
17		Mcmdav College for W	18-Jan-19	CHD	CHD	Komal Singh	Female	8288092689	k814816@gmail.com	B.Com
18		Mcmdav College for W	18-Jan-19	CHD	CHD	Shruti Arya	Female	7340749441	shrutiknp.arya@gmail.com	B.Com
19		Mcmdav College for W	18-Jan-19	CHD	CHD	Parmeet Kaur	Female	8146423828	ikaurparmeet@gmail.com	B.Com
20		Mcmdav College for W	18-Jan-19	CHD	CHD	Meghna	Female	8544889767	meghnarana280@gmail.com	B.Com
21		Mcmdav College for W	18-Jan-19	CHD	CHD	Geetika Mehta	Female	8427575758	vashishtcherey7@gmail.com	B.Com
22		Mcmdav College for W	18-Jan-19	CHD	CHD	Kritika Mahajan	Female	769324215	kritikamahajan1998@gmail.com	B.Com
23		Mcmdav College for W	18-Jan-19	CHD	CHD	Divya Mago	Female	9812343235	magodivya25@gmail.com	B.Com
24		Mcmdav College for W	18-Jan-19	CHD	CHD	Radhika Malhotra	Female	9814814666	radhikamalhotra5021@gmail.com	B.Com
25		Mcmdav College for W	18-Jan-19	CHD	CHD	Laraib	Female	9888842586	laraibansari2@gmail.com	B.Com
26		Mcmdav College for W	18-Jan-19	CHD	CHD	Chetna Goel	Female	9464403447	chetna7792@gmail.com	B.Com
27		Mcmdav College for W	18-Jan-19	CHD	CHD	Riya Kharbanda	Female	7988175709	riyakharbanda1803@gmail.com	B.Com
28		Mcmdav College for W	18-Jan-19	CHD	CHD	Pranika Sharma	Female	7696613251	pranikas8668@gmail.com	B.Com
29		Mcmdav College for W	18-Jan-19	CHD	CHD	Khyati Garg	Female	9996765687	khyati.15garg@gmail.com	B.Com
30		Mcmdav College for W	18-Jan-19	CHD	CHD	Prachi Pahuja	Female	9780120576	prachipahuja62@gmail.com	B.Com
31		Mcmdav College for W	18-Jan-19	CHD	CHD	Sakshi Jalhotra	Female	8443121052	jalhotrafilms1@gmail.com	BA
32		Mcmdav College for W	18-Jan-19	CHD	CHD	Tanya	Female	8708544838	tanya.takkar@yahoo.com	BA
33		Mcmdav College for W	18-Jan-19	CHD	CHD	Pranjal Sharma	Female	8837891881	pranu.6708@gmail.com	BA
34		Mcmdav College for W	18-Jan-19	CHD	CHD	Vibhuti Garg	Female	7015824577	vibhutigarg07@gmail.com	BA
35		Mcmdav College for W	18-Jan-19	CHD	CHD	Vesheshta Thakur	Female	7347599924	vesheshtamrajput@gmail.com	BA
36		Mcmdav College for W	18-Jan-19	CHD	CHD	Kahsish Mahajan	Female	8427626685	kashish.mahajan85@yahoo.com	BA
37		Mcmdav College for W	18-Jan-19	CHD	CHD	Prakshi	Female	8689048222	prakshigrover10@gmail.com	BA
38		Mcmdav College for W	18-Jan-19	CHD	CHD	Mehak Kaur	Female	9988773341	mehakkaur000@gmail.com	BA

39	Mcmdav College for W	18-Jan-19	CHD	CHD	Divya Chawla	Female	9760067896	hchawla438@gmail.com	BA
40	Mcmdav College for W	18-Jan-19	CHD	CHD	Ayushi Pant	Female	9761824417	ayushipant08@gmail.com	BA
41	Mcmdav College for W	18-Jan-19	CHD	CHD	Garima Gupta	Female	9815005591	garimagupta1998@gmail.com	BA
42	Mcmdav College for W	18-Jan-19	CHD	CHD	Palak Kapoor	Female	7780921994	gurleen1870@gmail.com	BA
43	Mcmdav College for W	18-Jan-19	CHD	CHD	Anushka	Female	9041177565	nuts269815@gmail.com	BA
44	Mcmdav College for W	18-Jan-19	CHD	CHD	Shubhangini Thakur	Female	8288944597	thakurshubhangini1@gmail.com	BA
45	Mcmdav College for W	18-Jan-19	CHD	CHD	Aarushi Sharma	Female	9041814092	Aarushi.sharma83@gmail.com	BA
46	Mcmdav College for W	18-Jan-19	CHD	CHD	Shivani Kapoor	Female	9988759967	Shivanikapoor16.sk@gmail.com	BA
47	Mcmdav College for W	18-Jan-19	CHD	CHD	Iknoor	Female	9669900014	iknoorkaurdhiran@gmail.com	B.sc.Life sciences
48	Mcmdav College for W	18-Jan-19	CHD	CHD	Ritika Mittal	Female	9530670497	ritikamittal396@gmail.com	B.sc.Life sciences
49	Mcmdav College for W	18-Jan-19	CHD	CHD	Vaanidatta	Female	8397888784	vaanidatta1999@gmail.com	B.sc.Life sciences
50	Mcmdav College for W	18-Jan-19	CHD	CHD	Gursimran Kaur	Female	9888001054	jawanda_hs@yahoo.co.in	B.sc.Life sciences
51	Mcmdav College for W	18-Jan-19	CHD	CHD	Navneet Kaur	Female	7508991109	navneetkhangura1998@gmail.com	B.sc.Life sciences
52	Mcmdav College for W	18-Jan-19	CHD	CHD	Ranshi Ojha	Female	7009230297	ranshiojha1627@gmail.com	B.sc.Life sciences
53	Mcmdav College for W	18-Jan-19	CHD	CHD	Swarnima Jaitly	Female	9013699175	jaitlyswarnima1997@gmail.com	B.sc.Life sciences
54	Mcmdav College for W	18-Jan-19	CHD	CHD	Garima	Female	7009239329	garimanangpal22@gmail.com	B.sc.Life sciences
55	Mcmdav College for W	18-Jan-19	CHD	CHD	Deepika Khatri	Female	9416144867	deepikakhatri026@gmail.com\	B.sc.Life sciences
56	Mcmdav College for W	18-Jan-19	CHD	CHD	Jahnavi Trehan	Female	7018491438	jhanvibl1306980@gmail.com	B.sc.Life sciences
57	Mcmdav College for W	18-Jan-19	CHD	CHD	Himanshi Bansal	Female	9478401564	himanshib528@gmail.com	B.sc.Life sciences
58	Mcmdav College for W	18-Jan-19	CHD	CHD	Chhavi Dhiman	Female	7082437143	chhavidonline@gmail.com	B.sc.Life sciences
59	Mcmdav College for W	18-Jan-19	CHD	CHD	Ananaya Talwar	Female	8146009412	ananaya101097@gmail.com	B.sc.Life sciences
60	Mcmdav College for W	18-Jan-19	CHD	CHD	Kangan Khanna	Female	6239045066	kangankhanna48@gmail.com	B.sc.Life sciences



Mcm Placements <mcm36placements@gmail.com>

MCMDAV_18thJan - Shortlisted Candidates (CHD)

6 messages

Sharma, Mandeep <Mandeep.Sharma2@genpact.com>
To: "mcm36placements@gmail.com" <mcm36placements@gmail.com>
Cc: "Narang, Ganika G" <Ganika.Narang2@genpact.com>

Sat, Feb 9, 2019 at 2:44 PM

Hi Mamta Mam,

PFA shortlisted candidates from MCM DAV College CHD.

(Sending on Behalf of Ganika)

Mandeep Sharma

Manager – Talent Acquisition

Genpact India

Stellar 135 Building, Plot No. 5-6, 7th Floor,

Sector- 135, Noida 201301, U.P

E Mandeep.Sharma2@genpact.com
www.genpact.com

This e-mail (and any attachments), is confidential and may be privileged. It may be read, copied and used only by intended recipients. Unauthorized access to this e-mail (or attachments) and disclosure or copying of its contents or any action taken in reliance on it is unlawful. Unintended recipients must notify the sender immediately by e-mail/phone & delete it from their system without making any copies or disclosing it to a third person.

 **MCM DAV.xlsx**
17K

Mcm Placements <mcm36placements@gmail.com>
To: Purnima Bhandari <purnima3320@gmail.com>

Mon, Feb 11, 2019 at 10:09 AM

Dr. Mamta Ratti,
9815104499
Placement Cell Convener, MCMDAV College For Women, Chandigarh.<http://www.mcmdavcw-chd.edu/>
<https://www.facebook.com/MCM-DAV-College-for-Women-Placement-Cell-1109704689186169/>
[Quoted text hidden]

 **MCM DAV.xlsx**
17K

Narang, Ganika G <Ganika.Narang2@genpact.com>
To: Mcm Placements <mcm36placements@gmail.com>

Wed, Mar 6, 2019 at 1:13 PM

Dear All,

Please find attached the list of selected students for Genpact.

The candidates will join us post their final year result and they will be issued an offer letter 10 days prior to their joining

Ganika Narang

Human Resource - Recruitment

NCR, Genpact, India

Mobile +91 9953160503

Email ganika.narang2@genpact.com



www.genpact.com

From: Sharma, Mandeep <Mandeep.Sharma2@genpact.com>
Sent: Saturday, February 09, 2019 2:44 PM
To: mcm36placements@gmail.com
Cc: Narang, Ganika G <Ganika.Narang2@genpact.com>
Subject: MCMDAV_18thJan - Shortlisted Candidates (CHD)

Hi Mamta Mam,

[Quoted text hidden]

[Quoted text hidden]

 **MCM DAV Shortlisting.xlsx**
15K

Mcm Placements <mcm36placements@gmail.com>
To: Purnima Bhandari <purnima3320@gmail.com>

Wed, Mar 6, 2019 at 1:42 PM

Please attach the updated version in your file

Dr. Mamta Ratti,
9815104499

Placement Cell Convener, MCMDAV College For Women, Chandigarh.<http://www.mcmdavcw-chd.edu/>
<https://www.facebook.com/MCM-DAV-College-for-Women-Placement-Cell-1109704689186169/>

[Quoted text hidden]

3 attachments

image001.png
10K



image001.png
10K

 **MCM DAV Shortlisting.xlsx**
15K

Mcm Placements <mcm36placements@gmail.com>
To: Nancy Sharma <ns160588@gmail.com>

Sun, Apr 21, 2019 at 1:43 PM

Please get print out of the last document only
Regards,
Dr. Mamta Ratti,
Placement Convener,
Mcmdav College for Women,
Chandigarh
9815104499

www.mcmdavcw-chd.edu

<https://www.facebook.com/MCM-DAV-College-for-Women-Placement-Cell-1109704689186169/>

[Quoted text hidden]

3 attachments

image001.png
10K



image001.png
10K

 **MCM DAV Shortlisting.xlsx**
15K

Shafi Bansal <shafibansal@yahoo.co.in>
Reply-To: Shafi Bansal <shafibansal@yahoo.co.in>
To: Mcm Placements <mcm36placements@gmail.com>

Tue, May 24, 2022 at 3:27 PM

Sent from Yahoo Mail on Android

[Quoted text hidden]

 **MCM DAV.xlsx**
17K

S.no	UID	Campus	Campus Drive Date	Hiring Location	District/Town/City/Village	Candidate Name	Gender (M/F)	Mobile Number	Email id	BASIC Grad. Course - BA, B. Com, BBA, B. Sc etc.
1		Mcmdav College for W	18-Jan-19	CHD	CHD	Jaskiran Kaur	Female	9780028397	jaskiran1498@yahoo.co.in	B.Com
2		Mcmdav College for W	18-Jan-19	CHD	CHD	Divya Sethi	Female	7696163991	divyasethi2201@gmail.com	B.Com
3		Mcmdav College for W	18-Jan-19	CHD	CHD	Tanya Sethi	Female	9779033171	tanya.sethi3171@gmail.com	B.Com
4		Mcmdav College for W	18-Jan-19	CHD	CHD	Vaishali Pahwa	Female	8427925702	vaishalipahwa24@gmail.com	B.Com
5		Mcmdav College for W	18-Jan-19	CHD	CHD	Surbhi	Female	9988991069	Surbhijainn99@gmail.com	B.Com
6		Mcmdav College for W	18-Jan-19	CHD	CHD	Hiza	Female	9646675769	gargihiza@gmail.com	B.Com
7		Mcmdav College for W	18-Jan-19	CHD	CHD	Jasmine Arora	Female	7087402498	jas241198@gmail.com	B.Com
8		Mcmdav College for W	18-Jan-19	CHD	CHD	Mahima Arora	Female	9780335711	mahimaarora357@gmail.com	B.Com
9		Mcmdav College for W	18-Jan-19	CHD	CHD	Kajal Dhamija	Female	8557866055	kajaldhamija65@gmail.com	B.Com
10		Mcmdav College for W	18-Jan-19	CHD	CHD	Simran Sharma	Female	9729129967	simransharmanr3@gmail.com	B.Com
11		Mcmdav College for W	18-Jan-19	CHD	CHD	Manvi Negi	Female	8968623681	negimanvi23@gmail.com	B.Com
12		Mcmdav College for W	18-Jan-19	CHD	CHD	Simran Vaid	Female	7347282705	simranvaid27@gmail.com	B.Com
13		Mcmdav College for W	18-Jan-19	CHD	CHD	Muskan Itten	Female	9034498777	ittenmuskan@gmail.com	B.Com
14		Mcmdav College for W	18-Jan-19	CHD	CHD	Niti	Female	8699668820	nitigaba2121@gmail.com	B.Com
15		Mcmdav College for W	18-Jan-19	CHD	CHD	Arpana Goyal	Female	9988779667	goyalarpana104@gmail.com	B.Com
16		Mcmdav College for W	18-Jan-19	CHD	CHD	Ramandeep Kaur	Female	9872201127	ramandeepkaurrajput@gmail.com	B.Com
17		Mcmdav College for W	18-Jan-19	CHD	CHD	Komal Singh	Female	8288092689	k814816@gmail.com	B.Com
18		Mcmdav College for W	18-Jan-19	CHD	CHD	Shruti Arya	Female	7340749441	shrutiknp.arya@gmail.com	B.Com
19		Mcmdav College for W	18-Jan-19	CHD	CHD	Parmeet Kaur	Female	8146423828	ikaurparmeet@gmail.com	B.Com
20		Mcmdav College for W	18-Jan-19	CHD	CHD	Meghna	Female	8544889767	meghnarana280@gmail.com	B.Com
21		Mcmdav College for W	18-Jan-19	CHD	CHD	Geetika Mehta	Female	8427575758	vashishtcherey7@gmail.com	B.Com
22		Mcmdav College for W	18-Jan-19	CHD	CHD	Kritika Mahajan	Female	769324215	kritikamahajan1998@gmail.com	B.Com
23		Mcmdav College for W	18-Jan-19	CHD	CHD	Divya Mago	Female	9812343235	magodivya25@gmail.com	B.Com
24		Mcmdav College for W	18-Jan-19	CHD	CHD	Radhika Malhotra	Female	9814814666	radhikamalhotra5021@gmail.com	B.Com
25		Mcmdav College for W	18-Jan-19	CHD	CHD	Laraib	Female	9888842586	laraibansari2@gmail.com	B.Com
26		Mcmdav College for W	18-Jan-19	CHD	CHD	Chetna Goel	Female	9464403447	chetna7792@gmail.com	B.Com
27		Mcmdav College for W	18-Jan-19	CHD	CHD	Riya Kharbanda	Female	7988175709	riyakharbanda1803@gmail.com	B.Com
28		Mcmdav College for W	18-Jan-19	CHD	CHD	Pranika Sharma	Female	7696613251	pranikas8668@gmail.com	B.Com
29		Mcmdav College for W	18-Jan-19	CHD	CHD	Khyati Garg	Female	9996765687	khyati.15garg@gmail.com	B.Com
30		Mcmdav College for W	18-Jan-19	CHD	CHD	Prachi Pahuja	Female	9780120576	prachipahuja62@gmail.com	B.Com
31		Mcmdav College for W	18-Jan-19	CHD	CHD	Sakshi Jalhotra	Female	8443121052	jalhotrafilms1@gmail.com	BA
32		Mcmdav College for W	18-Jan-19	CHD	CHD	Tanya	Female	8708544838	tanya.takkar@yahoo.com	BA
33		Mcmdav College for W	18-Jan-19	CHD	CHD	Pranjal Sharma	Female	8837891881	pranu.6708@gmail.com	BA
34		Mcmdav College for W	18-Jan-19	CHD	CHD	Vibhuti Garg	Female	7015824577	vibhutigarg07@gmail.com	BA
35		Mcmdav College for W	18-Jan-19	CHD	CHD	Vesheshta Thakur	Female	7347599924	vesheshtamrajput@gmail.com	BA
36		Mcmdav College for W	18-Jan-19	CHD	CHD	Kahsish Mahajan	Female	8427626685	kashish.mahajan85@yahoo.com	BA
37		Mcmdav College for W	18-Jan-19	CHD	CHD	Prakshi	Female	8689048222	prakshigrover10@gmail.com	BA
38		Mcmdav College for W	18-Jan-19	CHD	CHD	Mehak Kaur	Female	9988773341	mehakkaur000@gmail.com	BA

39	Mcmdav College for W	18-Jan-19	CHD	CHD	Divya Chawla	Female	9760067896	hchawla438@gmail.com	BA
40	Mcmdav College for W	18-Jan-19	CHD	CHD	Ayushi Pant	Female	9761824417	ayushipant08@gmail.com	BA
41	Mcmdav College for W	18-Jan-19	CHD	CHD	Garima Gupta	Female	9815005591	garimagupta1998@gmail.com	BA
42	Mcmdav College for W	18-Jan-19	CHD	CHD	Palak Kapoor	Female	7780921994	gurleen1870@gmail.com	BA
43	Mcmdav College for W	18-Jan-19	CHD	CHD	Anushka	Female	9041177565	nuts269815@gmail.com	BA
44	Mcmdav College for W	18-Jan-19	CHD	CHD	Shubhangini Thakur	Female	8288944597	thakurshubhangini1@gmail.com	BA
45	Mcmdav College for W	18-Jan-19	CHD	CHD	Aarushi Sharma	Female	9041814092	Aarushi.sharma83@gmail.com	BA
46	Mcmdav College for W	18-Jan-19	CHD	CHD	Shivani Kapoor	Female	9988759967	Shivanikapoor16.sk@gmail.com	BA
47	Mcmdav College for W	18-Jan-19	CHD	CHD	Iknoor	Female	9669900014	iknoorkaurdhiran@gmail.com	B.sc.Life sciences
48	Mcmdav College for W	18-Jan-19	CHD	CHD	Ritika Mittal	Female	9530670497	ritikamittal396@gmail.com	B.sc.Life sciences
49	Mcmdav College for W	18-Jan-19	CHD	CHD	Vaanidatta	Female	8397888784	vaanidatta1999@gmail.com	B.sc.Life sciences
50	Mcmdav College for W	18-Jan-19	CHD	CHD	Gursimran Kaur	Female	9888001054	jawanda_hs@yahoo.co.in	B.sc.Life sciences
51	Mcmdav College for W	18-Jan-19	CHD	CHD	Navneet Kaur	Female	7508991109	navneetkhangura1998@gmail.com	B.sc.Life sciences
52	Mcmdav College for W	18-Jan-19	CHD	CHD	Ranshi Ojha	Female	7009230297	ranshiojha1627@gmail.com	B.sc.Life sciences
53	Mcmdav College for W	18-Jan-19	CHD	CHD	Swarnima Jaitly	Female	9013699175	jaitlyswarnima1997@gmail.com	B.sc.Life sciences
54	Mcmdav College for W	18-Jan-19	CHD	CHD	Garima	Female	7009239329	garimanangpal22@gmail.com	B.sc.Life sciences
55	Mcmdav College for W	18-Jan-19	CHD	CHD	Deepika Khatri	Female	9416144867	deepikakhatri026@gmail.com\	B.sc.Life sciences
56	Mcmdav College for W	18-Jan-19	CHD	CHD	Jahnavi Trehan	Female	7018491438	jhanvibl1306980@gmail.com	B.sc.Life sciences
57	Mcmdav College for W	18-Jan-19	CHD	CHD	Himanshi Bansal	Female	9478401564	himanshib528@gmail.com	B.sc.Life sciences
58	Mcmdav College for W	18-Jan-19	CHD	CHD	Chhavi Dhiman	Female	7082437143	chhavidonline@gmail.com	B.sc.Life sciences
59	Mcmdav College for W	18-Jan-19	CHD	CHD	Ananaya Talwar	Female	8146009412	ananaya101097@gmail.com	B.sc.Life sciences
60	Mcmdav College for W	18-Jan-19	CHD	CHD	Kangan Khanna	Female	6239045066	kangankhanna48@gmail.com	B.sc.Life sciences

Training ID :
Date : 2/23/2019
Place : Chandigarh

DF: L64200MH1986PL004137

Subject: Training Enrolment Confirmation

Dear Gurleen Kaur

Congratulations!

We are pleased to inform you that you have been enrolled as a student for a training program currently sponsored by Tech Mahindra Ltd.

Training Program Duration	:	30 Days
Time	:	9 Hours
Location	:	Chandigarh
Proposed Date of commencement of training program	:	

The Company reserves the right to extend the duration of your training.

Please note that this is not an offer of employment with Tech Mahindra Ltd and the Company is no way responsible for your placement after completion of training program. You shall not be entitled to any benefits, facilities and payment from the Company, during your training period and any extension thereof.

The Company reserves the right to terminate your participation in a training program at any time at the sole discretion of the Company. In case you fail to attend the training for consecutive period of **3 days** and/or fails to successfully complete any certification at any stage of training period, then your participation in the training program stands terminated automatically.

We wish you very best.

Thanking you,

Yours faithfully,
For Tech Mahindra Limited


(Authorized Signatory)



LETTER OF INTENT FOR FIXED-TERM EMPLOYMENT

Date: 6th Feb 2019

Name: Gunow Kame

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company"). Your employment shall be a **Fixed-Term Employment**, the duration of which will be communicated to you at the time of issuance of the Offer Letter mentioned below, and such duration not exceeding a maximum period of 12 (twelve) months.

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 1,58,950/- calculated on per annum basis. The same may be revised at the time of the issuance of an Offer Letter as per the then prevailing levels of pay. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies.

You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 days period referred to herein or thereafter or with respect to the base pay as mentioned herein as the same is merely indicative.

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company upon employment, if and once the Offer Letter is issued.

For any queries, please write to us at vcshiringqueries@amazon.com

Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD



Vaibava Kamalasanan
Sr. Manager, Recruitment

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:

Signature

Date

Date: 18th April 2019

**Harmanpreet Kaur Thind
Khanna**

Offer Letter

Dear Harmanpreet,

Further to your interview, we are pleased to confirm that you have been selected to work for Touchstone Educationals as an **Assistant Trainer - Academics** at our **Khanna** Centre. Your shift timings will be from **8:30 A.M to 6:00 P.M.**

You will be paid gross emoluments as detailed in Annexure A. Your employment with us will be governed by the Terms and Conditions as outlined in Annexure B and all other the rules and regulations of the Company.

Your assignment is effective **01st June 2019** .On that day please report to Human Resources, at **9:00 AM** for documentation and orientation. You are required to bring the following documents at the time of your joining.

1. Copy of the offer letter accepted and signed by you.
2. Educational certificates beginning from 10th standard (Original and Xerox copy)
3. Three passport size photographs
4. Relieving Letter from your previous employer
5. Last Pay Slip drawn
6. Permanent residence proof – Passport, Voter ID or Aadhaar Card
7. Photo ID proof – Driving License, Aadhaar Card, Voter ID, PAN Card
8. Nominee's Aadhaar card

The terms of this offer must be kept strictly confidential. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates submitted as a proof of above, we retain the right to review our offer of employment.

Please sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 7 days of the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Touchstone Educationals. We assure you of our support for your professional development and growth.

Regards,



Rimzim Arora
Manager-HR
Touchstone Educationals

Annexure A

On Job Training & Emoluments

You will be undergoing "On Job Training" for a period of 2-4 weeks. During this period, you will be provided adequate knowledge and training that will enable you to work productively.

Upon completion of this "On Job Training" period, you will be assessed and appropriate duties will be assigned to you.

Your emoluments will be as follows:

FOR FIRST MONTH		
SALARY BREAK-UP		
EMPLOYEE NAME	HARMANPREET KAUR THIND	
DESIGNATION	ASSISTANT TRAINER -ACADEMICS	
LOCATION	KHANNA	
DATE OF JOINING	01 ST JUNE 2019	
Emoluments (A)	Monthly	Yearly
Basic	2,062.50	24,750.00
HRA (House Rent Allowance)	1,444.00	17,328.00
TA (Transport Allowance)	1,000.00	12,000.00
Bonus	172.00	2,064.00
Special Allowance - 1	1,932.00	23,184.00
Special Allowance - 2		-
Medical Reimbursement	1,000.00	12,000.00
Employer contribution to EPF	248.00	2,976.00
Employer contribution to ESI	392.00	4,704.00
TOTAL CTC (A)	8,250.50	99,006.00
DEDUCTIONS (B)		
Employee contribution to EPF	247.50	2,970.00
Employee contribution to ESI	144.00	1,728.00
Total (B)	391.50	4,698.00
NET PAYABLE (A-B-EMPLOYER CONTRIBUTION OF EPF AND ESI)	7,218.50	86,622.00
Prepared By		Authorized By
Note: Please notify HR Officer immediately the discrepancies found if any.		

FROM SECOND MONTH ONWARDS		
SALARY BREAK-UP		
EMPLOYEE NAME	HARMANPREET KAUR THIND	
DESIGNATION	ASSISTANT TRAINER -ACADEMICS	
LOCATION	KHANNA	
DATE OF JOINING	01 ST JUNE 2019	
Emoluments (A)	Monthly	Yearly
Basic	4,125.00	49,500.00
HRA (House Rent Allowance)	2,888.00	34,656.00
TA (Transport Allowance)	1,300.00	15,600.00
Bonus	344.00	4,128.00
Special Allowance - 1	5,264.00	63,168.00
Special Allowance - 2		-
Medical Reimbursement	1,300.00	15,600.00
Employer contribution to EPF	495.00	5,940.00
Employer contribution to ESI	784.00	9,408.00
TOTAL CTC (A)	16,500.00	198,000.00
DEDUCTIONS (B)		
Employee contribution to EPF	495.00	5,940.00
Employee contribution to ESI	289.00	3,468.00
Total (B)	784.00	9,408.00
NET PAYABLE (A-B-EMPLOYER CONTRIBUTION OF EPF AND ESI)	14,437.00	173,244.00
Prepared By		Authorized By
Note: Please notify HR Officer immediately the discrepancies found if any.		

Letter Of Intent

Date	12/10/2018
Candidate Name	HASRAT
Date of Interview	12/10/2018
Venue	MCM DAV COLLEGE FOR WOMEN, CHANDIGARH

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.



Hasrat
12/10/18

Convergys India Services Private Limited

Bestech Business Tower, Ground, 4th - 8th Floor, Sector - 48, Sohna Road, Gurgaon - 122 001, Haryana, India

Tel.: +91 (124) 471 3400 | Fax: +91 (124) 471 3490 | www.convergys.com

Registered Office: 60/14, Old Rajinder Nagar, New Delhi - 110060 | Corporate Identification Number (CIN): U74899DL2001PTC109274

Dear Himani,

Congratulations!

In reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Science Teacher with Orchids - The International School at Mumbai Branch**. Your four monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of **24 Months**. In case you resign before completion of **24 months** of your service, you will be liable to pay damages to the tune of **Rs. 2 Lakhs**.
2. You will be provided with accommodation.
3. The minimum term of employment will be **2 Years**.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign **AFTER** completing **24 months**, a **3 months** notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below :

- 10th & 12th Passing Certificates/ Marksheets - Originals
- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - Compulsory
- Pan Card copy - Compulsory
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
HRA	5,041	60,492
Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736

Employee contribution to ESIC	-	-
Company contribution	269	3,228
Cost To Company	15,000	180,000

Kindly note: Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreytHR) to ensure that TDS applicable is correctly calculated.

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in Orchids The International School!

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449



Mcm Placements <mcm36placements@gmail.com>

Fwd: Himani Phogat || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 7:57 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 2:31 PM

Subject: Himani Phogat || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <phogathimani@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Himani,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Science Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of **24 Months**. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of **Rs.2 Lakhs**.
2. You will be provided with accommodation.
3. The minimum term of employment will be **2 Years**.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign **AFTER** completing 24 months, a **3 months** notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

- 10th & 12th Passing Certificates/ Marksheets - Originals
- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - **Compulsory**
- Pan Card copy - **Compulsory**
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
HRA	5,041	60,492
Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449



February 14, 2019

Aarushi Pawar
House No. HIG 22, Puda Complex,
Sec 48-C, Chandigarh - 160047

Dear Aarushi,

Sub: Agreement to work on Retainership

We are pleased to engage you as **Retainer**, on retainership basis, based at Mohali to look after consulting services for **English Content Management** team of **HT Digital Streams Ltd.** On the following terms and conditions.

1. Scope of Work

- (a) Recommend and advice error-free, well-structured copies with engaging headlines, strap, intros.
- (b) Provide guidance in extracting the essence of the story from a badly written copy which displays good story telling techniques.
- (c) Provide guidance in ensuring accuracy and balance in stories, adding value with context, perspective and suitable visuals.
- (d) Advice and plan content keeping in mind both digital and print audience.
- (e) Guide in Tracking of analytics, search and social trends to understand audience interest.
- (f) Use integrated content across all platforms to reach out to readers.

2. Performance and Delays

The quality of your performance shall be of high standards and to complete satisfaction of the company. You shall complete all the activities entrusted to you within the time period stipulated respectively therein.

3. Exclusivity

- (a) You will not enter into a similar arrangement with any other company of similar nature for the period of time that you are associated with HT Digital Streams Ltd in the above-mentioned capacity.
- (b) The copyright and all other associated intellectual property rights arising out of and/or in connection with this arrangement will vest in HT Digital Streams Ltd and will be the property of HT Digital Streams Ltd & you shall do all such acts, deeds and things which may be required by HT Digital Streams Ltd, in connection with ensuring the vesting of such rights in favour of HT Digital Streams Ltd.

4. Consideration

- (a) You will be paid retainership fee @ INR. 25,000 (Rupees Twenty Five Thousand Only) per month for a period of one year with effect from May 01, 2019. This is inclusive of all benefits, subject to deduction of TDS. The monthly payment will be paid at the end of each month.
- (b) You shall also be entitled to any out of pocket expenses incurred by you on account of out of station travel and stay, as per company's policy, subject to the prior approval or authorization by the Company and production of receipts of expenditure incurred by you in such manner and to such extent as may be prescribed by the company.
- (c) Save and except herein above, you shall not be entitled to any other payment or charges or allowances.

Ref R387



HT DIGITAL STREAMS LIMITED

232
HT DIGITAL STREAMS LIMITED
CIN: U74900BK2015PLC025243
Corporate Office
Medianta Times House (2nd Floor)
18/20, Kirti Khera Condo, Mayapuri
New Delhi 110013, India
Tel: +91 11 4854 1408
Fax: +91 11 4854 1403
email: corporate@htdstream.com

5. Interface

You shall be interfacing with Ms. Yojana Yadav. This shall be in addition to the prompt reporting of all work assigned and reporting on an urgent basis on all matters as and when the requirement thereof arises.

6. Relationship between the parties

The relationship between you and the HT Digital Streams Ltd. is that of principal to principal and can in no way, be construed to constitute an 'Employer-Employee' or 'Principal-Agent' relationship. It is clearly understood and agreed that your engagement is being made on retainership basis for a fixed period as stated herein. Your retainership will automatically come to an end on the expiry of the specified period unless otherwise terminated in accordance herewith and no notice pay or retrenchment compensation will be payable to you by the Management.

Since your engagement is being made for a specified period on retainership basis, you will neither have any right nor a lien on the job held by you. Also you will not claim regular employment even if there is such a vacancy for the work assigned to you in terms of this agreement or otherwise.

7. Confidentiality

- (a) You shall keep secret and confidential all disclosures made to you pertaining to the business operations of the HT Digital Streams Ltd. or otherwise, in connection with the professional work assigned to you and shall not disclose any of it, directly or indirectly, to any third party at any time, without the prior written consent of the HT Digital Streams Ltd.
- (b) You shall use the disclosed information solely for the purpose of fulfilling your obligations and discharging your duties towards the HT Digital Streams Ltd. and not for any other purpose.
- (c) In the event of the termination of the contract, all confidential written information in your possession shall be promptly returned to the HT Digital Streams Ltd.
- (c) You shall not in any manner whatsoever, either directly or indirectly disclose to any person any confidential information, pertaining to the HT Digital Streams Ltd. or its affiliates, which comes to your knowledge in the course of provision of your services to the HT Digital Streams Ltd.
- (d) You shall not communicate any such detail/ information and/or any other particulars with respect to the administration/policies/schemes and/or any other matter whatsoever to any one either by word of mouth or in writing at any point of time during the subsistence of this arrangement or thereafter.

8. Conflict of interest

- (a) You undertake that at the time of entering into this retainership, you are not holding any position, or have any relationship or transaction, which puts you in a position of real or apparent conflict with the interests of the HT Digital Streams Ltd.
- (b) You shall not, in the course of discharge of your professional duties or otherwise, enter into any position, relationship or undertake any transaction, which may put you in a position of real or apparent conflict with the interests of the HT Digital Streams Ltd. In the event any such instance of conflict of interest arises, you shall make a prompt and fair disclosure to the HT Digital Streams Ltd. and in that event you shall abide by the HT Digital Streams Ltd.'s decision.

Ref: R387

Gary

Registered Office:
Sushant Marg, Patna - 800 001 (Bihar)
Ph: +91 91 222 4437943
+91 91 7461 0850
Fax: +91 91 222 1547



HT DIGITAL STREAMS LIMITED

234
HT DIGITAL STREAMS LIMITED

CIN: U74900WB2015PLC025247

Corporate Office:

Medianta Times House (2nd Floor)

18/20, Kasturba Gandhi Marg

New Delhi - 110001, India

Tel: +91 11 6636 1400

Fax: +91 11 6636 1440

email: corporate@digitalstreams.com

9. Term of contract

This contract shall be valid for a period of one year with effect from May 01, 2019. Either side can terminate this contract by giving a prior written notice of 15 days. On the expiry or earlier termination of this contract you shall promptly return all documents, applications, forms, printed material and/or any other written material pertaining to the HT Digital Streams Ltd. or its affiliates in your possession, without keeping any copies thereof with you.

It is clearly understood between the parties that you are being engaged by the Company on a purely retainer basis for a period of one year and the same is being done on a principle to principle basis during the subsistence of the arrangement.

10. Taxes

You shall be liable for payment of all taxes arising in relation to the professional services to be performed on the consideration payable herein. The HT Digital Streams Ltd. shall have the right to deduct tax at source prior to making any payment to you.

11. Effect of this letter

This letter supersedes any earlier agreement or arrangement, written or oral, entered into between you and the HT Digital Streams Ltd. and shall alone be valid and in force.

12. Interpretation

In the event of any dispute or difference as to the interpretation of any of the terms or conditions of this letter, the decision of the HT Digital Streams Ltd. shall be final and binding.

13. Acceptance

Your signature in this letter of offer shall amount to acceptance of the same by you.

14. Arbitration

In case of any dispute between you and the HT Digital Streams Ltd., the same shall be referred to the Sole Arbitration of Director of the HT Digital Streams Ltd. under the provisions of Arbitration and Conciliation Act, 1996 and his/her decision shall be final and binding on both the parties.

15. Indemnification of HT Digital Streams Ltd.

You shall keep the HT Digital Streams Ltd. indemnified against any claim from third party arising out of your negligence or act of commission or omission.

You may return the original copy of this letter to the HT Digital Streams Ltd., duly signed by you, as a token of your acceptance of the terms and conditions set out herein above.

Thanking You

Yours truly,

For HT Digital Streams Ltd

Authorized Signatory

AGREED AND ACCEPTED BY

Ref: R387

Registered Office:

South Marg, Patna - 800 015 (Bihar)

Ph: +91 912 227 3434/3435

+91 912 227 3800

Fax: +91 912 227 1445



HT DIGITAL STREAMS LIMITED

HT DIGITAL STREAMS LIMITED

CIN: U74900BR2015PLC025243

Corporate Office:

Hindustan Times House (2nd Floor)
16-20, Kasturba Gandhi Marg,
New Delhi 110001, India
Tel: +91 11 6656 1608
Fax: +91 11 6656 1445
email: corporatedept@htlive.com

146

Sakshi Jhamb
BV 3858 Street No. 1, Shakti Nagar
Fazilka, Distt Fazilka - 152123

January 30, 2019

Dear Sakshi

Sub: Agreement to work on Retainership

We are pleased to engage you as **Retainer**, on retainership basis, based at Mohali to look after consulting services for **English Content Management** team of **HT Digital Streams Ltd.** On the following terms and conditions.

1. Scope of Work

- (a) Recommend and advice error-free, well-structured copies with engaging headlines, strap, intros.
- (b) Provide guidance in extracting the essence of the story from a badly written copy which displays good story telling techniques.
- (c) Provide guidance in ensuring accuracy and balance in stories, adding value with context, perspective and suitable visuals.
- (d) Advice and plan content keeping in mind both digital and print audience.
- (e) Guide in Tracking of analytics, search and social trends to understand audience interest.
- (f) Use integrated content across all platforms to reach out to readers.

2. Performance and Delays

The quality of your performance shall be of high standards and to complete satisfaction of the company. You shall complete all the activities entrusted to you within the time period stipulated respectively therein.

3. Exclusivity

- (a) You will not enter into a similar arrangement with any other company of similar nature for the period of time that you are associated with HT Digital Streams Ltd in the above-mentioned capacity.
- (b) The copyright and all other associated intellectual property rights arising out of and/or in connection with this arrangement will vest in HT Digital Streams Ltd and will be the property of HT Digital Streams Ltd & you shall do all such acts, deeds and things which may be required by HT Digital Streams Ltd in connection with ensuring the vesting of such rights in favour of HT Digital Streams Ltd.

4. Consideration

- (a) You will be paid retainership fee @ INR. 25,000 (Rupees Twenty Five Thousand Only) per month for a period of one year with effect from March 01, 2019. This is inclusive of all benefits, subject to deduction of TDS. The monthly payment will be paid at the end of each month.
- (b) You shall also be entitled to any out of pocket expenses incurred by you on account of out of station travel and stay, as per company's policy, subject to the prior approval or authorization by the Company and production of receipts of expenditure incurred by you in such manner and to such extent as may be prescribed by the company.
- (c) Save and except herein above, you shall not be entitled to any other payment or charges or allowances.

Ref: R382

Registered Office:



HT DIGITAL STREAMS LIMITED

HT DIGITAL STREAMS LIMITED

CIN: U74903BR2015PLC025143

Corporate Office:

Hindustan Times House (2nd Floor)

18-20, Kasturba Gandhi Marg,

New Delhi 110001, India

Tel: +91 11 6656 1600

Fax: +91 11 6656 1445

email: corporate@htdps.com

5. Interface

You shall be interfacing with Ms Yojana Yadav. This shall be in addition to the prompt reporting of all work assigned and reporting on an urgent basis on all matters as and when the requirement thereof arises.

6. Relationship between the parties

The relationship between you and the HT Digital Streams Ltd. is that of principal to principal and can in no way, be construed to constitute an 'Employer-Employee' or 'Principal-Agent' relationship. It is clearly understood and agreed that your engagement is being made on retainer basis for a fixed period as stated herein. Your retainer basis will automatically come to an end on the expiry of the specified period unless otherwise terminated in accordance herewith and no notice pay or retrenchment compensation will be payable to you by the Management.

Since your engagement is being made for a specified period on retainer basis, you will neither have any right nor a lien on the job held by you. Also you will not claim regular employment even if there is such a vacancy for the work assigned to you in terms of this agreement or otherwise.

7. Confidentiality

- (a) You shall keep secret and confidential all disclosures made to you pertaining to the business operations of the HT Digital Streams Ltd. or otherwise, in connection with the professional work assigned to you and shall not disclose any of it, directly or indirectly, to any third party at any time, without the prior written consent of the HT Digital Streams Ltd.
- (b) You shall use the disclosed information solely for the purpose of fulfilling your obligations and discharging your duties towards the HT Digital Streams Ltd. and not for any other purpose.
- (c) In the event of the termination of the contract, all confidential written information in your possession shall be promptly returned to the HT Digital Streams Ltd.
- (d) You shall not in any manner whatsoever, either directly or indirectly disclose to any person any confidential information, pertaining to the HT Digital Streams Ltd. or its affiliates, which comes to your knowledge in the course of provision of your services to the HT Digital Streams Ltd.
- (e) You shall not communicate any such detail/ information and/or any other particulars with respect to the administration/policies/schemes and/or any other matter whatsoever to any one either by word of mouth or in writing at any point of time during the subsistence of this arrangement or thereafter.

8. Conflict of interest

- (a) You undertake that at the time of entering into this retainer basis, you are not holding any position, or have any relationship or transaction, which puts you in a position of real or apparent conflict with the interests of the HT Digital Streams Ltd.
- (b) You shall not, in the course of discharge of your professional duties or otherwise, enter into any position, relationship or undertake any transaction, which may put you in a position of real or apparent conflict with the interests of the HT Digital Streams Ltd. In the event any such instance of conflict of interest arises, you shall make a prompt and fair disclosure to the HT Digital Streams Ltd. and in that event you shall abide by the HT Digital Streams Ltd.'s decision.



HT DIGITAL STREAMS LIMITED

HT DIGITAL STREAMS LIMITED
 CIN: U74900RR2015PLC025243
Corporate Office:
 Hindustan Times House (2nd Floor)
 15-20, Kasturba Gandhi Marg,
 New Delhi 110001, India
 Tel: +91 11 6656 1608
 Fax: +91 11 6656 1445
 email: corporatedept@hive.com

9. Term of contract

This contract shall be valid for a period of one year with effect from March 01, 2019. Either side can terminate this contract by giving a prior written notice of 15 days. On the expiry or earlier termination of this contract you shall promptly return all documents, applications, forms, printed material and/or any other written material pertaining to the HT Digital Streams Ltd. or its affiliates in your possession, without keeping any copies thereof with you.

It is clearly understood between the parties that you are being engaged by the Company on a purely retainer basis for a period of one year and the same is being done on a principle to principle basis during the subsistence of the arrangement.

10. Taxes

You shall be liable for payment of all taxes arising in relation to the professional services to be performed on the consideration payable herein. The HT Digital Streams Ltd. shall have the right to deduct tax at source prior to making any payment to you.

11. Effect of this letter

This letter supersedes any earlier agreement or arrangement, written or oral, entered into between you and the HT Digital Streams Ltd. and shall alone be valid and in force.

12. Interpretation

In the event of any dispute or difference as to the interpretation of any of the terms or conditions of this letter, the decision of the HT Digital Streams Ltd. shall be final and binding.

13. Acceptance

Your signature in this letter of offer shall amount to acceptance of the same by you.

14. Arbitration

In case of any dispute between you and the HT Digital Streams Ltd., the same shall be referred to the Sole Arbitration of Director of the HT Digital Streams Ltd. under the provisions of Arbitration and Conciliation Act, 1996 and his/her decision shall be final and binding on both the parties.

15. Indemnification of HT Digital Streams Ltd.

You shall keep the HT Digital Streams Ltd. indemnified against any claim from third party arising out of your negligence or act of commission or omission.

You may return the original copy of this letter to the HT Digital Streams Ltd., duly signed by you, as a token of your acceptance of the terms and conditions set out herein above.

Thanking You

Yours truly,
 For HT Digital Streams Ltd

Authorized Signatory

AGREED AND ACCEPTED BY

Ref: R382



HT DIGITAL STREAMS LIMITED

HT DIGITAL STREAMS LIMITED
CIN: U74900RR2015PLC025343
Corporate Office:
Hindustan Times House (2nd Floor)
18-20, Kasturba Gandhi Marg,
New Delhi 110001, India
Tel: +91 11 6656 1608
Fax: +91 11 6656 1445
email: corporatedept@htlive.com

149

January 30, 2019

Sakshi Jhamb
BV 3858 Street No. 1, Shakti Nagar
Fazilka, Distt. Fazilka - 152123

Dear Sakshi,

Sub: Agreement to work on Retainership

We are pleased to engage you as **Retainer**, on retainership basis, based at Mohali to look after consulting services for **English Content Management** team of **HT Digital Streams Ltd.** On the following terms and conditions:

1. Scope of Work

- Recommend and advice error-free, well-structured copies with engaging headlines, strap, intros.
- Provide guidance in extracting the essence of the story from a badly written copy which displays good story telling techniques.
- Provide guidance in ensuring accuracy and balance in stories, adding value with context, perspective and suitable visuals.
- Advice and plan content keeping in mind both digital and print audience.
- Guide in Tracking of analytics, search and social trends to understand audience interest.
- Use integrated content across all platforms to reach out to readers.

2. Performance and Delays

The quality of your performance shall be of high standards and to complete satisfaction of the company. You shall complete all the activities entrusted to you within the time period stipulated respectively therein.

3. Exclusivity

- You will not enter into a similar arrangement with any other company of similar nature for the period of time that you are associated with HT Digital Streams Ltd in the above-mentioned capacity.
- The copyright and all other associated intellectual property rights arising out of and/or in connection with this arrangement will vest in HT Digital Streams Ltd and will be the property of HT Digital Streams Ltd & you shall do all such acts, deeds and things which may be required by HT Digital Streams Ltd. in connection with ensuring the vesting of such rights in favour of HT Digital Streams Ltd.

4. Consideration

- You will be paid retainership fee @ INR. 25,000 (Rupees Twenty Five Thousand Only) per month for a period of one year with effect from March 01, 2019. This is inclusive of all benefits, subject to deduction of TDS. The monthly payment will be paid at the end of each month.
- You shall also be entitled to any out of pocket expenses incurred by you on account of out of station travel and stay, as per company's policy, subject to the prior approval or authorization by the Company and production of receipts of expenditure incurred by you in such manner and to such extent as may be prescribed by the company.
- Save and except herein above, you shall not be entitled to any other payment or charges or allowances.

Ref: R362

Registered Office:
Buddh Marg, Patna - 800 001 (Bihar)
Ph: +91 612-222 3434/413.
+91 612-661 0650
Fax: +91 612-222 1545

Gay

1



HT DIGITAL STREAMS LIMITED

HT DIGITAL STREAMS LIMITED

CIN: U74900NR2015PLC025243

Corporate Office:

Hindustan Times House (2nd floor)

18-20, Kasturba Gandhi Marg,

New Delhi 110001, India

Tel: +91 11 6656 1608

Fax: +91 11 6656 1445

email: corporatedept@htlive.com

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5. Interface

You shall be interfacing with Ms. Yojana Yadav. This shall be in addition to the prompt reporting of all work assigned and reporting on an urgent basis on all matters as and when the requirement thereof arises.

6. Relationship between the parties

The relationship between you and the HT Digital Streams Ltd. is that of principal to principal and can in no way, be construed to constitute an 'Employer-Employee' or 'Principal-Agent' relationship. It is clearly understood and agreed that your engagement is being made on retainership basis for a fixed period as stated herein. Your retainership will automatically come to an end on the expiry of the specified period unless otherwise terminated in accordance herewith and no notice pay or retrenchment compensation will be payable to you by the Management.

Since your engagement is being made for a specified period on retainership basis, you will neither have any right nor a lien on the job held by you. Also you will not claim regular employment even if there is such a vacancy for the work assigned to you in terms of this agreement or otherwise.

7. Confidentiality

- (a) You shall keep secret and confidential all disclosures made to you pertaining to the business operations of the HT Digital Streams Ltd. or otherwise, in connection with the professional work assigned to you and shall not disclose any of it, directly or indirectly, to any third party at any time, without the prior written consent of the HT Digital Streams Ltd.
- (b) You shall use the disclosed information solely for the purpose of fulfilling your obligations and discharging your duties towards the HT Digital Streams Ltd. and not for any other purpose.
- (c) In the event of the termination of the contract, all confidential written information in your possession shall be promptly returned to the HT Digital Streams Ltd.
- (d) You shall not in any manner whatsoever, either directly or indirectly disclose to any person any confidential information, pertaining to the HT Digital Streams Ltd. or its affiliates, which comes to your knowledge in the course of provision of your services to the HT Digital Streams Ltd.
- (e) You shall not communicate any such detail/ information and/or any other particulars with respect to the administration/policies/schemes and/or any other matter whatsoever to any one either by word of mouth or in writing at any point of time during the subsistence of this arrangement or thereafter.

8. Conflict of interest

- (a) You undertake that at the time of entering into this retainership, you are not holding any position, or have any relationship or transaction, which puts you in a position of real or apparent conflict with the interests of the HT Digital Streams Ltd.
- (b) You shall not, in the course of discharge of your professional duties or otherwise, enter into any position, relationship or undertake any transaction, which may put you in a position of real or apparent conflict with the interests of the HT Digital Streams Ltd. In the event any such instance of conflict of interest arises, you shall make a prompt and fair disclosure to the HT Digital Streams Ltd. and in that event you shall abide by the HT Digital Streams Ltd.'s decision.

Ref: R382

Registered Office:
Sudh Marg, Patna - 800001
Ph: +91 612-222 3434/3413
+91 612-6610650
fax: +91 612-222 1545

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Handwritten signature



HT DIGITAL STREAMS LIMITED

HT DIGITAL STREAMS LIMITED

CIN: U74900BR2015PLC025243

Corporate Office:

Hindustan Times House (2nd Floor)

18-20, Kasturba Gandhi Marg,

New Delhi 110001, India

Tel: +91 11 6656 1608

Fax: +91 11 6656 1445

email: corporatedept@htlive.com

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9. Term of contract

This contract shall be valid for a period of one year with effect from March 01, 2019. Either side can terminate this contract by giving a prior written notice of 15 days. On the expiry or earlier termination of this contract you shall promptly return all documents, applications, forms, printed material and/or any other written material pertaining to the HT Digital Streams Ltd. or its affiliates in your possession, without keeping any copies thereof with you.

It is clearly understood between the parties that you are being engaged by the Company on a purely retainer basis for a period of one year and the same is being done on a principle to principle basis during the subsistence of the arrangement.

10. Taxes

You shall be liable for payment of all taxes arising in relation to the professional services to be performed on the consideration payable herein. The HT Digital Streams Ltd. shall have the right to deduct tax at source prior to making any payment to you.

11. Effect of this letter

This letter supersedes any earlier agreement or arrangement, written or oral, entered into between you and the HT Digital Streams Ltd. and shall alone be valid and in force.

12. Interpretation

In the event of any dispute or difference as to the interpretation of any of the terms or conditions of this letter, the decision of the HT Digital Streams Ltd. shall be final and binding.

13. Acceptance

Your signature in this letter of offer shall amount to acceptance of the same by you.

14. Arbitration

In case of any dispute between you and the HT Digital Streams Ltd., the same shall be referred to the Sole Arbitration of Director of the HT Digital Streams Ltd. under the provisions of Arbitration and Conciliation Act, 1996 and his/her decision shall be final and binding on both the parties.

15. Indemnification of HT Digital Streams Ltd.

You shall keep the HT Digital Streams Ltd. indemnified against any claim from third party arising out of your negligence or act of commission or omission.

You may return the original copy of this letter to the HT Digital Streams Ltd., duly signed by you, as a token of your acceptance of the terms and conditions set out herein above.

Thanking You

Yours truly,
For HT Digital Streams Ltd

Authorized Signatory

AGREED AND ACCEPTED BY

Ref: R382

Registered Office:

Budh Marg, Patna - 800 005 Bihar

Ph: +91 612-222 3434/3413

+91 612-661 0650

Fax: +91 612-222 1546

3



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IDS Infotech Ltd.
C-138 Phase VIII, Industrial Area, Mohali-160071, INDIA
Tel: (+91) 172-5053001, 5053602
Fax: (+91) 172-5098475
Website: www.idsil.com
CIN: U72200CH1989PLC009464

IDS PDG Offer 2019
22 April 2019

Letter of Intent

Simran
BSC Medical
MCM DAV College.
Contact: 9354210668

Congratulations & Welcome Aboard!

This has reference to the discussion we had with you regarding your employment in our organization based at IDS INFOTECH LTD Plot no C138 Industrial Area Phase 8 Mohali. We are pleased to confirm that we intend to appoint you at the designation of **Physician Assistant Trainee** in grade **BJ2** at HCS group and salary mutually agreed by us in the course of our discussion.

This letter is subject to your joining duty on **Jun-Jul 2019**

On joining, you are requested to report to the **HR Department**. You are also requested to bring the original & photocopy (self-attested) certificates of your educational & professional achievements, Aadhar Card, PAN Card and five recent passport size photographs.

Your joining will be subject to the positive reference check.

Thanking you,
Yours faithfully,
For IDS Infotech Ltd.



Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com



IDS Infotech Ltd.
C-138, Phase VIII, Industrial Area, Mohali-160071, INDIA
Tel. : (+91)-172-5053601, 5053602
Fax : (+91)-172-5098475
Website : www.idsil.com
CIN: U72200CH1989PLC009464

IDS/PDG/Offer/2019
22 April 2019

Letter of Intent

Chahak Khanduja
Graduate
MCM DAV College.
Contact: 7018408127

Congratulations & Welcome Aboard!

This has reference to the discussion we had with you regarding your employment in our organization based at IDS INFOTECH LTD Plot no C138 Industrial Area Phase 8 Mohali. We are pleased to confirm that we intend to appoint you at the designation of **Physician Assistant Trainee** in grade **BJ2** at HCS group and salary mutually agreed by us in the course of our discussion.

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Thanking you,
Yours faithfully,
For IDS Infotech Ltd.

Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com



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C-138, Phase VII, Industrial Area, Mohali-160071, INDIA
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IDS/PDG/Offer/2019
22 April 2019

Letter of Intent

Anupampreet Kaur
BSC Medical
MCM DAV College,
Contact: 9928322029

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Yours faithfully,
For IDS Infotech Ltd.

Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com



IDS Infotech Ltd.
C-138, Phase VII, Industrial Area, Mohali-160071, INDIA
Tel : (+91)-172-5063801, 5063802
Fax : (+91)-172-5068475
Website : www.idsil.com
CIN: U72200CH1989PLC009464

IDS/PDG/Offer/2019
22 April 2019

Letter of Intent

Ritu Singh
BSC Medical
MCM DAV College.
Contact: 9468325726

Congratulations & Welcome Aboard!

This has reference to the discussion we had with you regarding your employment in our organization based at IDS INFOTECH LTD Plot no C138 Industrial Area Phase 8 Mohali. We are pleased to confirm that we intend to appoint you at the designation of **Physician Assistant Trainee** in grade **BJ2** at HCS group and salary mutually agreed by us in the course of our discussion.

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Thanking you,
Yours faithfully,
For IDS Infotech Ltd.


Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com



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C-138, Phase VIII, Industrial Area, Mohali-160071, INDIA

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CIN: U72200CH1989PLC009464

IDS/PDG/Offer/2019
22 April 2019

Letter of Intent

Jahnavi Trehan
BSC Microbial and Food Technology
MCM DAV College.
Contact: 7018491438

Congratulations & Welcome Aboard!

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Thanking you,
Yours faithfully,
For IDS Infotech Ltd.

Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com



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IDS/PDG/Offer/2019
22 April 2019

Letter of Intent

Kanika
BSC Microbial and Food Technology
MCM DAV College.
Contact: 8360154506

Congratulations & Welcome Aboard!

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Thanking you,
Yours faithfully,
For **IDS Infotech Ltd.**


Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com



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IDS/PDG/Offer/2019
22 April 2019

Letter of Intent

Prachi Gupta
BSC Medical
MCM DAV College,
Contact: 7888305612

Congratulations & Welcome Aboard!

This has reference to the discussion we had with you regarding your employment in our organization based at IDS INFOTECH LTD Plot no C138 Industrial Area Phase 8 Mohali. We are pleased to confirm that we intend to appoint you at the designation of **Physician Assistant Trainee** in grade **BJ2** at HCS group and salary mutually agreed by us in the course of our discussion.

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Thanking you,
Yours faithfully,
For IDS Infotech Ltd.

Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com

IDS/PDG/Offer/2019
22 April 2019

Letter of Intent

Jasleen Kaur
BSC Microbial and Food Technology
MCM DAV College.
Contact: 9855388028

Congratulations & Welcome Aboard!

This has reference to the discussion we had with you regarding your employment in our organization based at IDS INFOTECH LTD Plot no C138 Industrial Area Phase 8 Mohali. We are pleased to confirm that we intend to appoint you at the designation of **Physician Assistant Trainee** in grade **BJ2** at HCS group and salary mutually agreed by us in the course of our discussion.

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Thanking you,
Yours faithfully,
For IDS Infotech Ltd.


Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com



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CIN: U72200CH1989PLC009464

IDS/PDG/Offer/2019
22 April 2019

Letter of Intent

Tanya Singh
BCOM
MCM DAV College.
Contact: 7347632350

Congratulations & Welcome Aboard!

This has reference to the discussion we had with you regarding your employment in our organization based at IDS INFOTECH LTD Plot no C138 Industrial Area Phase 8 Mohali. We are pleased to confirm that we intend to appoint you at the designation of **Physician Assistant Trainee** in grade **BJ2** at HCS group and salary mutually agreed by us in the course of our discussion.

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Thanking you,
Yours faithfully,
For IDS Infotech Ltd.


Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com



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30

IDS Infotech Ltd.
C-138, Phase VII, Industrial Area, Mohali-160071, INDIA
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CIN: U72200CH1900PLC008464

IDS/PDG/Offer/2019
22 April 2019

Letter of Intent

Sweta Arora
BSC Microbial and Food Technology
MCM DAV College.
Contact: 7018941108

Congratulations & Welcome Aboard!

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Thanking you,
Yours faithfully,
For IDS Infotech Ltd.


Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com



190

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CIN: U72200CH1989PLC009464

IDS/PDG/Offer/2019
22 April 2019

Letter of Intent

Ananya Talwar
BSC Microbial and Food Technology
MCM DAV College.
Contact: 8146009412

Congratulations & Welcome Aboard!

This has reference to the discussion we had with you regarding your employment in our organization based at IDS INFOTECH LTD Plot no C138 Industrial Area Phase 8 Mohali. We are pleased to confirm that we intend to appoint you at the designation of **Physician Assistant Trainee** in grade **BJ2** at HCS group and salary mutually agreed by us in the course of our discussion.

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Thanking you,
Yours faithfully,
For IDS Infotech Ltd.


Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.beniaf@idsil.com



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IDS Infotech Ltd.
C-138, Phase VIII, Industrial Area, Mohali-160071, INDIA
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Fax : (+91)-172-5056475
Website : www.idsil.com
CIN: U72200CH1989PLC009464

IDS/PDG/Offer/2019
22 April 2019

Letter of Intent

Chhavi Dhiman
BSC Microbial and Food Technology
MCM DAV College.
Contact: 7082437143

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Thanking you,
Yours faithfully,
For IDS Infotech Ltd.


Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com



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IDS Infotech Ltd.
C-138, Phase VIII, Industrial Area, Mohali-160071, INDIA
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IDS/PDG/Offer/2019
22 April 2019

Letter of Intent

Roopanjot Dhiman
BCOM
MCM DAV College.
Contact: 9779124488

Congratulations & Welcome Aboard!

This has reference to the discussion we had with you regarding your employment in our organization based at IDS INFOTECH LTD Plot no C138 Industrial Area Phase 8 Mohali. We are pleased to confirm that we intend to appoint you at the designation of **Physician Assistant Trainee** in grade **BJ2** at HCS group and salary mutually agreed by us in the course of our discussion.

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Yours faithfully,
For IDS Infotech Ltd.


Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com



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IDS/PDG/Offer/2019
22 April 2019

Letter of Intent

Parneet Kaur
BCOM
MCM DAV College.
Contact: 8146423828

Congratulations & Welcome Aboard!

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For **IDS Infotech Ltd.**



Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com



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IDS/PDG/Offer/2019
22 April 2019

Letter of Intent

Geetika Mehta
BCOM
MCM DAV College,
Contact: 8427575758

Congratulations & Welcome Aboard!

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Thanking you,
Yours faithfully,
For **IDS Infotech Ltd.**

Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com



193

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CIN: U72200CH1989PLC009464

IDS/PDG/01Ter/2019
22 April 2019

Letter of Intent

Sheekha
MSC Chemistry
MCM DAV College.
Contact: 8360730559

Congratulations & Welcome Aboard!

This has reference to the discussion we had with you regarding your employment in our organization based at IDS INFOTECH LTD Plot no C138 Industrial Area Phase 8 Mohali. We are pleased to confirm that we intend to appoint you at the designation of **Physician Assistant Trainee** in grade **BJ2** at HCS group and salary mutually agreed by us in the course of our discussion.

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Thanking you,
Yours faithfully,
For IDS Infotech Ltd.



Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com



Mcm Placements <mcm36placements@gmail.com>

Shortlisted Candidates---IndusInd Bank

7 messages

shivani grover <shivanigrovergjimt@gmail.com>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Feb 15, 2019 at 5:26 PM

Dear All ,

We are pleased to announce that the following students from GJIMT institute have been selected as “Management Trainee - Business Development” subject to the below mentioned guidelines:

Mandatory Guidelines:

- They clear their medical fitness (details to be advised shortly) before their appointment formalities
- They have cleared all preceding semester exams and must clear their final semester exams.
- The candidate selected does not have any relatives working with IndusInd Bank or any of its Group Companies.
- The candidate must be an Indian Nationality.
- The candidate should not have worked with IndusInd Bank or any of its Group Companies earlier.
- 3 Lac CTC per annum + up to 1 L of Performance bonus at the completion of traineeship.
- Further, In case the Management Trainee exits the Bank before the completion of 12 months from the date of joining, he/she will have to payback a sum of INR 50,000 against the cost of the Training to the Bank.

List of students shortlisted by Indusind Bank:

S.No.	Name	Contact No.
1	Gaurav Kakar	8699402944
2	Abhinav Sharma	8894667587
3	Vishal Kumar	7807355192
4	Manpreet Singh	8219259404
5	Rahul Sharma	9417560549
6	Shiv Kumar	8054406453
7	Harry Bansal	9464142048

8	Sonali	8146581586
9	Simran Kaur	9501239322
10	Trisha	9876828844
11	Chhavi Thakur	8351970080
12	Gurpreet Kaur	9877451014
13	Nisha Rani	9780652656
14	Muskan Bhagat	9888502145
15	Reema Nayyar	9872550253
16	Heena Makkar	9781129555

Please confirm the acceptance on the offer from IndusInd Bank.

Mcm Placements <mcm36placements@gmail.com>
To: Ritu chauhan <rituchauhan21m.com@gmail.com>

Fri, Feb 15, 2019 at 5:52 PM

Dr. Mamta Ratti,
9815104499
Placement Cell Convener, MCMDAV College For Women, Chandigarh.<http://www.mcmdavcw-chd.edu/>
<https://www.facebook.com/MCM-DAV-College-for-Women-Placement-Cell-1109704689186169/>
[Quoted text hidden]

Mcm Placements <mcm36placements@gmail.com>
To: Aman Dhimaan Commerce <aman.nov85@gmail.com>

Fri, Feb 15, 2019 at 6:19 PM

Dr. Mamta Ratti,
9815104499
Placement Cell Convener, MCMDAV College For Women, Chandigarh.<http://www.mcmdavcw-chd.edu/>
<https://www.facebook.com/MCM-DAV-College-for-Women-Placement-Cell-1109704689186169/>

----- Forwarded message -----
From: **shivani grover** <shivaniagroverjimt@gmail.com>
Date: Fri, Feb 15, 2019, 17:26
Subject: Shortlisted Candidates---IndusInd Bank
To: Mcm Placements <mcm36placements@gmail.com>

[Quoted text hidden]

shivani grover <shivanigrovergijmt@gmail.com>

Thu, Feb 21, 2019 at 12:51 PM

To: gauravkakar7@gmail.com, Heena Makkar <Heenamakkar2@gmail.com>, Trisha Jassal <trishajassal96@gmail.com>, simran6196.kaur@gmail.com, chhavithakur26@gmail.com, muskanbhagaat121196@gmail.com, harybansal548@gmail.com, sonaliarora245@gmail.com, reemanayyar14@gmail.com, tpo@pcte.edu.in, Navdeepak Sandhu <navdeepak.ptu@gmail.com>, placements.ptu@gmail.com, Mcm Placements <mcm36placements@gmail.com>, abhishek.misra@gmail.com

Dear All,

We are pleased to announce that the following students from your institute have been selected as “**Management Trainee - Business Development**” subject to the below mentioned guidelines:

Mandatory Guidelines:

- They clear their medical fitness (details to be advised shortly) before their appointment formalities
- They have cleared all preceding semester exams and must clear their final semester exams.
- The candidate selected does not have any relatives working with IndusInd Bank or any of its Group Companies.
- The candidate must be an Indian Nationality.
- The candidate should not have worked with IndusInd Bank or any of its Group Companies earlier.
- 3 Lac CTC per annum + up to 1 L of Performance bonus at the completion of traineeship.
- Further, In case the Management Trainee exits the Bank before the completion of 12 months from the date of joining, he/she will have to payback a sum of INR 50,000 against the cost of the Training to the Bank.

List of students shortlisted by Indusind Bank:

College Name	Name	Contact No.
Institute of Management Chd	Gaurav Kakar	8699402944
MCM,DAV Chd	Muskan Bhagat	9888502145
Institute of Management Chd	Harry Bansal	9464142048
MCM,DAV Chd	Sonali	8146581586
MCM, DAV Chd	Simran Kaur	9501239322
MCM, DAV Chd	Trisha	9876828844
MCM, DAV Chd	Chhavi Thakur	8351970080
MCM,DAV CHD	Reema Nayyar	9872550253

PCTE	Heena Makkar	9781129555
------	--------------	------------

Please confirm the acceptance on the offer from IndusInd Bank.

Note : Kindly Send Pan Card Number for Further Process as Urgent

Mcm Placements <mcm36placements@gmail.com>
To: Aman Dhimaan Commerce <aman.nov85@gmail.com>

Thu, Feb 21, 2019 at 2:33 PM

Dr. Mamta Ratti,
9815104499
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<https://www.facebook.com/MCM-DAV-College-for-Women-Placement-Cell-1109704689186169/>

----- Forwarded message -----

From: **shivani grover** <shivanigrovergjimt@gmail.com>
Date: Thu, Feb 21, 2019, 12:52
Subject: Shortlisted Candidates---IndusInd Bank

[Quoted text hidden]

[Quoted text hidden]

Aman Walia <aman.nov85@gmail.com>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Feb 22, 2019 at 7:56 PM

Respected Mam,

This is with regard to students selected for the IndusInd Bank. Following is the information of the selected candidates that was asked by the bank officials. Please refer to the table below:

College Name	Name	Contact No.	PAN
MCM,DAV Chd	Muskan Bhagat	9888502145	AXN3441995
MCM,DAV Chd	Sonali	8146581586	HENPS9876E
MCM, DAV Chd	Simran Kaur	9501239322	EAHPK8266D
MCM, DAV Chd	Trisha	9876828844	AXN3441995
MCM, DAV Chd	Chhavi Thakur	8351970080	BDYPT3461L
MCM,DAV CHD	Reema Nayyar	9872550253	BBGPN9023G

[Quoted text hidden]

Mcm Placements <mcm36placements@gmail.com>
To: shivani grover <shivanigrovergjimt@gmail.com>

Mon, Feb 25, 2019 at 1:59 PM

Dr. Mamta Ratti,
9815104499

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<https://www.facebook.com/MCM-DAV-College-for-Women-Placement-Cell-1109704689186169/>

----- Forwarded message -----

From: **Aman Walia** <aman.nov85@gmail.com>
Date: Fri, Feb 22, 2019, 19:56
Subject: Re: Shortlisted Candidates---IndusInd Bank
To: Mcm Placements <mcm36placements@gmail.com>

[Quoted text hidden]

MCM DAV COLLEGE FOR WOMEN

PLACEMENT CELL 2018-19

LIST OF SELECTED STUDENTS

DATE OF PLACEMENT : 12-02-2019 NAME OF THE COMPANY : INDUSIND BANK NAME OF THE CO-ORDINATOR : Dr. Amandeep
(C.A.B.)

S.No.	Name of the Student	Roll No.	Contact No.	Email ID	CLASS									POST	PACKAGE				
					B.A	B.SC	B.COM	BBA	BCA	M.COM	M.A	PGCCA	PGDMC						
1.	Muskan	5452	98885-0295	muskanbhat121198@gmail.com															
2.	Resma Nayyar	5413	9872550263	resmanayyar4@gmail.com															3 lac + 1
3.	Simran	5425	9501239322	simran616kaur@gmail.com															1
4.	Charvi	5463	9351977090	charvi11hakar26@gmail.com															1
5.	Sonali	5454	8146581596	sonaliarora245@gmail.com															1
6.	Trisha	5418	9876828811	trishayashu96@gmail.com															1

for
B.A



Mcm Placements <mcm36placements@gmail.com>

Shortlisted Candidates---IndusInd Bank

7 messages

shivani grover <shivanigrovergjimt@gmail.com>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Feb 15, 2019 at 5:26 PM

Dear All ,

We are pleased to announce that the following students from GJIMT institute have been selected as “Management Trainee - Business Development” subject to the below mentioned guidelines:

Mandatory Guidelines:

- They clear their medical fitness (details to be advised shortly) before their appointment formalities
- They have cleared all preceding semester exams and must clear their final semester exams.
- The candidate selected does not have any relatives working with IndusInd Bank or any of its Group Companies.
- The candidate must be an Indian Nationality.
- The candidate should not have worked with IndusInd Bank or any of its Group Companies earlier.
- 3 Lac CTC per annum + up to 1 L of Performance bonus at the completion of traineeship.
- Further, In case the Management Trainee exits the Bank before the completion of 12 months from the date of joining, he/she will have to payback a sum of INR 50,000 against the cost of the Training to the Bank.

List of students shortlisted by Indusind Bank:

S.No.	Name	Contact No.
1	Gaurav Kakar	8699402944
2	Abhinav Sharma	8894667587
3	Vishal Kumar	7807355192
4	Manpreet Singh	8219259404
5	Rahul Sharma	9417560549
6	Shiv Kumar	8054406453
7	Harry Bansal	9464142048

8	Sonali	8146581586
9	Simran Kaur	9501239322
10	Trisha	9876828844
11	Chhavi Thakur	8351970080
12	Gurpreet Kaur	9877451014
13	Nisha Rani	9780652656
14	Muskan Bhagat	9888502145
15	Reema Nayyar	9872550253
16	Heena Makkar	9781129555

Please confirm the acceptance on the offer from IndusInd Bank.

Mcm Placements <mcm36placements@gmail.com>
To: Ritu chauhan <rituchauhan21m.com@gmail.com>

Fri, Feb 15, 2019 at 5:52 PM

Dr. Mamta Ratti,
9815104499
Placement Cell Convener, MCMDAV College For Women, Chandigarh.<http://www.mcmdavcw-chd.edu/>
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[Quoted text hidden]

Mcm Placements <mcm36placements@gmail.com>
To: Aman Dhimaan Commerce <aman.nov85@gmail.com>

Fri, Feb 15, 2019 at 6:19 PM

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Placement Cell Convener, MCMDAV College For Women, Chandigarh.<http://www.mcmdavcw-chd.edu/>
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Subject: Shortlisted Candidates---IndusInd Bank
To: Mcm Placements <mcm36placements@gmail.com>

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shivani grover <shivanigrovergijmt@gmail.com>

Thu, Feb 21, 2019 at 12:51 PM

To: gauravkakar7@gmail.com, Heena Makkar <Heenamakkar2@gmail.com>, Trisha Jassal <trishajassal96@gmail.com>, simran6196.kaur@gmail.com, chhavithakur26@gmail.com, muskanbhagaat121196@gmail.com, harybansal548@gmail.com, sonaliarora245@gmail.com, reemanayyar14@gmail.com, tpo@pcte.edu.in, Navdeepak Sandhu <navdeepak.ptu@gmail.com>, placements.ptu@gmail.com, Mcm Placements <mcm36placements@gmail.com>, abhishek.misra@gmail.com

Dear All,

We are pleased to announce that the following students from your institute have been selected as “**Management Trainee - Business Development**” subject to the below mentioned guidelines:

Mandatory Guidelines:

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- The candidate must be an Indian Nationality.
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MCM,DAV Chd	Muskan Bhagat	9888502145
Institute of Management Chd	Harry Bansal	9464142048
MCM,DAV Chd	Sonali	8146581586
MCM, DAV Chd	Simran Kaur	9501239322
MCM, DAV Chd	Trisha	9876828844
MCM, DAV Chd	Chhavi Thakur	8351970080
MCM,DAV CHD	Reema Nayyar	9872550253

PCTE	Heena Makkar	9781129555
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Please confirm the acceptance on the offer from IndusInd Bank.

Note : Kindly Send Pan Card Number for Further Process as Urgent

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To: Aman Dhimaan Commerce <aman.nov85@gmail.com>

Thu, Feb 21, 2019 at 2:33 PM

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Date: Thu, Feb 21, 2019, 12:52

Subject: Shortlisted Candidates---IndusInd Bank

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[Quoted text hidden]

Aman Walia <aman.nov85@gmail.com>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Feb 22, 2019 at 7:56 PM

Respected Mam,

This is with regard to students selected for the IndusInd Bank. Following is the information of the selected candidates that was asked by the bank officials. Please refer to the table below:

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MCM,DAV Chd	Sonali	8146581586	HENPS9876E
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MCM,DAV CHD	Reema Nayyar	9872550253	BBGPN9023G

[Quoted text hidden]

Mcm Placements <mcm36placements@gmail.com>
To: shivani grover <shivanigrovergjimt@gmail.com>

Mon, Feb 25, 2019 at 1:59 PM

Dr. Mamta Ratti,
9815104499

Placement Cell Convener, MCMDAV College For Women, Chandigarh.<http://www.mcmdavcw-chd.edu/>
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From: **Aman Walia** <aman.nov85@gmail.com>
Date: Fri, Feb 22, 2019, 19:56
Subject: Re: Shortlisted Candidates---IndusInd Bank
To: Mcm Placements <mcm36placements@gmail.com>

[Quoted text hidden]

MCM DAV COLLEGE FOR WOMEN

PLACEMENT CELL 2018-19

LIST OF SELECTED STUDENTS

DATE OF PLACEMENT : 12-02-2019 NAME OF THE COMPANY : INDUSIND BANK NAME OF THE CO-ORDINATOR : Dr. Amandeep
(C.A.)

S.No.	Name of the Student	Roll No.	Contact No.	Email ID	CLASS									POST	PACKAGE			
					B.A.	B.SC.	B.COM	BBA	BCA	M.COM	M.A.	PGDCA	PGDMC					
1.	Muskan	5452	98885-0295	muskanbhat121198@gmail.com														
2.	Resma Nayyar	5413	9872550263	resmanayyar4@gmail.com														
3.	Simran	5425	9501739322	simran696kaur@gmail.com														
4.	Chani	5463	935197090	chanihakar26@gmail.com														
5.	Sonali	5454	8146581596	sonalibatra245@gmail.com														
6.	Tricha	5418	9876620011	trichybasal96@gmail.com														

for
BBA



Mcm Placements <mcm36placements@gmail.com>

Chitkara University: Infosys NEG Chitkara (Pooled) - Final Selects Results.

2 messages

Harsharn Sehgal <harsharn.sehgal@chitkara.edu.in>
To: Harsharn Sehgal <harsharn.sehgal@chitkara.edu.in>
Bcc: mcm36placements@gmail.com

Fri, Feb 8, 2019 at 8:01 PM

Dear Student.

Greetings from Chitkara University!

Hope you are doing well.

Please find enclosed (as attachment), list of BCA / B. Sc. students (Batch 2019 pass out) finally selected during the interviews conducted by the Team - Infosys on 8th February 2019 (Friday) at Chitkara University, Chandigarh-Patiala National Highway (NH- 64), Village, Jansla, Rajpura, Punjab 140401.

On behalf of Chitkara University, Heartiest Congratulations! to the Selected Ones (as per the list enclosed) and their families.

Inform your other friends also (as per the list enclosed).

Wishing you all the best..

Harsharn Sehgal

Associate Director | Office of External Affairs
CHITKARA UNIVERSITY



Administrative Office

Saraswati Kendra, SCO 160-161
Sector 9 C, Chandigarh - 160009
India.

www.chitkara.edu.in

harsharn.sehgal@chitkara.edu.in

 **NEG Chitkara - Final Results.xls**
59K

Mcm Placements <mcm36placements@gmail.com>
To: leetika85@yahoo.com, Leetika Kathuria <kathurialeetika@gmail.com>

Fri, Sep 6, 2019 at 10:53 PM

[Quoted text hidden]



NEG Chitkara - Final Results.xls

59K



HRD/2T/13052904/19-20

Ms. Siddhi Jain
Candidate ID: 13052904
222/223
arjun nagar ,jaipur
Jaipur - 1929
Rajasthan
India
Ph: (91) 97818 90331

September 12, 2019

Dear Siddhi,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2019.09.12 16:20:24 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/2T/13052904/19-20

Ms. Siddhi Jain
Candidate ID: 13052904
222/223
arjun nagar ,jaipur
Jaipur - 1929
Rajasthan
India
Ph: (91) 97818 90331

September 12, 2019

Dear Siddhi,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **November 25, 2019**.

Location

Your location of training is **Mysore, India**. The location of posting (“work location”) would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, “affiliate” means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, “control” means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure – III.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice

Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

Sign your name

_____ Location
Print your name

Enclosures: Annexure - I (Compensation)

ANNEXURE –I
(Compensation)

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Ms. Siddhi Jain			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
MONTHLY GROSS SALARY				16,162
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				136
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
FIXED GROSS SALARY (1+2+3)				18,581
TOTAL GROSS SALARY				18,581
OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
SALARY LOAN (Subject to submission of Trainee Agreement)	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				





HRD/2T/13052905/19-20

Ms. Priyanka Adlakha
Candidate ID: 13052905
House No. 2419
sector 37 c
Chandigarh - 160036
Chandigarh
India
Ph: (91) 70870 40114

September 12, 2019

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

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0251
F 91 80 2852 0362
raku@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2019.09.12 16:20:25 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/2T/13052905/19-20

Ms. Priyanka Adlakha
Candidate ID: 13052905
House No. 2419
Sector 37 c
Chandigarh - 160036
Chandigarh
India
Ph: (91) 70870 40114

September 12, 2019

Dear Priyanka,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive in the IT Operations Career Stream**.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **November 25, 2019**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

Training Period

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training

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askus@infosys.com
www.infosys.com

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure – III.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be **INR 18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period and the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

**ANNEXURE -1
(Compensation)**

COMPENSATION DETAILS (All figures in INR, per month)				
NAME	Ms. Priyanka Adlakha			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
MONTHLY GROSS SALARY				16,162
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				136
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
FIXED GROSS SALARY (1+2+3)				18,581
TOTAL GROSS SALARY				18,581
OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
SALARY LOAN (Subject to submission of Trainee Agreement)	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				





HRD/2T/13052801/19-20

Ms. Pawanpreet Kaur
Candidate ID: 13052801
House No- A-87Y
DDA Flats Jahangir Puri
Delhi - 110033
Delhi
India
Ph: (91) 95827 39405

September 12, 2019

Dear Pawanpreet,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED

CIN: L85110KA1981PLC013115

44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362

askus@infosys.com

www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2019.09.12 16:19:28 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/2T/13052801/19-20

Ms. Pawanpreet Kaur
Candidate ID: 13052801
House No- A-87Y
DDA Flats Jahangir Puri
Delhi - 110033
Delhi
India
Ph: (91) 95827 39405

September 12, 2019

Dear Pawanpreet,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **November 4, 2019**.

Location

Your location of training is **Mysore, India**. The location of posting (“work location”) would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, “affiliate” means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, “control” means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training

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askus@infosys.com
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Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure – III.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice

Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

Sign your name

_____ Location
Print your name

Enclosures: Annexure - I (Compensation)

ANNEXURE –I
(Compensation)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Pawanpreet Kaur
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	16,162

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	18,581
TOTAL GROSS SALARY	18,581

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
SALARY LOAN (Subject to submission of Trainee Agreement)	12,000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.





HRD/2T/13052805/19-20

Ms. Manjot Kaur
Candidate ID: 13052805
House No.3
Vill Ramgarh Tapprian, PO Purkhali, Distt Ropar
Ropar - 140108
Punjab
India
Ph: (91) 70093 87161

September 12, 2019

Dear Manjot,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2019.09.12 16:19:32 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/2T/13052805/19-20

Ms. Manjot Kaur
Candidate ID: 13052805
House No.3
Vill Ramgarh Tapprian, PO Purkhali, Distt Ropar
Ropar - 140108
Punjab
India
Ph: (91) 70093 87161

September 12, 2019

Dear Manjot,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **November 4, 2019**.

Location

Your location of training is **Mysore, India**. The location of posting (“work location”) would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, “affiliate” means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, “control” means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training

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Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure – III.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice

Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

Sign your name

_____ Location
Print your name

Enclosures: Annexure - I (Compensation)

ANNEXURE –I
(Compensation)

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Ms. Manjot Kaur			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
MONTHLY GROSS SALARY				16,162
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				136
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
FIXED GROSS SALARY (1+2+3)				18,581
TOTAL GROSS SALARY				18,581
OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
SALARY LOAN (Subject to submission of Trainee Agreement)	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				





HRD/2T/13052806/19-20

Ms. Ramanpreet Kaur
Candidate ID: 13052806
House No. 154
Wno 12A Shivpuri Mohalla
Rajpura - 140401
Punjab
India
Ph: (91) 94175 34930

September 12, 2019

Dear Ramanpreet,

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

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Reason: Offer Letter
Location: Bangalore

HRD/2T/13052806/19-20

Ms. Ramanpreet Kaur
Candidate ID: 13052806
House No. 154
Wno12A Shivpuri Mohalla
Rajpura - 140401
Punjab
India
Ph: (91) 94175 34930

September 12, 2019

Dear Ramanpreet,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **November 4, 2019**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training

INFOSYS LIMITED

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askus@infosys.com

www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited.

Page 2 of 7

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure – III.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be **INR 18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - 1.

Ex - Gratia - Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure - 1 of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice

Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20__

Sign your name

_____ Location
Print your name

Enclosures: Annexure - I (Compensation)

**ANNEXURE -1
(Compensation)**

COMPENSATION DETAILS (All figures in INR, per month)	
NAME	Ms. Ramanpreet Kaur
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	16,162

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	18,581
TOTAL GROSS SALARY	18,581

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
SALARY LOAN (Subject to submission of Trainee Agreement)	12,000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act. Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.





HRD/2T/13052808/19-20

Ms. Naveet Kaur
Candidate ID: 13052808
G-5
Ridhi Sidhi 2
Sriganganagar - 335001
Rajasthan
India
Ph: (91) 97797 13915

September 12, 2019

Dear Naveet,

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 farther, 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

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Bangalore 560 100, India
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rlobo@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2019.10.31 16:09:21 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/2T/13052808/19-20

Ms. Naveet Kaur
Candidate ID: 13052808
G-5
Ridhi Sidhi 2
Sriganganagar - 335001
Rajasthan
India
Ph: (91) 97797 13915

September 12, 2019

Dear Naveet,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations Career Stream**.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **November 4, 2019**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

Training Period

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0382

askus@infosys.com
www.infosys.com

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - III.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be **INR 18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this offer. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

Sign your name

Print your name Location

Enclosures: Annexure - I (Compensation)

ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR, per month)	
NAME:	Ms. Navneet Kaur
ROLE:	Operations Executive
ROLE DESIGNATION:	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	16,162

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136
3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	18,581
TOTAL GROSS SALARY	18,581

OTHER BENEFITS

Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
SALARY LOAN (Subject to submission of Trainee Agreement)	12,000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.





HRD/2T/13052810/19-20

Ms. Sidhi Singla
Candidate ID: 13052810
House No. 447
Harzi ram mandi , kaur chand street , Malout
Malout - 152107
Punjab
India
Ph: (91) 78884 58580

September 12, 2019

Dear Sidhi,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED

CIN: L85110KA1981PLC013115

44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
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F 91 80 2852 0362

askus@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2019.09.12 16:19:35 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/2T/13052810/19-20

Ms. Sidhi Singla
Candidate ID: 13052810
House No. 447
Harzi ram mandi , kaur chand street , Malout
Malout - 152107
Punjab
India
Ph: (91) 78884 58580

September 12, 2019

Dear Sidhi,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **November 25, 2019**.

Location

Your location of training is **Mysore, India**. The location of posting (“work location”) would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, “affiliate” means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, “control” means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training

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Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure – III.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice

Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

Sign your name

_____ Location
Print your name

Enclosures: Annexure - I (Compensation)

ANNEXURE –I
(Compensation)

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Ms. Sidhi Singla			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
MONTHLY GROSS SALARY				16,162
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				136
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
FIXED GROSS SALARY (1+2+3)				18,581
TOTAL GROSS SALARY				18,581
OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
SALARY LOAN (Subject to submission of Trainee Agreement)	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				





Mcm Placements <mcm36placements@gmail.com>

Chitkara University: Infosys NEG Chitkara (Pooled) - Final Selects Results.

2 messages

Harsharn Sehgal <harsharn.sehgal@chitkara.edu.in>
To: Harsharn Sehgal <harsharn.sehgal@chitkara.edu.in>
Bcc: mcm36placements@gmail.com

Fri, Feb 8, 2019 at 8:01 PM

Dear Student.

Greetings from Chitkara University!

Hope you are doing well.

Please find enclosed (as attachment), list of BCA / B. Sc. students (Batch 2019 pass out) finally selected during the interviews conducted by the Team - Infosys on 8th February 2019 (Friday) at Chitkara University, Chandigarh-Patiala National Highway (NH- 64), Village, Jansla, Rajpura, Punjab 140401.

On behalf of Chitkara University, Heartiest Congratulations! to the Selected Ones (as per the list enclosed) and their families.

Inform your other friends also (as per the list enclosed).

Wishing you all the best..

Harsharn Sehgal

Associate Director | Office of External Affairs
CHITKARA UNIVERSITY



Administrative Office

Saraswati Kendra, SCO 160-161
Sector 9 C, Chandigarh - 160009
India.

www.chitkara.edu.in

harsharn.sehgal@chitkara.edu.in

 **NEG Chitkara - Final Results.xls**
59K

Mcm Placements <mcm36placements@gmail.com>
To: leetika85@yahoo.com, Leetika Kathuria <kathurialeetika@gmail.com>

Fri, Sep 6, 2019 at 10:53 PM

[Quoted text hidden]



NEG Chitkara - Final Results.xls

59K

First Name	Last Name	SAP ID	Email ID	Contact Numbe	College Name
Naveet	Brar	16101238	naveetkbrar512@gmail.com	9779713915	M.C.M D.A.V. College for women, Chandigarh
Kanika	Goyal	16101175	goyalkanika2098@gmail.com	8557908625	M.C.M D.A.V. College for women, Chandigarh
Deepti	Deepti	16101110	deeptichawla19@gmail.com	6280662647	M.C.M D.A.V. College for women, Chandigarh
Purnima	Kaushal	16101285	purnimakaushal99@gmail.com	7009720171	M.C.M D.A.V. College for women, Chandigarh
HIMANI	PHOGAT	16101147	phogathimani@gmail.com	8901027858	M.C.M D.A.V. College for women, Chandigarh
Himanshi	Goel	16101150	himanshigoel0051@gmail.com	9671110751	M.C.M D.A.V. College for women, Chandigarh
Jasleen	Kaur	16101160	jaskaurchandigarh@gmail.com	8847659965	M.C.M D.A.V. College for women, Chandigarh
Mridula	Khurana	16092960	mridulakhurana.30@gmail.com	7347638807	M.C.M D.A.V. College for women, Chandigarh
Parminder	Bajwa	16091346	pkbajwa36@gmail.com	9464658112	M.C.M D.A.V. College for women, Chandigarh
Pawanpreet	Kaur	16092965	kaurpawan397@gmail.com	9582739405	M.C.M D.A.V. College for women, Chandigarh
Siddhi	jain	16092981	siddhijain363@gmail.com	9781890331	M.C.M D.A.V. College for women, Chandigarh
Sidhi	Singla	16101367	sidhisingla15@gmail.com	7888458580	M.C.M D.A.V. College for women, Chandigarh
Simran	Anand	16092982	skhsimi2827@gmail.com	9888769217	M.C.M D.A.V. College for women, Chandigarh
Tania	Aggarwal	16092986	taniaaggarwal86@gmail.com	8607082153	M.C.M D.A.V. College for women, Chandigarh
Umang	Gakhar	16092987	umangakhar29@gmail.com	9050096859	M.C.M D.A.V. College for women, Chandigarh
Sahiba	Goyal	16092972	sahibagoyal1999@gmail.com	8288945344	M.C.M D.A.V. College for women, Chandigarh
Priyanka	Adlakha	16092966	adlakhap92@gmail.com	7087040114	M.C.M D.A.V. College for women, Chandigarh
Kalpana	Nagpal	16101172	nagpalanita96@gmail.com	7988161559	M.C.M D.A.V. College for women, Chandigarh
Manjot	Kaur	16101204	manjotk441@gmail.com	7009387161	M.C.M D.A.V. College for women, Chandigarh
Karminder	Sraa	16101178	karmsraa@gmail.com	9518403536	M.C.M D.A.V. College for women, Chandigarh
Shaurya	Sodhi	16101347	shaurya_sodhi@yahoo.com	7901911339	M.C.M D.A.V. College for women, Chandigarh

First Name	Last Name	SAP ID	Email ID	Contact Number	College Name
Naveet	Brar	16101238	naveetkbrar512@gmail.com	9779713915	M.C.M D.A.V. College for women, Chandigarh
Kanika	Goyal	16101175	goyalkanika2098@gmail.com	8557908625	M.C.M D.A.V. College for women, Chandigarh
Deepti	Deepti	16101110	deeptichawla19@gmail.com	6280662647	M.C.M D.A.V. College for women, Chandigarh
Purnima	Kaushal	16101285	purnimakaushal99@gmail.com	7009720171	M.C.M D.A.V. College for women, Chandigarh
HIMANI	PHOGAT	16101147	phogathimani@gmail.com	8901027858	M.C.M D.A.V. College for women, Chandigarh
Himanshi	Goel	16101150	himanshigoel0051@gmail.com	9671110751	M.C.M D.A.V. College for women, Chandigarh
Jasleen	Kaur	16101160	jaskaurchandigarh@gmail.com	8847659965	M.C.M D.A.V. College for women, Chandigarh
Mridula	Khurana	16092960	mridulakhurana.30@gmail.com	7347638807	M.C.M D.A.V. College for women, Chandigarh
Parminder	Bajwa	16091346	pkbajwa36@gmail.com	9464658112	M.C.M D.A.V. College for women, Chandigarh
Pawanpreet	Kaur	16092965	kaurpawan397@gmail.com	9582739405	M.C.M D.A.V. College for women, Chandigarh
Siddhi	jain	16092981	siddhijain363@gmail.com	9781890331	M.C.M D.A.V. College for women, Chandigarh
Sidhi	Singla	16101367	sidhisingla15@gmail.com	7888458580	M.C.M D.A.V. College for women, Chandigarh
Simran	Anand	16092982	skhsimi2827@gmail.com	9888769217	M.C.M D.A.V. College for women, Chandigarh
Tania	Aggarwal	16092986	taniaaggarwal86@gmail.com	8607082153	M.C.M D.A.V. College for women, Chandigarh
Umang	Gakhar	16092987	umangakhar29@gmail.com	9050096859	M.C.M D.A.V. College for women, Chandigarh
Sahiba	Goyal	16092972	sahibagoyal1999@gmail.com	8288945344	M.C.M D.A.V. College for women, Chandigarh
Priyanka	Adlakha	16092966	adlakhap92@gmail.com	7087040114	M.C.M D.A.V. College for women, Chandigarh
Kalpana	Nagpal	16101172	nagpalanita96@gmail.com	7988161559	M.C.M D.A.V. College for women, Chandigarh
Manjot	Kaur	16101204	manjotk441@gmail.com	7009387161	M.C.M D.A.V. College for women, Chandigarh
Karminder	Sraa	16101178	karmsraa@gmail.com	9518403536	M.C.M D.A.V. College for women, Chandigarh
Shaurya	Sodhi	16101347	shaurya_sodhi@yahoo.com	7901911339	M.C.M D.A.V. College for women, Chandigarh



IDS Infotech Ltd.

C-138, Phase VIII, Industrial Area, Mohali-160071, INDIA

Tel.: (+91)-172-5053601, 5053602

Fax: (+91)-172-5098475

Website: www.idsil.com

CIN: U72200CH1989PLC009464

IDS/PDG/Offer/2019
22 April 2019

Letter of Intent

Jahnavi Trehan
BSC Microbial and Food Technology
MCM DAV College.
Contact: 7018491438

Congratulations & Welcome Aboard!

This has reference to the discussion we had with you regarding your employment in our organization based at IDS INFOTECH LTD Plot no C138 Industrial Area Phase 8 Mohali. We are pleased to confirm that we intend to appoint you at the designation of **Physician Assistant Trainee** in grade **BJ2** at HCS group and salary mutually agreed by us in the course of our discussion.

This letter is subject to your joining duty on **Jun-Jul 2019**

On joining, you are requested to report to the **HR Department**. You are also requested to bring the original & photocopy (self-attested) certificates of your educational & professional achievements, Aadhar Card, PAN Card and five recent passport size photographs.

Your joining will be subject to the positive reference check.

Thanking you,
Yours faithfully,
For IDS Infotech Ltd.

Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com



Mcm Placements <mcm36placements@gmail.com>

Fwd: Jasdeep Kaur || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 8:13 PM

FYI .

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 3:43 PM

Subject: Jasdeep Kaur || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <jasdeepkaur0017@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Jasdeep ,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Social Science Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019, tentatively**. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of **24 Months**. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of **Rs.2 Lakhs**.
2. You will be provided with accommodation.
3. The minimum term of employment will be **2 Years**.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign **AFTER** completing 24 months, a **3 months** notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

- 10th & 12th Passing Certificates/ Marksheets - Originals
- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - **Compulsory**
- Pan Card copy - **Compulsory**
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
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HRA	5,041	60,492
Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreytHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 8433934497.

Letter Of Intent

Date	12 th October, 2018
Candidate Name	Jasleen Kaur
Date of Interview	12 th October, 2018
Venue	MEN DAV College for Women, Chandigarh

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.




IDS/PDG/Offer/2019
22 April 2019

Letter of Intent

Jasleen Kaur
BSC Microbial and Food Technology
MCM DAV College.
Contact: 9855388028

Congratulations & Welcome Aboard!

This has reference to the discussion we had with you regarding your employment in our organization based at IDS INFOTECH LTD Plot no C138 Industrial Area Phase 8 Mohali. We are pleased to confirm that we intend to appoint you at the designation of **Physician Assistant Trainee** in grade **BJ2** at HCS group and salary mutually agreed by us in the course of our discussion.

This letter is subject to your joining duty on **Jun-Jul 2019**

On joining, you are requested to report to the **HR Department**. You are also requested to bring the original & photocopy (self-attested) certificates of your educational & professional achievements, Aadhar Card, PAN Card and five recent passport size photographs.

Your joining will be subject to the positive reference check.

Thanking you,
Yours faithfully,
For **IDS Infotech Ltd.**


Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com



Letter Of Intent

Date	12 / 10 / 18
Candidate Name	JASMINE BATRA
Date of Interview	12 / 10 / 18
Venue	MCM DAV COLLEGE FOR WOMEN, CHANDIGARH

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

Jasmine
Batra
12/10/18

Convergys India Services Private Limited

Bestech Business Tower, Ground, 4th - 8th Floor, Sector - 48, Sohna Road, Gurgaon - 122 001, Haryana, India

Tel : +91 (124) 471 3400 | Fax: +91 (124) 471 3490 | www.convergys.com

Registered Office: 60/14, Old Rajinder Nagar, New Delhi - 110060 | Corporate Identification Number (CIN): U74899DL2001PTC109274



Mcm Placements <mcm36placements@gmail.com>

Fwd: Jasmine Sahni || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 7:47 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>
Date: Fri, Mar 1, 2019 at 1:38 PM
Subject: Jasmine Sahni || Offer Confirmation from Orchids The International School, Mumbai Branch
To: <jasminesahni7@gmail.com>
Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Jasmine,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary English Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

- 1. You will be required to serve for a minimum tenure of 24 Months. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of Rs.2 Lakhs.**
- 2. You will be provided with accommodation.**
- 3. The minimum term of employment will be 2 Years.**
- 4. You will be eligible for performance appraisal after completing a year in the Organization.**
- 5. In case you wish to resign AFTER completing 24 months, a 3 months notice period has to be served.**
- 6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.**

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

- 10th & 12th Passing Certificates/ Marksheets - Originals
- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - **Compulsory**
- Pan Card copy - **Compulsory**
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
HRA	5,041	60,492
Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 8433934497.



Gurukripa Electronics <gksector20@gmail.com>

Fwd: Jasmine Sahni || Offer Confirmation from Orchids The International School, Mumbai Branch

Fri, Mar 8, 2019 at 7:26 PM

Jasmine Sahni <jasminesahni7@gmail.com>
To: Gurukripa Electronics <gksector20@gmail.com>

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>
Date: Fri, Mar 1, 2019, 1:38 PM
Subject: Jasmine Sahni || Offer Confirmation from Orchids The International School, Mumbai Branch
To: <jasminesahni7@gmail.com>
Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Jasmine,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary English Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.**

The break-up of the salary is given below. This is a full time position and there will be a probationary period of 1 Year. The notice period will be **Three Months.** Your date of joining will be **1st June 2019, tentatively.** Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

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2. You will be provided with accommodation.
3. The minimum term of employment will be 2 Years.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign AFTER completing 24 months, a 3 months notice period has to be served.

6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

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Gratuity	269	3,228
Cost To Company	15,000	180,000

"Kindly note: Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreytHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in Orchids The International School!

Mail - Fwd: Jasmine Sabni || Offer Confirmation from Orchids ...

<https://mail.google.com/mail/u/0?ik=88x9832468&view=pr&sea...>

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 8433934497.

€

€

Training ID :
Date : 13/feb/19
Place : Chandigarh

Subject: Training Enrolment Confirmation

Jyotsana Khullana

Dear «First_Name» «Middle_Last_Name»

Congratulations!

We are pleased to inform you that you have been enrolled as a student for a training program currently sponsored by Tech Mahindra Ltd.

Training Program Duration	:	30 Days
Time	:	9 Hours
Location	:	Chandigarh
Proposed Date of commencement of training program	:	

The Company reserves the right to extend the duration of your training.

Please note that this is not an offer of employment with Tech Mahindra Ltd and the Company is no way responsible for your placement after completion of training program. You shall not be entitled to any payment from the Company, during your training period and any extension thereof.

The Company reserves the right to terminate your participation in a training program at any time at the sole discretion of the Company. In case you fail to attend the training for consecutive period of 3 days and/or fails to successfully complete any certification at any stage of training period, then your participation in the training program stands terminated automatically.

We wish you very best.

Parvati

Thanking you,

Yours faithfully,
For Tech Mahindra Limited



Mcm Placements <mcm36placements@gmail.com>

Fwd: Kajal || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharna <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 7:59 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharna** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 2:46 PM

Subject: Kajal || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <kjukajal@gmail.com>

Dear Kajal,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Science Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019, tentatively**. Confirm with us as soon as you get an update on your exam dates.

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Other Conditions:

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- Pan Card copy - **Compulsory**
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Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449



Kanika Goyal

Letter Of Intent

Date	12-10-2018
Candidate Name	KANIKA GOYAL
Date of Interview	12-10-2018
Venue	MCM DAV COLLEGE FOR WOMEN, CHD

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.



194

IDS Infotech Ltd.
C-138, Phase VII, Industrial Area, Mohali-160071, INDIA
Tel : (+91)-172-5063801, 5053602
Fax : (+91)-172-5098475
Website : www.idsil.com
CIN: U72200CH1989PLC009464

IDS/PDG/Offer/2019
22 April 2019

Letter of Intent

Kanika
BSC Microbial and Food Technology
MCM DAV College.
Contact: 8360154506

Congratulations & Welcome Aboard!

This has reference to the discussion we had with you regarding your employment in our organization based at IDS INFOTECH LTD Plot no C138 Industrial Area Phase 8 Mohali. We are pleased to confirm that we intend to appoint you at the designation of **Physician Assistant Trainee** in grade **BJ2** at HCS group and salary mutually agreed by us in the course of our discussion.

This letter is subject to your joining duty on **Jun-Jul 2019**

On joining, you are requested to report to the **HR Department**. You are also requested to bring the original & photocopy (self-attested) certificates of your educational & professional achievements, Aadhar Card, PAN Card and five recent passport size photographs.

Your joining will be subject to the positive reference check.

Thanking you,
Yours faithfully,
For **IDS Infotech Ltd.**


Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com



Letter Of Intent

Date	12th October, 2018
Candidate Name	KARMINDER KAUR SRAA
Date of Interview	12th October, 2018
Venue	MCM DAV College for Women, Chandigarh

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Road office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

Karminder Kaur Sraa



LETTER OF INTENT

Date: 6th Feb 2019.

Name: Karishk Mahajan

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to receive Total Compensation of INR 1,87,000 (Rupees _____), payable as per the following structure:

1. Annual Base Pay of INR 1,58,950 (Rupees _____) per annum payable in arrears in accordance with the Company's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise.



2. Variable Pay of INR 28,050/- (Rupees _____) per annum, payable on quarterly basis and subject to meeting performance levels as per the Company standards and policy.

Your attention is drawn to make note that Variable Pay will be payable only upon successfully meeting the requirements as per Company policy and also subject to your continuing employment with the Company on the date of payout. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies. You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 days period referred to herein or thereafter or with respect to the compensation mentioned herein as the same is merely indicative.

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer. You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with copies of the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company, if and once the Offer Letter is issued.

For any queries, please write to us at vcshiringqueries@amazon.com

Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD

Vaibava Kamalasanan
Sr. Manager, Recruitment

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:

Signature

6/2/19

Date

Letter Of Intent

Date	12/10/2018
Candidate Name	KHUSHBOD GARG
Date of Interview	12/10/2018
Venue	MCM DAV COLLEGE FOR WOMEN, CHANDIGARH

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.



Khushboo Garg
12/10/2018

Convergys India Services Private Limited

Bestech Business Tower, Ground, 4th - 8th Floor, Sector - 48, Sohna Road, Gurgaon - 122 001, Haryana, India
Tel: +91 (124) 471 3400 | Fax: +91 (124) 471 3490 | www.convergys.com

Registered Office: 80/14, Old Rajinder Nagar, New Delhi - 110060 | Corporate Identification Number (CIN): U74999DL2001P1C109274

LETTER OF INTENT FOR FIXED-TERM EMPLOYMENT

Date: 6th feb 2019.

Name: Khushboo Gaig

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company"). Your employment shall be a **Fixed-Term Employment**, the duration of which will be communicated to you at the time of issuance of the Offer Letter mentioned below, and such duration not exceeding a maximum period of 12 (twelve) months.

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 1,58,950/- calculated on per annum basis. The same may be revised at the time of the issuance of an Offer Letter as per the then prevailing levels of pay. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies.

You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 days period referred to herein or thereafter or with respect to the base pay as mentioned herein as the same is merely indicative.


In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company upon employment, if and once the Offer Letter is issued.

For any queries, please write to us at vcshiringqueries@amazon.com

Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD


Vaibava Kamalasanan
Sr. Manager, Recruitment

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:



Signature

6 Feb 2019

Date

Training ID :
Date : 13 Feb/19
Place : Chandigarh

Subject: Training Enrolment Confirmation
Khushleen Kaur Bhat
Dear «First_Name» «Middle_Last_Name»

Congratulations!

We are pleased to inform you that you have been enrolled as a student for a training program currently sponsored by Tech Mahindra Ltd.

Training Program Duration	:	30 Days
Time	:	9 Hours
Location	:	Chandigarh
Proposed Date of commencement of training program	:	

The Company reserves the right to extend the duration of your training.

Please note that this is not an offer of employment with Tech Mahindra Ltd and the Company is no way responsible for your placement after completion of training program. You shall not be entitled to any payment from the Company, during your training period and any extension thereof.

The Company reserves the right to terminate your participation in a training program at any time at the sole discretion of the Company. In case you fail to attend the training for consecutive period of 3 days and/or fails to successfully complete any certification at any stage of training period, then your participation in the training program stands terminated automatically.

We wish you very best.

Ravneet

Thanking you,

Yours faithfully,
For Tech Mahindra Limited

Letter Of Intent

Date	12 Oct ,2018
Candidate Name	Komal Rajwara
Date of Interview	12 Oct ,2018
Venue	MCM DAV college for women, Chandigarh

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.



Komal
12-10-18

Convergys India Services Private Limited

Bestech Business Tower, Ground, 4th - 8th Floor, Sector -48, Sohna Road, Gurgaon - 122 001, Haryana, India
Tel.: +91 (124) 471 3400 | Fax: +91 (124) 471 3490 | www.convergys.com

Registered Office: 60/14, Old Rajinder Nagar, New Delhi - 110069 | Corporate Identification Number (CIN): U74899DL2001PTC109274



Mcm Placements <mcm36placements@gmail.com>

Fwd: Komal Thakur || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 7:55 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 2:06 PM

Subject: Komal Thakur || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <komalthakur1718@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Komal,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Science Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of **24 Months**. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of **Rs.2 Lakhs**.
2. You will be provided with accommodation.
3. The minimum term of employment will be **2 Years**.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign **AFTER** completing 24 months, a **3 months** notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

- 10th & 12th Passing Certificates/ Marksheets - Originals
- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - **Compulsory**
- Pan Card copy - **Compulsory**
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
HRA	5,041	60,492
Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449

Training ID :
Date : 13/Feb/19
Place : Chandigarh

Subject: Training Enrolment Confirmation

Dear «First_Name» «Middle__Last_Name»
Kudrat Kang

Congratulations!

We are pleased to inform you that you have been enrolled as a student for a training program currently sponsored by Tech Mahindra Ltd.

Training Program Duration	:	30 Days
Time	:	9 Hours
Location	:	Chandigarh
Proposed Date of commencement of training program	:	

The Company reserves the right to extend the duration of your training.

Please note that this is not an offer of employment with Tech Mahindra Ltd and the Company is no way responsible for your placement after completion of training program. You shall not be entitled to any payment from the Company, during your training period and any extension thereof.

The Company reserves the right to terminate your participation in a training program at any time at the sole discretion of the Company. In case you fail to attend the training for consecutive period of 3 days and/or fails to successfully complete any certification at any stage of training period, then your participation in the training program stands terminated automatically.

We wish you very best.

Ravneet
Thanking you,

Yours faithfully,
For Tech Mahindra Limited

Letter Of Intent

Date	12 th October, 2018
Candidate Name	Kunika
Date of Interview	12 th October, 2018
Venue	MCM DAN college for women, Chd

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.



Convergys India Services Private Limited

Bestech Business Tower, Ground, 4th - 8th Floor, Sector - 48, Sohna Road, Gurgaon - 122 001, Haryana, India

Tel.: +91 (124) 471 3400 | Fax: +91 (124) 471 3490 | www.convergys.com

Registered Office: 60/14, Old Rajinder Nagar, New Delhi - 110060 | Corporate Identification Number (CIN): U74899DL2001PTC109274

LETTER OF INTENT

Date: 6th Feb 2019.

Name: Mahima Jain

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to receive Total Compensation of INR 1,87,500 (Rupees _____), payable as per the following structure:

1. Annual Base Pay of INR 1,58,950 (Rupees _____) per annum payable in arrears in accordance with the Company's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise.

Mahima

2. Variable Pay of INR 28,050 (Rupees _____) per annum, payable on quarterly basis and subject to meeting performance levels as per the Company standards and policy.

Your attention is drawn to make note that Variable Pay will be payable only upon successfully meeting the requirements as per Company policy and also subject to your continuing employment with the Company on the date of payout. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies. You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 days period referred to herein or thereafter or with respect to the compensation mentioned herein as the same is merely indicative.

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer. You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with copies of the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company, if and once the Offer Letter is issued.

For any queries, please write to us at vcshiringqueries@amazon.com

Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD


Vaibava Kamalasan
Sr. Manager, Recruitment

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:

Mahim
Signature

6 Feb '19
Date



Letter of Intent

Date	12 th October, 2018
Candidate Name	MANASVI GUPTA
Date of Interview	12 th October, 2018
Venue	MCM DAV COLLEGE FOR WOMEN, CHANDIGARH

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.



Letter Of Intent

Date	12 October, 2018
Candidate Name	Maninder Beriwal
Date of Interview	12 October, 2018
Venue	MCMDAV College for Women, Chandigarh

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

Maninder
12/10/18

Convergys India Services Private Limited

Bestech Business Tower, Ground, 4th - 8th Floor, Sector - 48, Sohna Road, Gurgaon - 122 001, Haryana, India

Tel.: +91 (124) 471 3400 | Fax: +91 (124) 471 3490 | www.convergys.com

Registered Office: 60/14, Old Rajinder Nagar, New Delhi - 110060 | Corporate Identification Number (CIN): U74899DL2001PTC109274



Manisha Sahu

Letter of Appointment

Date	12-10-2018
Candidate Name	Manisha Sahu
Date of Interview	12-10-2018
Venue	MCH DUV COLLEGE FOR WOMEN CHD

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

Manisha Sahu

Convergys India Services Private Limited

Bestech Business Tower, Ground, 4th - 8th Floor, Sector - 48, Sohna Road, Gurgaon - 122 001, Haryana, India

Tel.: +91 (124) 471 3400 | Fax: +91 (124) 471 3490 | www.convergys.com

Registered Office: 60/14, Old Rajinder Nagar, New Delhi - 110060 | Corporate Identification Number (CIN): U74899DL2001PTC109274



Letter Of Intent

Date	12.10.2018
Candidate Name	MANISHA SHARMA
Date of Interview	12.10.2018
Venue	MCM DAV College for Women, CHANDIGARH

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

Manisha

[Signature]

Convergys India Services Private Limited

Bestech Business Tower, Ground, 4th - 8th Floor, Sector - 48, Sohna Road, Gurgaon - 122 001, Haryana, India

Tel.: +91 (124) 471 3400 | Fax: +91 (124) 471 3490 | www.convergys.com

Registered Office: 60/14, Old Rajinder Nagar, New Delhi - 110060 | Corporate Identification Number (CIN): U74899DL2001PTC109274

LETTER OF INTENT FOR FIXED-TERM EMPLOYMENT

Date: 5th Feb 2019.

Name: Manisha Moh

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company"). Your employment shall be a **Fixed-Term Employment**, the duration of which will be communicated to you at the time of issuance of the Offer Letter mentioned below, and such duration not exceeding a maximum period of 12 (twelve) months.

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 1,44,500/- calculated on per annum basis. The same may be revised at the time of the issuance of an Offer Letter as per the then prevailing levels of pay. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies.

Manisha

You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 days period referred to herein or thereafter or with respect to the base pay as mentioned herein as the same is merely indicative.


In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company upon employment, if and once the Offer Letter is issued.

For any queries, please write to us at vcshiringqueries@amazon.com

Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD


Vaibava Kamalasanan
Sr. Manager, Recruitment

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:

Signature



Date

6th / feb / 2019



HRD/2T/13052805/19-20

Ms. Manjot Kaur
Candidate ID: 13052805
House No.3
Vill Ramgarh Tapprian, PO Purkhali, Distt Ropar
Ropar - 140108
Punjab
India
Ph: (91) 70093 87161

September 12, 2019

Dear Manjot,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2019.09.12 16:19:32 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/2T/13052805/19-20

Ms. Manjot Kaur
Candidate ID: 13052805
House No.3
Vill Ramgarh Tapprian, PO Purkhali, Distt Ropar
Ropar - 140108
Punjab
India
Ph: (91) 70093 87161

September 12, 2019

Dear Manjot,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **November 4, 2019**.

Location

Your location of training is **Mysore, India**. The location of posting (“work location”) would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, “affiliate” means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, “control” means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training

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askus@infosys.com
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Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure – III.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice

Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

Sign your name

_____ Location
Print your name

Enclosures: Annexure - I (Compensation)

ANNEXURE –I
(Compensation)

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Ms. Manjot Kaur			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
MONTHLY GROSS SALARY				16,162
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				136
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
FIXED GROSS SALARY (1+2+3)				18,581
TOTAL GROSS SALARY				18,581
OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
SALARY LOAN (Subject to submission of Trainee Agreement)	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				



Letter Of Intent

Date	12 October, 2018
Candidate Name	Meghna Raghuvanshi
Date of Interview	12, October, 2018
Venue	MCM, DAV College for Women, Chandigarh

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.



Convergys India Services Private Limited

Bestech Business Tower, Ground, 4th - 8th Floor, Sector - 48, Sohna Road, Gurgaon - 122 001, Haryana, India

Tel.: +91 (124) 471 3400 | Fax: +91 (124) 471 3490 | www.convergys.com

Registered Office: 60/14, Old Rajinder Nagar, New Delhi - 110060 | Corporate Identification Number (CIN): U74899DL2001PTC109274



Mcm Placements <mcm36placements@gmail.com>

Fwd: Minakshi Rana || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 8:10 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 3:25 PM

Subject: Minakshi Rana || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <minakshirana@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Minakshi,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Maths Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of **24 Months**. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of **Rs.2 Lakhs**.
2. You will be provided with accommodation.
3. The minimum term of employment will be **2 Years**.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign **AFTER** completing 24 months, a **3 months** notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

- 10th & 12th Passing Certificates/ Marksheets - Originals
- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - **Compulsory**
- Pan Card copy - **Compulsory**
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
HRA	5,041	60,492
Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449

Letter Of Intent

Date	12 October 2018
Candidate Name	Mink Mittal
Date of Interview	12 October 2018
Venue	MCM DAV college for women, Chandigarh.

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

 Mink
12/10/18

Convergys India Services Private Limited

Bestech Business Tower, Ground, 4th - 8th Floor, Sector - 48, Sohna Road, Gurgaon - 122 001, Haryana, India

Tel.: +91 (124) 471 3400 | Fax: +91 (124) 471 3490 | www.convergys.com

Registered Office: 60/14, Old Rajinder Nagar, New Delhi - 110060 | Corporate Identification Number (CIN): U74899DL2001PTC109274



Letter Of Intent

Date	12 October 2018
Candidate Name	Manika Saini
Date of Interview	12 October 2018
Venue	MCM- DAV college, Sec-36, Chandigarh.

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

Manika
12/10/18.



Date	12.10.2018
Candidate Name	MUSKAN AHUJA
Date of Interview	12.10.2018
Venue	MCM DAV COLLEGE, SEC-36, CHANDIGARH

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of interview.

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Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

Muskan
12/10/18



Gurukripa Electronics <gksector20@gmail.com>

Fwd: Muskaan || Offer Confirmation from Orchids The International School, Mumbai Branch

Jasmine Sahni <jasminesahni7@gmail.com>
To: Gurukripa Electronics <gksector20@gmail.com>

Fri, Mar 8, 2019 at 7:26 PM

----- Forwarded message -----

From: **Muskaan Bhateja** <muskaanbhateja2298@gmail.com>
Date: Fri, Mar 8, 2019, 7:21 PM
Subject: Fwd: Muskaan || Offer Confirmation from Orchids The International School, Mumbai Branch
To: <jasminesahni7@gmail.com>

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>
Date: Sat, 2 Mar 2019, 14:23
Subject: Fwd: Muskaan || Offer Confirmation from Orchids The International School, Mumbai Branch
To: <muskaanbhateja2298@gmail.com>

FYI.

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>
Date: Fri, Mar 1, 2019 at 1:30 PM
Subject: Muskaan || Offer Confirmation from Orchids The International School, Mumbai Branch
To: <muskaanbhateja2298@gmail.com>
Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Muskaan,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of Primary English Teacher with Orchids - The International School at Mumbai Branch.

Your monthly compensation in terms of cost to company will be Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of 1 Year. The notice period will be Three Months. Your date of joining will be 1st June 2019, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of 24 Months. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of Rs.2 Lakhs.
2. You will be provided with accommodation.
3. The minimum term of employment will be 2 Years.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign AFTER completing 24 months, a 3 months notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

- 10th & 12th Passing Certificates/ Marksheets - Originals
- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - Compulsory
- Pan Card copy - Compulsory
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
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Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500

Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

"Kindly note: Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in Orchids The International School!

All The Best and Welcome on Board!

Warm regards

Kanchan
 Sr. Executive - Talent Acquisition,
 K12 Techno Services Pvt. Ltd.
 Contact no. +91 8433934497.

Date	12/10/2018
Candidate Name	NANCY KAMBOJ
Date of Interview	12/10/2018
Venue	MCM DAV COLLEGE FOR WOMEN, CHANDIGARH

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

Abhay Sharma
12/10/18

[Signature]

Convergys India Services Private Limited

Bestech Business Tower, Ground, 4th - 8th Floor, Sector - 48, Sohna Road, Gurgaon - 122 001, Haryana, India

Tel.: +91 (124) 471 3400 | Fax: +91 (124) 471 3490 | www.convergys.com

Registered Office: 60/14, Old Rajinder Nagar, New Delhi - 110060 | Corporate Identification Number (CIN): U74899DL2001PTC109274

Congratulations!

Dear Nanki,

It is with great pleasure to inform you, that further to your application for the position of Public Relations Executive, you have successfully cleared the preliminary round of interview and you are few steps away from joining QuikRelations.

In order to complete the recruitment process you are requested to walk-in at the mentioned venue for the final round of interview.

Date: _____

Time: _____

Venue: **QuikRelations Private Limited**
Plot No 1250, Second Floor, Sector 82, JLPL Mohali-140306

Your formal letter of Appointment shall be given to you on successfully clearing all the selection rounds.

P.S : Please wear smart casuals/ business formals and carry this letter along.

Looking forward to have you as a part of our family!

Diksha Masih

Diksha Masih

Assistant Manager- HR & Administration

M | 9877223541



HRD/2T/13052808/19-20

Ms. Naveet Kaur
Candidate ID: 13052808
G-5
Ridhi Sidhi 2
Sriganganagar - 335001
Rajasthan
India
Ph: (91) 97797 13915

September 12, 2019

Dear Naveet,

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 farther, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED
CIN: L56110KA1961PLC012110
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
rlobo@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2019.10.31 16:09:21 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/2T/13052808/19-20

Ms. Naveet Kaur
Candidate ID: 13052808
G-5
Ridhi Sidhi 2
Sriganganagar - 335001
Rajasthan
India
Ph: (91) 97797 13915

September 12, 2019

Dear Naveet,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations Career Stream**.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **November 4, 2019**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

Training Period

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0382

askus@infosys.com
www.infosys.com

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - III.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be **INR 18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Intosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Intosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20____

Sign your name

_____ Location
Print your name

Enclosures: Annexure - I (Compensation)

ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR, per month)				
NAME:	Ms. Navneet Kaur			
ROLE:	Operations Executive			
ROLE DESIGNATION:	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY	13,582			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580			
MONTHLY GROSS SALARY	16,162			
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136			
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary	1,630			
GRATUITY - 4.81% of Basic Salary*	653			
FIXED GROSS SALARY (1+2+3)	18,581			
TOTAL GROSS SALARY	18,581			
OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
SALARY LOAN (Subject to submission of Trainee Agreement)	12,000	Nil	12	Nil
<p>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.</p> <p>* 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.</p> <p>Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.</p>				





Mcm Placements <mcm36placements@gmail.com>

Fwd: Navneet Kaur || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 8:03 PM

FYI.

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 3:06 PM

Subject: Navneet Kaur || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <navneetkaur3042@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Navneet,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Maths Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of **24 Months**. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of **Rs.2 Lakhs**.
2. You will be provided with accommodation.
3. The minimum term of employment will be **2 Years**.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign **AFTER** completing 24 months, a **3 months** notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

- 10th & 12th Passing Certificates/ Marksheets - Originals
- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - **Compulsory**
- Pan Card copy - **Compulsory**
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
HRA	5,041	60,492
Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449



Mcm Placements <mcm36placements@gmail.com>

Campus Placements - MCM DAV College for Women, Chandigarh

Divya Khurana <Divya.Khurana@convergys.com>

Mon, Feb 12, 2018 at 3:33 PM

To: Mcm Placements <mcm36placements@gmail.com>

Cc: Abhay Sharma <Abhay.Sharma@convergys.com>, Ashita Modi <ashitamodi.2@gmail.com>, Anil Kumar <Anil.Kumar@convergys.com>

Hi Ms Ratti

We have given LOIs to the following students , however we would need correct contact details for the ones highlighted in yellow please share the same

Jasmeet Kaur
Manvi Arora
Bhavya
Nitika
Anjali
Bhumika
Garima Gambhir
Sakshi Makkar
Deepanshi
Sonal Duhan
Harkawal Preet Kaur
Sakshi Sohil
Kanika Rawat
Meghna
Prakriti Arora

Megha Vishnoi
Komalpreet Kaur Brar
Aayushi Jain
Shivleen Kaur
Sheetal Arora
Vidisha Bareja
Karampreet Kaur
Sajia Ibrahimi
Kiranjot Kaur
Prachi Sinha
Jasleen Kaur

Regards

Divya Khurana

From: Divya Khurana

Sent: Thursday, February 08, 2018 7:57 PM

To: 'Mcm Placements' <mcm36placements@gmail.com>

Cc: Abhay Sharma <Abhay.Sharma@convergys.com>; 'Ashita Modi' <ashitamodi.2@gmail.com>

Subject: RE: Campus Placements - MCM DAV College for Women, Chandigarh

Hi Ms Ratti

We would have Anil and Makson travelling , they would be available on 9711328992 and 9930201460

I have shared your number with them and they would touch base with you

Regards

Divya Khurana

From: Divya Khurana

Sent: Wednesday, January 31, 2018 8:31 PM

To: 'Mcm Placements' <mcm36placements@gmail.com>

Cc: Abhay Sharma <Abhay.Sharma@convergys.com>; Ashita Modi <ashitamodi.2@gmail.com>

Subject: RE: Campus Placements - MCM DAV College for Women, Chandigarh

Hi Ms ratti

In case the activity stretches beyond 3 pm , I hope you would support us with permission from the college till 430/ 5 pm only for the selected PI candidates

Regards

Divya Khurana

[Quoted text hidden]

LETTER OF INTENT FOR FIXED-TERM EMPLOYMENTDate: 6th Feb 2019

Name: Nishtha Mehta

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company"). Your employment shall be a **Fixed-Term Employment**, the duration of which will be communicated to you at the time of issuance of the Offer Letter mentioned below, and such duration not exceeding a maximum period of 12 (twelve) months.

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 1,58,950/- calculated on per annum basis. The same may be revised at the time of the issuance of an Offer Letter as per the then prevailing levels of pay. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies.

Nishtha Mehta

You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 days period referred to herein or thereafter or with respect to the base pay as mentioned herein as the same is merely indicative.

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company upon employment, if and once the Offer Letter is issued.

For any queries, please write to us at vcshiringqueries@amazon.com

Yours sincerely,

For **AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD**



Vaibava Kamalasanan
Sr. Manager, Recruitment

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:



Signature

6th February, 2019

Date



Mcm Placements <mcm36placements@gmail.com>

Fwd: Simrat Kaur|| Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 7:58 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 2:40 PM

Subject: Simrat Kaur|| Offer Confirmation from Orchids The International School, Mumbai Branch

To: <simratkaur323@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Simrat,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Science Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of **24 Months**. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of **Rs.2 Lakhs**.
2. You will be provided with accommodation.
3. The minimum term of employment will be **2 Years**.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign **AFTER** completing 24 months, a **3 months** notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

- 10th & 12th Passing Certificates/ Marksheets - Originals
- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - **Compulsory**
- Pan Card copy - **Compulsory**
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
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Conveyance	2,111	25,332
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"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449



Mcm Placements <mcm36placements@gmail.com>

Fwd: Paarmeet Kaur || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 7:57 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 2:34 PM

Subject: Paarmeet Kaur || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <paarmeetk@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Paarmeet ,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Science Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of **24 Months**. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of **Rs.2 Lakhs**.
2. You will be provided with accommodation.
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You are required to submit the following documents immediately:

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Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449



Mcm Placements <mcm36placements@gmail.com>

Fwd: Shivani || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 8:02 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>
Date: Fri, Mar 1, 2019 at 2:59 PM
Subject: Shivani || Offer Confirmation from Orchids The International School, Mumbai Branch
To: <shivnichopra1999@yahoo.com>
Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Shivani ,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Maths Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of **24 Months**. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of **Rs.2 Lakhs**.
2. You will be provided with accommodation.
3. The minimum term of employment will be **2 Years**.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign **AFTER** completing 24 months, a **3 months** notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

- 10th & 12th Passing Certificates/ Marksheets - Originals
- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - **Compulsory**
- Pan Card copy - **Compulsory**
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
HRA	5,041	60,492
Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449

Dear Varnika ,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of Primary Maths Teacher with Orchids - The International School at Mumbai Branch.

Your monthly compensation in terms of cost to company will be Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of 1 Year. The notice period will be Three Months. Your date of joining will be 1st June 2019, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of 24 Months. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of Rs.2 Lakhs.
2. You will be provided with accommodation.
3. The minimum term of employment will be 2 Years.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign AFTER completing 24 months, a 3 months notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

- 10th & 12th Passing Certificates/ Marksheets - Originals
- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - Compulsory
- Pan Card copy - Compulsory
- Appointment letter of previous company

- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
HRA	5,041	60,492
Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

"Kindly note: Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in Orchids The International School!

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449



Mcm Placements <mcm36placements@gmail.com>

Fwd: Ruchika Jindal || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 8:05 PM

FYI.

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 3:07 PM

Subject: Ruchika Jindal || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <ruchikajindal71378@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Ruchika,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Maths Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of **24 Months**. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of **Rs.2 Lakhs**.
2. You will be provided with accommodation.
3. The minimum term of employment will be **2 Years**.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign **AFTER** completing 24 months, a **3 months** notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

- 10th & 12th Passing Certificates/ Marksheets - Originals
- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - **Compulsory**
- Pan Card copy - **Compulsory**
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
HRA	5,041	60,492
Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449

Dear Himani,

Congratulations!

In reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Science Teacher with Orchids - The International School at Mumbai Branch**. Your four monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of **24 Months**. In case you resign before completion of **24 months** of your service, you will be liable to pay damages to the tune of **Rs. 2 Lakhs**.
2. You will be provided with accommodation.
3. The minimum term of employment will be **2 Years**.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign **AFTER** completing **24 months**, a **3 months** notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below :

- 10th & 12th Passing Certificates/ Marksheets - Originals
- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - Compulsory
- Pan Card copy - Compulsory
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
HRA	5,041	60,492
Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736

Employee contribution to ESIC	-	-
Company contribution	269	3,228
Cost To Company	15,000	180,000

Kindly note: Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreytHR) to ensure that TDS applicable is correctly calculated.

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in Orchids The International School!

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449



Aman Dhimaan <aman.nov65@gmail.com>

Fwd: Prabhleen Kaur || Offer Confirmation from Orchids The International School, Mumbai Branch

Tue, Mar 5, 2019 at 11:57 AM

Mcm Placements <mcm36placements@gmail.com>
To: Aman Dhimaan Commerce <aman.nov65@gmail.com>

Dr. Mamta Ratti,
9815104499
Placement Cell Convener, MCMDAV College For Women, Chandigarh. <http://www.mcmdavcw-chn.edu/>
<https://www.facebook.com/MCM-DAV-College-for-Women-Placement-Cell-1109704689186169/>

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>
Date: Fri, Mar 1, 2019, 20:02
Subject: Fwd: Prabhleen Kaur || Offer Confirmation from Orchids The International School, Mumbai Branch
To: Mcm Placements <mcm36placements@gmail.com>

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>
Date: Fri, Mar 1, 2019 at 2:53 PM
Subject: Prabhleen Kaur || Offer Confirmation from Orchids The International School, Mumbai Branch
To: <prabhleen96.pk@gmail.com>
Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Prabhleen ,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Maths Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of 1 Year. The notice period will be Three Months. Your date of joining will be 1st June 2019, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of 24 Months. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of Rs.2 Lakhs.
2. You will be provided with accommodation.
3. The minimum term of employment will be 2 Years.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign AFTER completing 24 months, a 3 months notice period has to be served.
5. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

- 10th & 12th Passing Certificates/ Marksheets - Originals
- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - Compulsory
- Pan Card copy - Compulsory
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
HRA	5,041	60,492
Conveyance	2,111	25,332
Medical Allowance	1,250	15,000

Gross Salary		
Employee contribution to PF	14,003	168,036
Employee contribution to ESIC	672	8,064
Profession Tax	-	-
Net Salary	200	2,500
Employer contribution to PF	18,131	157,472
Employer contribution to ESIC	728	8,736
Gratuity	269	3,228
Total	38,770	487,506

*Kindly note- Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GrygHR) to ensure that TDs applicable is correctly calculated.

Contact Person - Kanchan (8433934497)

☺ Looking forward to your joining and a successful career in Orchids The International School!

All The Best and Welcome on Board!

Warm regards

Kanchan

Sr. Executive - Talent Acquisition,

K12 Techno Services Pvt. Ltd.

Contact no. +91 843393449

Dear Rupali,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of Primary Science Teacher with Orchids - The International School at Mumbai Branch.

Your monthly compensation in terms of cost to company will be Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of 1 Year. The notice period will be Three Months. Your date of joining will be 1st June 2019, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of 24 Months. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of Rs.2 Lakhs.
2. You will be provided with **accommodation**.
3. The minimum term of employment will be 2 Years.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign **AFTER** completing 24 months, a 3 months notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

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- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - Compulsory
- Pan Card copy - Compulsory
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos

Cancelled Cheque

Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
HRA	5,041	60,492
Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

"Kindly note: Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in Orchids The International School!

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449



Mcm Placements <mcm36placements@gmail.com>

Fwd: Punam || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 8:14 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 3:43 PM

Subject: Punam || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <patwapoonam76@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Punam,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary English Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of **24 Months**. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of **Rs.2 Lakhs**.
2. You will be provided with accommodation.
3. The minimum term of employment will be **2 Years**.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign **AFTER** completing 24 months, a **3 months** notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

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- Pan Card copy - **Compulsory**
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
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Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 8433934497.



Mcm Placements <mcm36placements@gmail.com>

Fwd: Daya || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 8:12 PM

FYI .

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>
Date: Fri, Mar 1, 2019 at 3:37 PM
Subject: Daya || Offer Confirmation from Orchids The International School, Mumbai Branch
To: <dayabhusal349@gmail.com>
Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Daya,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Computer Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of **24 Months**. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of **Rs.2 Lakhs**.
2. You will be provided with accommodation.
3. The minimum term of employment will be **2 Years**.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign **AFTER** completing 24 months, a **3 months** notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

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- 10th & 12th Passing Certificates/ Marksheets - Originals
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- Aadhaar card copy - **Compulsory**
- Pan Card copy - **Compulsory**
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
HRA	5,041	60,492
Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 8433934497.



Mcm Placements <mcm36placements@gmail.com>

Fwd: Anmol Setia || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 7:50 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 1:44 PM

Subject: Anmol Setia || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <anmolsetia497@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Anmol ,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary English Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

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3. The minimum term of employment will be **2 Years**.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign **AFTER** completing 24 months, a **3 months** notice period has to be served.
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- Pan Card copy - **Compulsory**
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
HRA	5,041	60,492
Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
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Contact Person - Kanchan (8433934497)

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Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 8433934497.



Mcm Placements <mcm36placements@gmail.com>

Fwd: Chetna || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 8:10 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 3:28 PM

Subject: Chetna || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <chetna7792@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Chetna,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary English Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

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Contact Person - Kanchan (8433934497)

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All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 8433934497.



Mcm Placements <mcm36placements@gmail.com>

Fwd: Jasdeep Kaur || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 8:13 PM

FYI .

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 3:43 PM

Subject: Jasdeep Kaur || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <jasdeepkaur0017@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Jasdeep ,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Social Science Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019, tentatively**. Confirm with us as soon as you get an update on your exam dates.

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Contact Person - Kanchan (8433934497)

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All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 8433934497.



Mcm Placements <mcm36placements@gmail.com>

Fwd: Pushty || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 7:44 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 1:26 PM

Subject: Pushty || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <pushtyogia12@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Pushty ,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary English Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

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Contact Person - Kanchan (8433934497)

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Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 8433934497.



Mcm Placements <mcm36placements@gmail.com>

Fwd: Vidula Chugh || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 7:46 PM

Fyi

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 1:27 PM

Subject: Vidula Chugh || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <vidula037@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Vidula,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary English Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

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Contact Person - Kanchan (8433934497)

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Warm regards

Kanchan
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Contact no. +91 8433934497.



Mcm Placements <mcm36placements@gmail.com>

Fwd: Tanya || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 7:49 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>
Date: Fri, Mar 1, 2019 at 1:57 PM
Subject: Tanya || Offer Confirmation from Orchids The International School, Mumbai Branch
To: <tanya.takkar@yahoo.com>
Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Tanya,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary English Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

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Contact Person - Kanchan (8433934497)

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Kanchan
Sr. Executive - Talent Acquisition,
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Contact no. +91 8433934497.



Mcm Placements <mcm36placements@gmail.com>

Fwd: Sakshi Jathotra || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 7:52 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>
Date: Fri, Mar 1, 2019 at 2:02 PM
Subject: Sakshi Jathotra || Offer Confirmation from Orchids The International School, Mumbai Branch
To: <jalhotrafilms1@gmail.com>
Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Sakshi,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary English Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

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Contact Person - Kanchan (8433934497)

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Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 8433934497.



Mcm Placements <mcm36placements@gmail.com>

Fwd: Tanya Arora || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 8:11 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 3:31 PM

Subject: Tanya Arora || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <tanyarora97@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Tanya ,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary English Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

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5. In case you wish to resign **AFTER** completing 24 months, a 3 months notice period has to be served.
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- Pan Card copy - **Compulsory**
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
HRA	5,041	60,492
Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 8433934497.



Mcm Placements <mcm36placements@gmail.com>

Fwd: Deepti || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 7:56 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 2:19 PM

Subject: Deepti || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <deeptichawla19@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Deepti,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Science Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

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Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

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Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449



Mcm Placements <mcm36placements@gmail.com>

Fwd: Sheenam Nandrajog || Offer Confirmation from Orchids The International School, Mumbai Branch

2 messages

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 8:06 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 3:13 PM

Subject: Sheenam Nandrajog || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <nandrajogsheenam@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Sheenam,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Maths Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

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Contact Person - Kanchan (8433934497)

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All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 8:08 PM

[Quoted text hidden]



Mcm Placements <mcm36placements@gmail.com>

Fwd: Reema Nayyar || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 7:47 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 1:42 PM

Subject: Reema Nayyar || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <reemanayyar14@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Reema ,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary English Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

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Contact Person - Kanchan (8433934497)

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Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 8433934497.



Mcm Placements <mcm36placements@gmail.com>

Fwd: Jasmine Sahni || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 7:47 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 1:38 PM

Subject: Jasmine Sahni || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <jasminesahni7@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Jasmine,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary English Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

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Contact Person - Kanchan (8433934497)

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Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 8433934497.



Gurukripa Electronics <gksector20@gmail.com>

Fwd: Muskaan || Offer Confirmation from Orchids The International School, Mumbai Branch

Jasmine Sahni <jasminesahni7@gmail.com>
To: Gurukripa Electronics <gksector20@gmail.com>

Fri, Mar 8, 2019 at 7:26 PM

----- Forwarded message -----

From: **Muskaan Bhateja** <muskaanbhateja2298@gmail.com>
Date: Fri, Mar 8, 2019, 7:21 PM
Subject: Fwd: Muskaan || Offer Confirmation from Orchids The International School, Mumbai Branch
To: <jasminesahni7@gmail.com>

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>
Date: Sat, 2 Mar 2019, 14:23
Subject: Fwd: Muskaan || Offer Confirmation from Orchids The International School, Mumbai Branch
To: <muskaanbhateja2298@gmail.com>

FYI.

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>
Date: Fri, Mar 1, 2019 at 1:30 PM
Subject: Muskaan || Offer Confirmation from Orchids The International School, Mumbai Branch
To: <muskaanbhateja2298@gmail.com>
Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Muskaan,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of Primary English Teacher with Orchids - The International School at Mumbai Branch.

Your monthly compensation in terms of cost to company will be Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

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Contact Person - Kanchan (8433934497)

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 Contact no. +91 8433934497.



Mcm Placements <mcm36placements@gmail.com>

Fwd: Dolly Dange || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 7:44 PM

FYI.

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 1:24 PM

Subject: Dolly Dange || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <ddange24@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Dolly,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary English Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

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Contact Person - Kanchan (8433934497)

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Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 8433934497.



Mcm Placements <mcm36placements@gmail.com>

Fwd: Komal Thakur || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 7:55 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 2:06 PM

Subject: Komal Thakur || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <komalthakur1718@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Komal,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Science Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

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Cost To Company	15,000	180,000

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Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449



Mcm Placements <mcm36placements@gmail.com>

Fwd: Kajal || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharna <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 7:59 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharna** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 2:46 PM

Subject: Kajal || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <kjukajal@gmail.com>

Dear Kajal,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Science Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

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- 2. You will be provided with accommodation.**
- 3. The minimum term of employment will be 2 Years.**
- 4. You will be eligible for performance appraisal after completing a year in the Organization.**
- 5. In case you wish to resign AFTER completing 24 months, a 3 months notice period has to be served.**
- 6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.**

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- Pan Card copy - **Compulsory**
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
HRA	5,041	60,492
Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

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Contact Person - Kanchan (8433934497)

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Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449



Mcm Placements <mcm36placements@gmail.com>

Fwd: Charu Bakshi || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 7:59 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 2:44 PM

Subject: Charu Bakshi || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <charubakshi1112@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Charu,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Science Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

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Contact Person - Kanchan (8433934497)

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Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449



Mcm Placements <mcm36placements@gmail.com>

Fwd: Sheekha || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 7:58 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 2:42 PM

Subject: Sheekha || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <sheekha3110@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Sheekha,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Science Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

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Contact Person - Kanchan (8433934497)

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Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449



Mcm Placements <mcm36placements@gmail.com>

Fwd: Dinsha || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharna <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 8:09 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharna** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 3:15 PM

Subject: Dinsha || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <dinshakambojfk@gmail.com>

Dear Dinsha,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Maths Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

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Contact Person - Kanchan (8433934497)

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All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449



Mcm Placements <mcm36placements@gmail.com>

Fwd: Navneet Kaur || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 8:03 PM

FYI.

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 3:06 PM

Subject: Navneet Kaur || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <navneetkaur3042@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Navneet,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Maths Teacher with Orchids - The International School at Mumbai Branch.**

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Contact Person - Kanchan (8433934497)

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Warm regards

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K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449



Mcm Placements <mcm36placements@gmail.com>

Fwd: Deesha || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 8:09 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 3:23 PM

Subject: Deesha || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <deeshawadhwa123@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Deesha,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Maths Teacher with Orchids - The International School at Mumbai Branch.**

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Contact no. +91 843393449



Mcm Placements <mcm36placements@gmail.com>

Fwd: Riddhi Jain || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 8:11 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 3:21 PM

Subject: Riddhi Jain || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <jainriddhi2623@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Riddhi,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Maths Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

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Contact Person - Kanchan (8433934497)

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Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449

26
Dear Shivani ,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of Primary Maths Teacher with Orchids - The International School at Mumbai Branch.

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Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

Kindly note: Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated.

Contact Person – Kanchan (8433934497)

Looking forward to your joining and a successful career in Orchids The International School!

All The Best and Welcome on Board!

Warm regards

Kanchan
 Sr. Executive - Talent Acquisition,
 K12 Techno Services Pvt. Ltd.
 Contact no. +91 843393449



Mcm Placements <mcm36placements@gmail.com>

Fwd: Minakshi Rana || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 8:10 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 3:25 PM

Subject: Minakshi Rana || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <minakshirana@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Minakshi,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Maths Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of **24 Months**. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of **Rs.2 Lakhs**.
2. You will be provided with accommodation.
3. The minimum term of employment will be **2 Years**.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign **AFTER** completing 24 months, a **3 months** notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

- 10th & 12th Passing Certificates/ Marksheets - Originals
- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - **Compulsory**
- Pan Card copy - **Compulsory**
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
HRA	5,041	60,492
Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449



Nisha Sharma <ns01838@gmail.com>

Fwd: Shortlisted Candidate's_OrchidsThe International School

1 message

Mcm Placements <mcm36placements@gmail.com>

To: Arun Chiman Commerce <aran.nv85@gmail.com>, Nisha Sharma <ns01838@gmail.com>, Nancy Sharma <ns160555@gmail.com>

Sun, Mar 3, 2019 at 10:41 AM

Dr. Mania Rati,
9815104499Placement Cell Convener, MCMDW College For Women, Chandigarh <http://www.mcmdwce-chnl.edu/> <https://www.facebook.com/MCM-DW-College-for-Women-Placement-Cell-1102704592190169/>

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019, 19:15

Subject: Shortlisted Candidate's_OrchidsThe International School

To: Mcm Placements <mcm36placements@gmail.com>

Dear Dr Mania,

Greeting !

Hope everything is good at your end.

This is to inform you that we have rolled out the offer for the selected candidate on 1st March 2019 we expecting there revert till 6th March 2019.
I hereby have attached the list of the candidate who has been shortlisted for the particular position for our school.
Kindly feel free to call me for any clarification.

Looking Forward to have them onboard.

Warm regards

Regards

Kanchan

MR Executive,

Orchids International/K12 Techno Service

 Chandigarh.xlsx
10K

Candidate Name	Subject Offered
Dolly dange	Primary English Teacher
Pushty	Primary English Teacher
Vidula	Primary English Teacher
Muskaan	Primary English Teacher
Jasmine	Primary English Teacher
Reema	Primary English Teacher
Anmol	Primary English Teacher
Tanya	Primary English Teacher
Sakshi	Primary English Teacher
Chetna	Primary English Teacher
Tanya Arora	Primary English Teacher
Komal	Primary Science Teacher
Deepthi	Primary Science Teacher
Rashita	Primary Science Teacher
Vishali	Primary Science Teacher
Aarti	Primary Science Teacher
Himani	Primary Science Teacher
Padmest	Primary Science Teacher
Simrat	Primary Science Teacher
shreikha	Primary Science Teacher
Charu	Primary Science Teacher
Kajal	Primary Science Teacher
Rupali	Primary Science Teacher
Prabheleen Kaur	Primary Maths Teacher
Riya	Primary Maths Teacher
Shivani	Primary Maths Teacher
Varnika Arora	Primary Maths Teacher
Navneet	Primary Maths Teacher
Ruchika	Primary Maths Teacher
Shiwangi	Primary Maths Teacher
Sheenam	Primary Maths Teacher
Disha	Primary Maths Teacher
Riddhi Jain	Primary Maths Teacher
Doesha	Primary Maths Teacher
Minakshi	Primary Maths Teacher
Daya	Primary Computer Teacher
Jasdeep	Primary SST Teacher
Disha	Primary Maths Teacher
Prabheleen Kaur	Primary English Teacher
Punam	Primary English Teacher

2018-19

Orchids The International School, OFFER CONFIRMATION

Sr No	Name	Offer Confirmation
1	Anmol Setia	Through Email
2	Charu Bakshi	Through Email
3	Chetna	Through Email
4	Daya	Through Email
5	Deepti	Through Email
6	Deesha	Through Email
7	Dolly Dange	Through Email
8	Dinsha	Through Email
9	Himani Phogat	Through Email
10	Jasdeep Kaur	Through Email
11	Jasmine Sahni	Through Email
12	Kajal	Through Email
13	Komal Thakur	Through Email
14	Minakshi Rana	Through Email
15	Paarmeet Kaur	Through Email
16	Navneet Kaur	Through Email
17	Punam	Through Email
18	Pushty	Through Email
19	Reema Nayyar	Through Email
20	Riddhi Jain	Through Email
21	Riya	Through Email
22	Rupali Singh	Through Email
23	Ruchika Jindal	Through Email
24	Sakshi Jathotra	Through Email
25	Sheekha	Through Email
26	Sheenam Nandrajog	Through Email
27	Shivani	Through Email
28	Simrat Kaur	Through Email
29	Tanya Arora	Through Email
30	Tanya	Through Email
31	Varnika Arora	Through Email
32	Vidula Chugh	Through Email

Total Students -32

2018-19

Orchids The International School, OFFER CONFIRMATION

Sr No	Name	Offer Confirmation
1	Anmol Setia	Through Email
2	Charu Bakshi	Through Email
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10	Jasdeep Kaur	Through Email
11	Jasmine Sahni	Through Email
12	Kajal	Through Email
13	Komal Thakur	Through Email
14	Minakshi Rana	Through Email
15	Paarmeet Kaur	Through Email
16	Navneet Kaur	Through Email
17	Punam	Through Email
18	Pushty	Through Email
19	Reema Nayyar	Through Email
20	Riddhi Jain	Through Email
21	Riya	Through Email
22	Rupali Singh	Through Email
23	Ruchika Jindal	Through Email
24	Sakshi Jathotra	Through Email
25	Sheekha	Through Email
26	Sheenam Nandrajog	Through Email
27	Shivani	Through Email
28	Simrat Kaur	Through Email
29	Tanya Arora	Through Email
30	Tanya	Through Email
31	Varnika Arora	Through Email
32	Vidula Chugh	Through Email

Total Students -32



Mcm Placements <mcm36placements@gmail.com>

Fwd: Paarmeet Kaur || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 7:57 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 2:34 PM

Subject: Paarmeet Kaur || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <paarmeetk@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Paarmeet ,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Science Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

- 1. You will be required to serve for a minimum tenure of 24 Months. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of Rs.2 Lakhs.**
- 2. You will be provided with accommodation.**
- 3. The minimum term of employment will be 2 Years.**
- 4. You will be eligible for performance appraisal after completing a year in the Organization.**
- 5. In case you wish to resign AFTER completing 24 months, a 3 months notice period has to be served.**
- 6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.**

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

- 10th & 12th Passing Certificates/ Marksheets - Originals
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- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - **Compulsory**
- Pan Card copy - **Compulsory**
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
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"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449

Dear Paarmeet ,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of Primary Science Teacher with Orchids - The International School at Mumbai Branch.

Your monthly compensation in terms of cost to company will be Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of 1 Year. The notice period will be Three Months. Your date of joining will be 1st June 2019, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

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3 passport size photos

Cancelled Cheque

Resume

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* Kindly note: Your net salary will be subject to income tax deductible at source. At the time of joining, we request you Submit your Investment/tax deduction declaration in our employee HR portal (GreyHR) to ensure that TDs applicable is correctly calculated. *

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in Orchids The International School!

All The Best and Welcome on Board!

Warm regards

Kanchan

Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449

Training ID
Date: 12/06/19
Place: Chandigarh

Subject: Training Enrolment Confirmation

Dear «First_Name» «Middle_Last_Name»
Sanjay Kapoor

Congratulations!

We are pleased to inform you that you have been enrolled as a student for a training program currently sponsored by Tech Mahindra Ltd.

Training Program Duration	30 Days
Time	9 Hours
Location	Chandigarh
Proposed Date of commencement of training program	

The Company reserves the right to extend the duration of your training.

Please note that this is not an offer of employment with Tech Mahindra Ltd and the Company is no way responsible for your placement after completion of training program. You shall not be entitled to any payment from the Company, during your training period and any extension thereof.

The Company reserves the right to terminate your participation in a training program at any time at the sole discretion of the Company. In case you fail to attend the training for consecutive period of 3 days and/or fails to successfully complete any certification at any stage of training period, then your participation in the training program stands terminated automatically.

We wish you very best.

Sanjay Kapoor
Thanking you,

Yours faithfully,
For Tech Mahindra Limited



IDS Infotech Ltd.
C-138, Phase VII, Industrial Area, Mohali-160071, INDIA
Tel. : (+91)-172-5053601, 5053602
Fax : (+91)-172-5088475
Website : www.idsil.com
CIN: U72200CH1989PLC009464

IDS/PDG/Offer/2019
22 April 2019

Letter of Intent

Parneet Kaur
BCOM
MCM DAV College.
Contact: 8146423828

Congratulations & Welcome Aboard!

This has reference to the discussion we had with you regarding your employment in our organization based at IDS INFOTECH LTD Plot no C138 Industrial Area Phase 8 Mohali. We are pleased to confirm that we intend to appoint you at the designation of **Physician Assistant Trainee** in grade **BJ2** at HCS group and salary mutually agreed by us in the course of our discussion.

This letter is subject to your joining duty on **Jun-Jul 2019**

On joining, you are requested to report to the **HR Department**. You are also requested to bring the original & photocopy (self-attested) certificates of your educational & professional achievements, Aadhar Card, PAN Card and five recent passport size photographs.

Your joining will be subject to the positive reference check.

Thanking you,
Yours faithfully,
For **IDS Infotech Ltd.**

Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com



HRD/2T/13052801/19-20

Ms. Pawanpreet Kaur
Candidate ID: 13052801
House No- A-87Y
DDA Flats Jahangir Puri
Delhi - 110033
Delhi
India
Ph: (91) 95827 39405

September 12, 2019

Dear Pawanpreet,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED

CIN: L85110KA1981PLC013115

44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362

askus@infosys.com

www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2019.09.12 16:19:28 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/2T/13052801/19-20

Ms. Pawanpreet Kaur
Candidate ID: 13052801
House No- A-87Y
DDA Flats Jahangir Puri
Delhi - 110033
Delhi
India
Ph: (91) 95827 39405

September 12, 2019

Dear Pawanpreet,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **November 4, 2019**.

Location

Your location of training is **Mysore, India**. The location of posting (“work location”) would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, “affiliate” means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, “control” means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure – III.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice

Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

Sign your name

_____ Location
Print your name

Enclosures: Annexure - I (Compensation)

ANNEXURE –I
(Compensation)

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Ms. Pawanpreet Kaur			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
MONTHLY GROSS SALARY				16,162
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				136
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
FIXED GROSS SALARY (1+2+3)				18,581
TOTAL GROSS SALARY				18,581
OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
SALARY LOAN (Subject to submission of Trainee Agreement)	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				





Aman Dhimaan <aman.nov65@gmail.com>

Fwd: Prabhleen Kaur || Offer Confirmation from Orchids The International School, Mumbai Branch

Tue, Mar 5, 2019 at 11:57 AM

Mcm Placements <mcm36placements@gmail.com>
To: Aman Dhimaan Commerce <aman.nov65@gmail.com>

Dr. Mamta Ratti,
9815104499
Placement Cell Convener, MCMDAV College For Women, Chandigarh. <http://www.mcmdavcw-chn.edu/>
<https://www.facebook.com/MCM-DAV-College-for-Women-Placement-Cell-1109704689186169/>

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>
Date: Fri, Mar 1, 2019, 20:02
Subject: Fwd: Prabhleen Kaur || Offer Confirmation from Orchids The International School, Mumbai Branch
To: Mcm Placements <mcm36placements@gmail.com>

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>
Date: Fri, Mar 1, 2019 at 2:53 PM
Subject: Prabhleen Kaur || Offer Confirmation from Orchids The International School, Mumbai Branch
To: <prabhleen96.pk@gmail.com>
Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Prabhleen ,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Maths Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of 1 Year. The notice period will be Three Months. Your date of joining will be 1st June 2019, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of 24 Months. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of Rs.2 Lakhs.
2. You will be provided with accommodation.
3. The minimum term of employment will be 2 Years.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign AFTER completing 24 months, a 3 months notice period has to be served.
5. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

- 10th & 12th Passing Certificates/ Marksheets - Originals
- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - Compulsory
- Pan Card copy - Compulsory
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
HRA	5,041	60,492
Conveyance	2,111	25,332
Medical Allowance	1,250	15,000

Gross Salary		
Employee contribution to PF	14,003	168,036
Employee contribution to ESIC	672	8,064
Profession Tax	-	-
Net Salary	200	2,500
Employer contribution to PF	18,131	157,472
Employer contribution to ESIC	728	8,736
Gratuity	269	3,228
Total	18,328	180,000

*Kindly note- Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GrygHR) to ensure that TDs applicable is correctly calculated.

Contact Person - Kanchan (8433934497)

☺ Looking forward to your joining and a successful career in Orchids The International School!

All The Best and Welcome on Board!

Warm regards

Kanchan

Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.

Contact no. +91 843393449

**IDS Infotech Ltd.**

C-138, Phase VIII, Industrial Area, Mohali-160071, INDIA

Tel : (+91)-172-5053601, 5053602

Fax : (+91)-172-5058475

Website : www.idsil.com

CIN: U72200CH1989PLC009464

IDS/PDG/Offer/2019
22 April 2019**Letter of Intent**Prachi Gupta
BSC Medical
MCM DAV College,
Contact: 7888305612***Congratulations & Welcome Aboard!***

This has reference to the discussion we had with you regarding your employment in our organization based at IDS INFOTECH LTD Plot no C138 Industrial Area Phase 8 Mohali. We are pleased to confirm that we intend to appoint you at the designation of **Physician Assistant Trainee** in grade **BJ2** at HCS group and salary mutually agreed by us in the course of our discussion.

This letter is subject to your joining duty on **Jun-Jul 2019**

On joining, you are requested to report to the **HR Department**. You are also requested to bring the original & photocopy (self-attested) certificates of your educational & professional achievements, Aadhar Card, PAN Card and five recent passport size photographs.

Your joining will be subject to the positive reference check.

Thanking you,
Yours faithfully,
For IDS Infotech Ltd.

Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com

LETTER OF INTENT FOR FIXED-TERM EMPLOYMENT

Date: 6th Feb 2019.

Name: Prajanya Sarinod.

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of *Customer Service Associate* for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company"). Your employment shall be a **Fixed-Term Employment**, the duration of which will be communicated to you at the time of issuance of the Offer Letter mentioned below, and such duration not exceeding a maximum period of 12 (twelve) months.

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 1,44,500 calculated on per annum basis. The same may be revised at the time of the issuance of an Offer Letter as per the then prevailing levels of pay. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies.

You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 days period referred to herein or thereafter or with respect to the base pay as mentioned herein as the same is merely indicative.


In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company upon employment, if and once the Offer Letter is issued.

For any queries, please write to us at vcshiringqueries@amazon.com

Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD


Valbava Kamalasanan
Sr. Manager, Recruitment

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:

Signature

Date

Date: 18th April 2019

Pritika Chojar
Chandigarh

Offer Letter

Dear Pritika,

Further to your interview, we are pleased to confirm that you have been selected to work for Touchstone Educationals as an **Assistant Trainer - Academics** at our **Chandigarh** Centre. Your shift timings will be from **8:30 A.M to 6:00 P.M.**

You will be paid gross emoluments as detailed in Annexure A. Your employment with us will be governed by the Terms and Conditions as outlined in Annexure B and all other the rules and regulations of the Company.

Your assignment is effective **01st June 2019** .On that day please report to Human Resources, at **9:00 AM** for documentation and orientation. You are required to bring the following documents at the time of your joining.

1. Copy of the offer letter accepted and signed by you.
2. Educational certificates beginning from 10th standard (Original and Xerox copy)
3. Three passport size photographs
4. Relieving Letter from your previous employer
5. Last Pay Slip drawn
6. Permanent residence proof – Passport, Voter ID or Aadhaar Card
7. Photo ID proof – Driving License, Aadhaar Card, Voter ID, PAN Card
8. Nominee's Aadhaar card

The terms of this offer must be kept strictly confidential. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates submitted as a proof of above, we retain the right to review our offer of employment.

Please sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 7 days of the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Touchstone Educationals. We assure you of our support for your professional development and growth.

Regards,



Rimzim Arora
Manager-HR
Touchstone Educationals

Annexure A

On Job Training & Emoluments

You will be undergoing "On Job Training" for a period of 2-4 weeks. During this period, you will be provided adequate knowledge and training that will enable you to work productively.

Upon completion of this "On Job Training" period, you will be assessed and appropriate duties will be assigned to you.

Your emoluments will be as follows:

FOR FIRST MONTH		
SALARY BREAK-UP		
EMPLOYEE NAME	PRITIKA CHOJAR	
DESIGNATION	ASSISTANT TRAINER -ACADEMICS	
LOCATION	CHANDIGARH	
DATE OF JOINING	01 ST JUNE 2019	
Emoluments (A)	Monthly	Yearly
Basic	2,062.50	24,750.00
HRA (House Rent Allowance)	1,444.00	17,328.00
TA (Transport Allowance)	1,000.00	12,000.00
Bonus	172.00	2,064.00
Special Allowance - 1	1,932.00	23,184.00
Special Allowance - 2		
Medical Reimbursement	1,000.00	12,000.00
Employer contribution to EPF	248.00	2,976.00
Employer contribution to ESI	392.00	4,704.00
TOTAL CTC (A)	8,250.50	99,006.00
DEDUCTIONS (B)		
Employee contribution to EPF	247.50	2,970.00
Employee contribution to ESI	144.00	1,728.00
Total (B)	391.50	4,698.00
NET PAYABLE (A-B-EMPLOYER CONTRIBUTION OF EPF AND ESI)	7,218.50	86,622.00
Prepared By		Authorized By
Note: Please notify HR Officer immediately the discrepancies found if any.		

FROM SECOND MONTH ONWARDS

SALARY BREAK-UP

EMPLOYEE NAME	PRITIKA CHOJAR	
DESIGNATION	ASSISTANT TRAINER -ACADEMICS	
LOCATION	CHANDIGARH	
DATE OF JOINING	01 ST JUNE 2019	
Emoluments (A)	Monthly	Yearly
Basic	4,125.00	49,500.00
HRA (House Rent Allowance)	2,888.00	34,656.00
TA (Transport Allowance)	1,300.00	15,600.00
Bonus	344.00	4,128.00
Special Allowance - 1	5,264.00	63,168.00
Special Allowance - 2		
Medical Reimbursement	1,300.00	15,600.00
Employer contribution to EPF	495.00	5,940.00
Employer contribution to ESI	784.00	9,408.00
TOTAL CTC (A)	16,500.00	198,000.00
DEDUCTIONS (B)		
Employee contribution to EPF	495.00	5,940.00
Employee contribution to ESI	289.00	3,468.00
Total (B)	784.00	9,408.00
NET PAYABLE (A-B-EMPLOYER CONTRIBUTION OF EPF AND ESI)	14,437.00	173,244.00

Prepared By

Authorized By

Note: Please notify HR Officer immediately the discrepancies found if any.



HRD/2T/13052905/19-20

Ms. Priyanka Adlakha
Candidate ID: 13052905
House No. 2419
sector 37 c
Chandigarh - 160036
Chandigarh
India
Ph: (91) 70870 40114

September 12, 2019

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

INFOSYS LIMITED
CIN: L8510KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T: 91 80 2852 0251
F: 91 80 2852 0362
raku@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2019.09.12 16:20:25 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/2T/13052905/19-20

Ms. Priyanka Adlakha
Candidate ID: 13052905
House No. 2419
Sector 37 c
Chandigarh - 160036
Chandigarh
India
Ph: (91) 70870 40114

September 12, 2019

Dear Priyanka,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive in the IT Operations Career Stream**.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **November 25, 2019**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

Training Period

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0251
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure – III.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be **INR 18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period and the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

**ANNEXURE -1
(Compensation)**

COMPENSATION DETAILS (All figures in INR, per month)				
NAME	Ms. Priyanka Adlakha			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
MONTHLY GROSS SALARY				16,162
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				136
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
FIXED GROSS SALARY (1+2+3)				18,581
TOTAL GROSS SALARY				18,581
OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
SALARY LOAN (Subject to submission of Trainee Agreement)	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				





LETTER OF INTENT FOR FIXED-TERM EMPLOYMENT

Date: 6th Feb 2019.

Name: Priyanka Malhotra

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company"). Your employment shall be a **Fixed-Term Employment**, the duration of which will be communicated to you at the time of issuance of the Offer Letter mentioned below, and such duration not exceeding a maximum period of 12 (twelve) months.

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 1,14,500 /calculated on per annum basis. The same may be revised at the time of the issuance of an Offer Letter as per the then prevailing levels of pay. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies.



You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 days period referred to herein or thereafter or with respect to the base pay as mentioned herein as the same is merely indicative.


In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company upon employment, if and once the Offer Letter is issued.

For any queries, please write to us at vcshiringqueries@amazon.com

Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD


Vaibava Kamalasanan
Sr. Manager, Recruitment

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:

Signature

Date



Mcm Placements <mcm36placements@gmail.com>

Fwd: Punam || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 8:14 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 3:43 PM

Subject: Punam || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <patwapoonam76@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Punam,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary English Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of **24 Months**. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of **Rs.2 Lakhs**.
2. You will be provided with accommodation.
3. The minimum term of employment will be **2 Years**.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign **AFTER** completing 24 months, a 3 months notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

- 10th & 12th Passing Certificates/ Marksheets - Originals
- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - **Compulsory**
- Pan Card copy - **Compulsory**
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
HRA	5,041	60,492
Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 8433934497.



Mcm Placements <mcm36placements@gmail.com>

Fwd: Pushty || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 7:44 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 1:26 PM

Subject: Pushty || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <pushtyogia12@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Pushty ,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary English Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of **24 Months**. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of **Rs.2 Lakhs**.
2. You will be provided with accommodation.
3. The minimum term of employment will be **2 Years**.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign **AFTER** completing 24 months, a 3 months notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

- 10th & 12th Passing Certificates/ Marksheets - Originals
- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - **Compulsory**
- Pan Card copy - **Compulsory**
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
HRA	5,041	60,492
Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 8433934497.

Congratulations!

Dear Nanki,

It is with great pleasure to inform you, that further to your application for the position of Public Relations Executive, you have successfully cleared the preliminary round of interview and you are few steps away from joining QuikRelations.

In order to complete the recruitment process you are requested to walk-in at the mentioned venue for the final round of interview.

Date: _____

Time: _____

Venue: **QuikRelations Private Limited**
Plot No 1250, Second Floor, Sector 82, JLPL Mohali-140306

Your formal letter of Appointment shall be given to you on successfully clearing all the selection rounds.

P.S : Please wear smart casuals/ business formals and carry this letter along.

Looking forward to have you as a part of our family!

Diksha Masih

Diksha Masih

Assistant Manager- HR & Administration

M | 9877223541



Congratulations!

Dear Sakshi,

It is with great pleasure to inform you, that further to your application for the position of Public Relations Executive, you have successfully cleared the preliminary round of interview and you are few steps away from joining QuikRelations.

In order to complete the recruitment process you are requested to walk-in at the mentioned venue for the final round of interview.

Date: _____

Time: _____

Venue: **QuikRelations Private Limited**
Plot No 1250, Second Floor, Sector 82, JLPL Mohali-140306

Your formal letter of Appointment shall be given to you on successfully clearing all the selection rounds.

P.S : Please wear smart casuals/ business formals and carry this letter along.

Looking forward to have you as a part of our family!

Diksha Masih

Diksha Masih

Assistant Manager- HR & Administration

MI 9877223541

LETTER OF INTENT

Date: 6th Feb 2019.

Name: Suwara Loomba

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to receive Total Compensation of INR 1,83,000 /- (Rupees _____), payable as per the following structure:

1. Annual Base Pay of INR 1,58,950 / (Rupees _____) per annum payable in arrears in accordance with the Company's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise.

2. Variable Pay of INR 28,050 (Rupees _____) per annum, payable on quarterly basis and subject to meeting performance levels as per the Company standards and policy.


Your attention is drawn to make note that Variable Pay will be payable only upon successfully meeting the requirements as per Company policy and also subject to your continuing employment with the Company on the date of payout. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies. You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 days period referred to herein or thereafter or with respect to the compensation mentioned herein as the same is merely indicative.

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer. You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with copies of the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company, if and once the Offer Letter is issued.

For any queries, please write to us at vcshiringqueries@amazon.com

Yours sincerely,

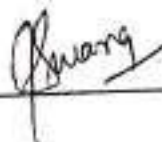
For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD


Vaibava Kamalasanan
Sr. Manager, Recruitment

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:

Signature



Date

6th Feb 2019



189
30

IDS Infotech Ltd.
C-138, Phase VII, Industrial Area, Mohali-160071, INDIA
Tel : (+91)-172-5053601, 5053602
Fax : (+91)-172-5058475
Website : www.idsil.com
CIN: U72200CH1900PLC008464

IDS/PDG/Offer/2019
22 April 2019

Letter of Intent

Sweta Arora
BSC Microbial and Food Technology
MCM DAV College.
Contact: 7018941108

Congratulations & Welcome Aboard!

This has reference to the discussion we had with you regarding your employment in our organization based at IDS INFOTECH LTD Plot no C138 Industrial Area Phase 8 Mohali. We are pleased to confirm that we intend to appoint you at the designation of **Physician Assistant Trainee** in grade **BJ2** at HCS group and salary mutually agreed by us in the course of our discussion.

This letter is subject to your joining duty on **Jun-Jul 2019**

On joining, you are requested to report to the **HR Department**. You are also requested to bring the original & photocopy (self-attested) certificates of your educational & professional achievements, Aadhar Card, PAN Card and five recent passport size photographs.

Your joining will be subject to the positive reference check.

Thanking you,
Yours faithfully,
For IDS Infotech Ltd.



Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com



CONFIDENTIAL

Date	12 th Oct, 2018
Candidate Name	Tannu
Date of Interview	12 th Oct, 2018
Venue	MCM DAV COLLEGE FOR WOMEN, CHANDIGARH

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

Tannu

Convergys India Services Private Limited

Bestech Business Tower, Ground, 4th - 8th Floor, Sector - 48, Sohna Road, Gurgaon - 122 001, Haryana, India

Tel.: +91 (124) 471 3400 | Fax: +91 (124) 471 3490 | www.convergys.com

Registered Office: 60/14, Old Rajinder Nagar, New Delhi - 110060 | Corporate Identification Number (CIN): U74899DL2001PTC109274



Mcm Placements <mcm36placements@gmail.com>

Fwd: Tanya Arora || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 8:11 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 3:31 PM

Subject: Tanya Arora || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <tanyarora97@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Tanya ,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary English Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of **24 Months**. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of **Rs.2 Lakhs**.
2. You will be provided with accommodation.
3. The minimum term of employment will be **2 Years**.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign **AFTER** completing 24 months, a 3 months notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

- 10th & 12th Passing Certificates/ Marksheets - Originals
- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - **Compulsory**
- Pan Card copy - **Compulsory**
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
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Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 8433934497.

LETTER OF INTENT

Date: 6th Feb 2019.

Name: Tanya Batthla

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to receive Total Compensation of INR 1,87,000/- (Rupees _____), payable as per the following structure:

1. Annual Base Pay of INR 1,58,000/- (Rupees _____) per annum payable in arrears in accordance with the Company's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise.

2. Variable Pay of INR 28,050 (Rupees _____) per annum, payable on quarterly basis and subject to meeting performance levels as per the Company standards and policy.

Your attention is drawn to make note that Variable Pay will be payable only upon successfully meeting the requirements as per Company policy and also subject to your continuing employment with the Company on the date of payout. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies. You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 days period referred to herein or thereafter or with respect to the compensation mentioned herein as the same is merely indicative.

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer. You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with copies of the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company, if and once the Offer Letter is issued.

For any queries, please write to us at vcshiringqueries@amazon.com

Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD

Vaibava Kamalasanan
Sr. Manager, Recruitment

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:

Signature

Date

06/02/19



Letter Of Intent

Date	12 th October, 2018
Candidate Name	Tanya Jaidka
Date of Interview	12 th October, 2018
Venue	MGM DAV college for women Sec 36 CHANDIGARH

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9999111942 for any assistance/queries.

E-mail ids - Abhay.sharma@convergys.com OR Ashish.singh@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.



Mcm Placements <mcm36placements@gmail.com>

Fwd: Tanya || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 7:49 PM

FYI

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>
Date: Fri, Mar 1, 2019 at 1:57 PM
Subject: Tanya || Offer Confirmation from Orchids The International School, Mumbai Branch
To: <tanya.takkar@yahoo.com>
Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Tanya,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary English Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of **24 Months**. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of **Rs.2 Lakhs**.
2. You will be provided with accommodation.
3. The minimum term of employment will be **2 Years**.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign **AFTER** completing 24 months, a **3 months** notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

- 10th & 12th Passing Certificates/ Marksheets - Originals
- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - **Compulsory**
- Pan Card copy - **Compulsory**
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
HRA	5,041	60,492
Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 8433934497.



IDS Infotech Ltd.
C-138, Phase VII, Industrial Area, Mohali-160071, INDIA
Tel. : (+91)-172-5053601, 5053602
Fax : (+91)-172-5098475
Website : www.idsil.com
CIN: U72200CH1989PLC009464

IDS/PDG/Offer/2019
22 April 2019

Letter of Intent

Tanya Singh
BCOM
MCM DAV College.
Contact: 7347632350

Congratulations & Welcome Aboard!

This has reference to the discussion we had with you regarding your employment in our organization based at IDS INFOTECH LTD Plot no C138 Industrial Area Phase 8 Mohali. We are pleased to confirm that we intend to appoint you at the designation of **Physician Assistant Trainee** in grade **BJ2** at HCS group and salary mutually agreed by us in the course of our discussion.

This letter is subject to your joining duty on **Jun-Jul 2019**

On joining, you are requested to report to the **HR Department**. You are also requested to bring the original & photocopy (self-attested) certificates of your educational & professional achievements, Aadhar Card, PAN Card and five recent passport size photographs.

Your joining will be subject to the positive reference check.

Thanking you,
Yours faithfully,
For IDS Infotech Ltd.


Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com

Training ID :
Date : 13/Feb/19
Place : Chandigarh

Subject: Training Enrolment Confirmation

Tanya Batra
Dear «First_Name» «Middle_Last_Name»

Congratulations!

We are pleased to inform you that you have been enrolled as a student for a training program currently sponsored by Tech Mahindra Ltd.

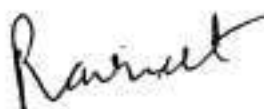
Training Program Duration	:	30 Days
Time	:	9 Hours
Location	:	Chandigarh
Proposed Date of commencement of training program	:	

The Company reserves the right to extend the duration of your training.

Please note that this is not an offer of employment with Tech Mahindra Ltd and the Company is no way responsible for your placement after completion of training program. You shall not be entitled to any payment from the Company, during your training period and any extension thereof.

The Company reserves the right to terminate your participation in a training program at any time at the sole discretion of the Company. In case you fail to attend the training for consecutive period of 3 days and/or fails to successfully complete any certification at any stage of training period, then your participation in the training program stands terminated automatically.

We wish you very best.



Thanking you,

Yours faithfully,
For Tech Mahindra Limited



Offer: Computer Consultancy
Ref: TCSL/DT20184951601/Delhi
Date: 26/02/2019

Ms. Karminder Kaur Sraa
Vill. Data Singhwala(3) P.O. Garhi , Jind , Haryana , 126116Near Gurudawara Nh52.
Data Singwala,
Narvana-126116,
Haryana.
Tel# 91-9468237082

Dear Karminder Kaur Sraa,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade YG. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

Karminder Kaur Sraa

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TCSL/DT20184951601

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India
Tel: 91 11 6650 6555 Fax: 91 11 25 11 1711 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 201 411 | Email: careers@tcs.com



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹7,100/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹2,840/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹1,400/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

Handwritten signature: Anand J. Jha



169

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Offer: Computer Consultancy
Ref: TCSL/DT20185004600/Delhi
Date: 26/02/2019

Ms. Manisha Sharma
C152 Togan,
Mohali,
Mohali-160014,
Punjab.
Tel# -

Dear Manisha Sharma,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade YG. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSL/DT20185004600

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Registered Office: TCS Building, 100, Park Street, Chennai - 600 005, India
TCS Contact Centre: 1800 438 888 (Toll Free) / 020 2611 1234 (Local)

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COMPENSATION AND BENEFITS

BASIC SALARY

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TCSL/DT20185004600

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

M. Praveen



Offer: Computer Consultancy
Ref: TCSL/DT20184913903/Delhi
Date: 26/02/2019

Ms. Mridula Khurana
House No.-1465Sector 13,
Kalra Market,
Karnal-132001,
Haryana.
Tel# -

Dear Mridula Khurana,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

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Mridula

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TCSL/DT20184913903

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Tata Consultancy Services Limited

5th Floor, TLRB, Indira Nagar, New Delhi 110 001 India
Tel: +91 11 2611 4100 Fax: +91 11 2611 4101 Website: www.tcs.com
Registered Office: Maharashtra, Plot No. 1, Nariman Point, Mumbai 400 021
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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹7,100/- per month.

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Offer: Computer Consultancy
Ref: TCSL/DT20184923443/Delhi
Date: 26/02/2019

Ms. Saloni Bakshi
125 Udyan Path Sec 36a Chandigarh,
Mcm Dav College,
Chandigarh-160036,
Chandigarh.
Tel# -7017044584

Dear Saloni Bakshi,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

Saloni Bakshi

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TCSL/DT20184923443

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India
Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1 800 209 31 11 Email: careers@tcs.com



COMPENSATION AND BENEFITS

BASIC SALARY

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India
Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Saloni Bakshi
2



Offer: Computer Consultancy
Ref: TCSL/DT20184987861/Delhi
Date: 26/02/2019

Ms Shaurya Sodhi
First Floor, Kothi No 617, Phase-1, S A S Nagar, Mohali, Franco Hotel Road,
Opposite Indian Overseas Bank,
Mohali-160055,
Punjab
Tel# 0172-5094617

Dear Shaurya Sodhi,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade YG. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

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*Best Regards
TCSL*



COMPENSATION AND BENEFITS

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TCSL/DT20184987861

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

S. Godli
SELF ATTESTED



Offer: Computer Consultancy
Ref: TCSL/DT20184925476/Delhi
Date: 26/02/2019

Ms. Shivangi Rawat
House No 59Batra Lane,
Sector 11,
Panchkula-134109,
Haryana.
-9958182634

Dear Shivangi Rawat,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade YG. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

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TCSL/DT20184925476

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Registered Office: TCS Building, 100 Colaba Causeway, New Delhi 110 001 India
Toll-free Helpline: 1800 430 000 | Website: www.tcs.com
Corporate Office: TCS Building, 100 Colaba Causeway, Nariman Point, Mumbai 400 021
E-mail: careers@tcs.com



COMPENSATION AND BENEFITS

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Shivang



Offer: Computer Consultancy
Ref: TCSL/DT20184925476/Delhi
Date: 26/02/2019

Ms. Shivangi Rawat
House No 59Batra Lane,
Sector 11,
Panchkula-134109,
Haryana.
-9958182634

Dear Shivangi Rawat,

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After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSL/DT20184925476

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Registered Office: TCS Building, 13th Floor, Colaba Station, New Delhi 110 001 India
Toll-free Helpline: 1800 1035 973 | Website: www.tcs.com
Corporate Office: TCS Building, 13th Floor, Nariman Point, Mumbai 400 021
E-mail: careers@tcs.com



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹7,100/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹2,840/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹1,400/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

Shivangi



Offer: Computer Consultancy
Ref: TCSL/DT20184923443/Delhi
Date: 26/02/2019

Ms. Saloni Bakshi
125 Udyan Path Sec 36a Chandigarh,
Mcm Dav College,
Chandigarh-160036,
Chandigarh.
Tel# -7017044584

Dear Saloni Bakshi,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

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Saloni Bakshi

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TCSL/DT20184923443

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India
Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1 800 209 31 11 Email: careers@tcs.com



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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Saloni Bakshi
2



Offer: Computer Consultancy
Ref: TCSL/DT20184913903/Delhi
Date: 26/02/2019

Ms. Mridula Khurana
House No.-1465Sector 13,
Kalra Market,
Karnal-132001,
Haryana.
Tel# -

Dear Mridula Khurana,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

Mridula

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TCSL/DT20184913903

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

5th Floor, TLRB, Indraprastha Sweets Market, New Delhi 110 001 India
Tel: +91 11 2611 2211 Fax: +91 11 2611 2222 Website: www.tcs.com
Registered Office: Maharashtra, Plot No. 10, Nariman Point, Mumbai 400 021
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COMPENSATION AND BENEFITS

BASIC SALARY

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Michael



Offer: Computer Consultancy
Ref: TCSL/DT20184975224/Delhi
Date: 26/02/2019

Ms. Sahiba Goyal
#186 Huda 19-1 Kaithal Haryana,
Huda,
Kaithal-136027,
Haryana.
Tel# -

Dear Sahiba Goyal,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

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After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

Sahiba

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TCSL/DT20184975224

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Tata Consultancy Services Limited
TCS Building, 13th Floor, 101, Colaba Causeway, Mumbai - 400 054, India
Tel: +91 22 6779 0000 Fax: +91 22 6779 0001
TCS Building, 13th Floor, 101, Colaba Causeway, Mumbai - 400 054, India
Tel: +91 22 6779 0000 Fax: +91 22 6779 0001



COMPENSATION AND BENEFITS

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Offer: Computer Consultancy
Ref: TCSL/DT20184987861/Delhi
Date: 26/02/2019

Ms Shaurya Sodhi
First Floor, Kothi No 617, Phase-1, S A S Nagar, Mohali, Franco Hotel Road,
Opposite Indian Overseas Bank,
Mohali-160055,
Punjab
Tel# 0172-5094617

Dear Shaurya Sodhi,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade YG. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

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*Best Regards
TCSL*



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TCSL/DT20184987861

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

S. Godli
SELF ATTESTED



169

71

Offer: Computer Consultancy
Ref: TCSL/DT20185004600/Delhi
Date: 26/02/2019

Ms. Manisha Sharma
C152 Togan,
Mohali,
Mohali-160014,
Punjab.
Tel# -

Dear Manisha Sharma,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

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TCS Confidential
TCSL/DT20185004600

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Registered Office: TCS Building, 100, Park Street, Chennai - 600 005, India
TCS Contact: hr@tcs.com or careers@tcs.com or www.tcs.com

1



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹7,100/- per month.

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TCSL/DT20185004600

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited



Offer: Computer Consultancy
Ref: TCSL/DT20184951601/Delhi
Date: 26/02/2019

Ms. Karminder Kaur Sraa
Vill. Data Singhwala(3) P.O. Garhi, Jind, Haryana, 126116 Near Gurudawara Nh52.
Data Singwala,
Narvana-126116,
Haryana.
Tel# 91-9468237082

Dear Karminder Kaur Sraa,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade YG. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

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Karminder Kaur Sraa

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TCSL/DT20184951601

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India

Tel: 91 11 6650 6555 Fax: 91 11 25 11 1711 Website: www.tcs.com

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Handwritten signature: Anurag Jha

Training ID :
Date : 13 Feb/19
Place : Chandigarh

Subject: Training Enrolment Confirmation
Khushleen Kaur Bhat
Dear «First_Name» «Middle_Last_Name»

Congratulations!

We are pleased to inform you that you have been enrolled as a student for a training program currently sponsored by Tech Mahindra Ltd.

Training Program Duration	:	30 Days
Time	:	9 Hours
Location	:	Chandigarh
Proposed Date of commencement of training program	:	

The Company reserves the right to extend the duration of your training.

Please note that this is not an offer of employment with Tech Mahindra Ltd and the Company is no way responsible for your placement after completion of training program. You shall not be entitled to any payment from the Company, during your training period and any extension thereof.

The Company reserves the right to terminate your participation in a training program at any time at the sole discretion of the Company. In case you fail to attend the training for consecutive period of 3 days and/or fails to successfully complete any certification at any stage of training period, then your participation in the training program stands terminated automatically.

We wish you very best.

Ravneet

Thanking you,

Yours faithfully,
For Tech Mahindra Limited

Training ID :
Date : 13/feb/19
Place : Chandigarh

Subject: Training Enrolment Confirmation

Jyotsana Khullana

Dear «First_Name» «Middle_Last_Name»

Congratulations!

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Training Program Duration	:	30 Days
Time	:	9 Hours
Location	:	Chandigarh
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We wish you very best.

Parvati

Thanking you,

Yours faithfully,
For Tech Mahindra Limited

Training ID :
Date : 13/Feb/19
Place : Chandigarh

Subject: Training Enrolment Confirmation

Dear «First_Name» «Middle__Last_Name»
Kudrat Kang

Congratulations!

We are pleased to inform you that you have been enrolled as a student for a training program currently sponsored by Tech Mahindra Ltd.

Training Program Duration	:	30 Days
Time	:	9 Hours
Location	:	Chandigarh
Proposed Date of commencement of training program	:	

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We wish you very best.

Ravneet
Thanking you,

Yours faithfully,
For Tech Mahindra Limited

Training ID :
Date : 13/Feb/19
Place : Chandigarh

Subject: Training Enrolment Confirmation

Tanya Batra
Dear «First_Name» «Middle_Last_Name»

Congratulations!

We are pleased to inform you that you have been enrolled as a student for a training program currently sponsored by Tech Mahindra Ltd.

Training Program Duration	:	30 Days
Time	:	9 Hours
Location	:	Chandigarh
Proposed Date of commencement of training program	:	

The Company reserves the right to extend the duration of your training.

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We wish you very best.


Thanking you,

Yours faithfully,
For Tech Mahindra Limited

Training ID :
Date : 2/23/2019
Place : Chandigarh

DF: L64200MH1986PL004137

Subject: Training Enrolment Confirmation

Dear Gurleen Kaur

Congratulations!

We are pleased to inform you that you have been enrolled as a student for a training program currently sponsored by Tech Mahindra Ltd.

Training Program Duration	:	30 Days
Time	:	9 Hours
Location	:	Chandigarh
Proposed Date of commencement of training program	:	

The Company reserves the right to extend the duration of your training.

Please note that this is not an offer of employment with Tech Mahindra Ltd and the Company is no way responsible for your placement after completion of training program. You shall not be entitled to any benefits, facilities and payment from the Company, during your training period and any extension thereof.

The Company reserves the right to terminate your participation in a training program at any time at the sole discretion of the Company. In case you fail to attend the training for consecutive period of **3 days** and/or fails to successfully complete any certification at any stage of training period, then your participation in the training program stands terminated automatically.

We wish you very best.

Thanking you,

Yours faithfully,
For Tech Mahindra Limited


(Authorized Signatory)

Training ID
Date: 12/06/19
Place: Chandigarh

Subject: Training Enrolment Confirmation

Dear «First_Name» «Middle_Last_Name»
Harsh Kapoor

Congratulations!

We are pleased to inform you that you have been enrolled as a student for a training program currently sponsored by Tech Mahindra Ltd.

Training Program Duration	30 Days
Time	9 Hours
Location	Chandigarh
Proposed Date of commencement of training program	

The Company reserves the right to extend the duration of your training.

Please note that this is not an offer of employment with Tech Mahindra Ltd and the Company is no way responsible for your placement after completion of training program. You shall not be entitled to any payment from the Company, during your training period and any extension thereof.

The Company reserves the right to terminate your participation in a training program at any time at the sole discretion of the Company. In case you fail to attend the training for consecutive period of 3 days and/or fails to successfully complete any certification at any stage of training period, then your participation in the training program stands terminated automatically.

We wish you very best.

Harsh Kapoor
Thanking you,

Yours faithfully,
For Tech Mahindra Limited

Training ID :
Date : 2/23/2019
Place : Chandigarh

Subject: Training Enrolment Confirmation

Dear Ananya Bandlish

Congratulations!

We are pleased to inform you that you have been enrolled as a student for a training program currently sponsored by Tech Mahindra Ltd.

Training Program Duration	:	30 Days
Time	:	9 Hours
Location	:	Chandigarh
Proposed Date of commencement of training program	:	

The Company reserves the right to extend the duration of your training.

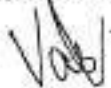
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We wish you very best.

Thanking you,

Yours faithfully,
For Tech Mahindra Limited



(Authorized Signatory)



Mcm Placements <mcm36placements@gmail.com>

JD / Tech Mahindra Limited - Chandigarh / Non Technical Profile

Dinkar Mahajan <DM00509627@techmahindra.com>
To: Mcm Placements <mcm36placements@gmail.com>

Thu, Feb 14, 2019 at 6:23 PM

Hi Mamta,

Please find below selected/shortlisted students list.

Candidate Name	Contact No.	Remarks
Palak Kapoor	7780921994	Selected
Jyotsana Khurana	7087940707	Selected
Khushveen Kaur Brar	8699574531	Selected
Kudrat Kang	7355990016	Selected
Tanya Bathla	8288944383	Selected
Shreya Munjal	9463896844	Shortlisted
Khushboo Garg	9915734096	Shortlisted
Vidula Chugh	8556046237	Shortlisted
Esha Sharma	9463835915	Shortlisted
Gurleen Kaur	8283941608	Shortlisted
Simran Vaid	7347282705	Shortlisted
Swara	9115812158	Shortlisted
Palak Arora	9417053682	Shortlisted
Ambika Bali	8283944978	Shortlisted

All shortlisted students are requested to report our office on 23rd Feb 2019 at 12 PM for further interview rounds.

6/29/22, 10:06 AM

Gmail - JD / Tech Mahindra Limited - Chandigarh / Non Technical Profile

Office Address : Tech Mahindra Ltd.

Plot No. 23

IT Park, Chandigarh

[Quoted text hidden]



Mcm Placements <mcm36placements@gmail.com>

JD / Tech Mahindra Limited - Chandigarh / Non Technical Profile

Dinkar Mahajan <DM00509627@techmahindra.com>
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Esha Sharma	9463835915	Shortlisted
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Office Address : Tech Mahindra Ltd.

Plot No. 23

IT Park, Chandigarh

[Quoted text hidden]



Selected Students - MCM - Full timers

4 messages

Bharat <bharat@th-india.com>

Mon, Feb 4, 2019

To: mcm36placements@gmail.com, principal_mcmdavcollege@yahoo.com

Cc: neha.jaiswal@th-india.com, Ananya Mitra <ananya.mitra@th-india.com>, aseem@th-india.com

Respected Mam,

Greetings from Tommy Hilfiger!!!!

First of all, I would like to thank you for a wonderful experience at your esteemed campus. Please note that the list of selected students selected and other details for full timers is as follows:

- Designation :- **Customer Relationship Officer**
- Salary :- For Metro's (**22k in hand per month + Monetary incentives + Uniforms + Grooming**), For Non-Metro's (**20k in hand per month + Monetary incentives + Uniforms + Grooming**)
- Date of joining: **As Advised by College OR 1st June**

Kindly confirm the date of joining so that we may send Job Offer mail to the students along with their location details.

Sr. No.	City	Brand	Store	Name	Mob no.	Course	Expected date of joining	Designation	Salary
1	Chandigarh	Tommy Hilfiger	Elante TH	KANUPRIYA BHATIA	7983704480	BA-HISTORY	1-Jun	CRO	20k in hand per month
2	Chandigarh	Tommy Hilfiger	Elante TH	MUSKAN	8288947081	BA-SCIOLOGY	1-Jun	CRO	20k in hand per month
3	NCR	Tommy Hilfiger	Vasant Kunj	TANVI TYAGI	8054736346	B.COM (H)	1-Jun	CRO	22k in hand per month
4	Delhi	Tommy Hilfiger	Select City Walk	GURNOOR KAUR	7419888844	BSC	1-Jun	CRO	22k in hand per month
5	Delhi	Tommy Hilfiger	Pacific Mall	JASLEEN KAUR	9988535494	BCA	1-Jun	CRO	22k in hand per month
6	Delhi	Tommy Hilfiger	Vasant Kunj	SHYANA MAHAJAN	7018209356	BBA	1-Jun	CRO	22k in hand per month
7	Noida	Tommy Hilfiger	Mall Of India, Noida	SAYASHA MAHAJAN	7018209357	BBA	1-Jun	CRO	22k in hand per month
8	Delhi	Tommy Hilfiger	Select City Walk	SHIKHA	7340810993	B.COM (H)	1-Jun	CRO	22k in hand per month
9	Delhi	Tommy Hilfiger	Cannought Place	VIDULA CHUGH	8556046237	B.COM	1-Jun	CRO	22k in hand per month
10	Gurgaon	Tommy Hilfiger	Ambience Mall	REEMA NAYYAR	9872550253	M.COM	1-Jun	CRO	22k in hand per month
11	Gurgaon	Tommy Hilfiger	Ambience Mall	ANURITI	8196888016	B.COM	1-Jun	CRO	22k in hand per month

Finally, we would like to thank you for your amazing hospitality.

Thanks and Regards

Bharat Rishi

Mcm Placements <mcm36placements@gmail.com>

Mon, Feb 4, 2019 at 11:04 AM

To: baliz73@yahoo.co.in

Dr. Mamta Ratti,
9815104499

6/13/22, 12:48 PM

Gmail - Selected Students - MCM - Full timers

Placement Cell Convener, MCMDAV College For Women, Chandigarh.<http://www.mcmdavcw-chd.edu/> <https://www.facebook.com/MCM-DAV-College-for-Women-Placement-Cell-1109704689186169/>
[Quoted text hidden]

Mcm Placements <mcm36placements@gmail.com>
To: baliz73@yahoo.co.in

Thu, Feb 7, 2019 at 9:03 PM

[Quoted text hidden]

Mcm Placements <mcm36placements@gmail.com>
To: baliz73@yahoo.co.in

Tue, Apr 30, 2019 at 8:32 PM

Dr. Mamta Ratti,
9815104499

Placement Cell Convener, MCMDAV College For Women, Chandigarh.<http://www.mcmdavcw-chd.edu/> <https://www.facebook.com/MCM-DAV-College-for-Women-Placement-Cell-1109704689186169/>

----- Forwarded message -----

From: **Bharat** <bharat@th-india.com>

Date: Mon, Feb 4, 2019, 11:00

Subject: Selected Students - MCM - Full timers

To: <mcm36placements@gmail.com>, <principal_mcmdavcollege@yahoo.com>

Cc: <neha.jaiswal@th-india.com>, Ananya Mitra <ananya.mitra@th-india.com>, <aseem@th-india.com>

Respected Mam,

[Quoted text hidden]

**RE: Selected Students - MCM - Interns**

1 message

Bharat <bharat@th-india.com>

Tue, May 28, 2019 at 5:34 PM

To: mcm36placements@gmail.com, principal_mcmdavcollege@yahoo.com

Cc: neha.jaiswal@th-india.com, Ananya Mitra <ananya.mitra@th-india.com>, aseem@th-india.com, "simerdeep.kaur" <simerdeep.kaur@th-india.com>

Hi Mam,

Requesting you to please ensure the students report to their respective locations below on 1st June. In case of any issue, they can contact me at 9958026978

Rgds

Bharat

From: Bharat [mailto:bharat@th-india.com]**Sent:** Monday, February 4, 2019 11:08 AM**To:** 'mcm36placements@gmail.com'; 'principal_mcmdavcollege@yahoo.com'**Cc:** neha.jaiswal@th-india.com; 'Ananya Mitra' (ananya.mitra@th-india.com); aseem@th-india.com**Subject:** Selected Students - MCM - Interns

Respected Mam,

Greeting once again from Tommy Hilfiger!!!!!!!

Please note that the list of students selected for internships is as follows:

- Designation – Summer Interns
- Stipend – Rs. 13,000 per month
- Date of Tenure – 1st June to 31st July (minimum 2 months)
- Documents Required – Pan Card and Aadhar Card

Sr. No.	City	Brand	Store	Name	Mob no.	Course	Expected date of joining	Salary to be offered (employees)
1	LUDHIANA	Tommy Hilfiger	MBD / Silver Arc	AMANPREET KAUR	8289011808	B.COM	1-Jun	13k
2	LUDHIANA	Tommy Hilfiger	MBD / Silver Arc	RUBINA BANSAL	8968333031	B.COM	1-Jun	13k
3	NCR	Tommy Hilfiger	Vasant Kunj	DEEKSHA THAKUR	9888608026	B.COM	1-Jun	13k
4	NCR	Tommy Hilfiger	Select City Walk	PARNEET KAUR	8146423828	B.COM (H)	1-Jun	13k
5	NCR	Tommy Hilfiger	Select City Walk	NAVNEET KAUR	7888520543	B.COM (H)	1-Jun	13k
6	NCR	Tommy Hilfiger	Select City Walk	SRISHTI SACHDEVA	8054448164	B.COM (H)	1-Jun	13k
7	NCR	Tommy Hilfiger	Ambience Mall Gurgaon	NAVROSE KAUR BAJWA	9779794694	BA-PSYCHOLOGY	1-Jun	13k

8	NCR	Tommy Hilfiger	Ambience Mall Gurgaon	NIKITA SRIVASTAV	9759770452	BA-PSYCHOLOGY	1-Jun	13k
9	NCR	Tommy Hilfiger	Vasant Kunj	MEGHA CHATRATH	9780160212	BBA	1-Jun	13k
10	NCR	Tommy Hilfiger	Vasant Kunj	UPASNA SETHI	8950759788	BBA	1-Jun	13k
11	NCR	Tommy Hilfiger	Mall of India, Noida	SRISHTI	7206270341	ECONOMIC (H)	1-Jun	13k
12	NCR	Tommy Hilfiger	Mall of India, Noida	PREETI NAINWAL	7508253040	ECONOMIC (H)	1-Jun	13k

Thanks and Regards

Bharat Rishi

Regional Manager

Tommy Hilfiger



Selected Students - MCM - Full timers

4 messages

Bharat <bharat@th-india.com>

Mon, Feb 4, 2019

To: mcm36placements@gmail.com, principal_mcmdavcollege@yahoo.com

Cc: neha.jaiswal@th-india.com, Ananya Mitra <ananya.mitra@th-india.com>, aseem@th-india.com

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Dr. Mamta Ratti,
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Gmail - Selected Students - MCM - Full timers

Placement Cell Convener, MCMDAV College For Women, Chandigarh.<http://www.mcmdavcw-chd.edu/> <https://www.facebook.com/MCM-DAV-College-for-Women-Placement-Cell-1109704689186169/>
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Date: Mon, Feb 4, 2019, 11:00

Subject: Selected Students - MCM - Full timers

To: <mcm36placements@gmail.com>, <principal_mcmdavcollege@yahoo.com>

Cc: <neha.jaiswal@th-india.com>, Ananya Mitra <ananya.mitra@th-india.com>, <aseem@th-india.com>

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**RE: Selected Students - MCM - Interns**

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Tue, May 28, 2019 at 5:34 PM

To: mcm36placements@gmail.com, principal_mcmdavcollege@yahoo.com

Cc: neha.jaiswal@th-india.com, Ananya Mitra <ananya.mitra@th-india.com>, aseem@th-india.com, "simerdeep.kaur" <simerdeep.kaur@th-india.com>

Hi Mam,

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Rgds

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Respected Mam,

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- Stipend – Rs. 13,000 per month
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4	NCR	Tommy Hilfiger	Select City Walk	PARNEET KAUR	8146423828	B.COM (H)	1-Jun	13k
5	NCR	Tommy Hilfiger	Select City Walk	NAVNEET KAUR	7888520543	B.COM (H)	1-Jun	13k
6	NCR	Tommy Hilfiger	Select City Walk	SRISHTI SACHDEVA	8054448164	B.COM (H)	1-Jun	13k
7	NCR	Tommy Hilfiger	Ambience Mall Gurgaon	NAVROSE KAUR BAJWA	9779794694	BA-PSYCHOLOGY	1-Jun	13k

6/13/22, 12:49 PM

Gmail - RE: Selected Students - MCM - Interns

8	NCR	Tommy Hilfiger	Ambience Mall Gurgaon	NIKITA SRIVASTAV	9759770452	BA-PSYCHOLOGY	1-Jun	13k
9	NCR	Tommy Hilfiger	Vasant Kunj	MEGHA CHATRATH	9780160212	BBA	1-Jun	13k
10	NCR	Tommy Hilfiger	Vasant Kunj	UPASNA SETHI	8950759788	BBA	1-Jun	13k
11	NCR	Tommy Hilfiger	Mall of India, Noida	SRISHTI	7206270341	ECONOMIC (H)	1-Jun	13k
12	NCR	Tommy Hilfiger	Mall of India, Noida	PREETI NAINWAL	7508253040	ECONOMIC (H)	1-Jun	13k

Thanks and Regards

Bharat Rishi

Regional Manager

Tommy Hilfiger

Date: 18th April 2019

Ekta Saini
Gurdaspur

Dear Ekta,

Offer Letter

Further to your interview, we are pleased to confirm that you have been selected to work for Touchstone Educational as an **Assistant Trainer - Academics** at our Gurdaspur Centre. Your shift timings will be from **8:30 A.M** to **6:00 P.M.**

You will be paid gross emoluments as detailed in Annexure A. Your employment with us will be governed by the Terms and Conditions as outlined in Annexure B and all other the rules and regulations of the Company.

Your assignment is effective **01st June 2019**. On that day please report to Human Resources, at **9:00 AM** for documentation and orientation. You are required to bring the following documents at the time of your joining.

1. Copy of the offer letter accepted and signed by you.
2. Educational certificates beginning from 10th standard (Original and Xerox copy)
3. Three passport size photographs
4. Relieving Letter from your previous employer
5. Last Pay Slip drawn
6. Permanent residence proof – Passport, Voter ID or Aadhaar Card
7. Photo ID proof – Driving License, Aadhaar Card, Voter ID, PAN Card
8. Nominee's Aadhaar card

The terms of this offer must be kept strictly confidential. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates submitted as a proof of above, we retain the right to review our offer of employment. Please sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 7 days of the issuance of the letter else this offer stands automatically withdrawn. We welcome you and wish you every success in your career with Touchstone Educational. We assure you of our support for your professional development and growth.

Regards,



Rimzim Arora
Manager-HR
Touchstone Educational

Annexure A

On Job Training & Emoluments

You will be undergoing "On Job Training" for a period of 2-4 weeks. During this period, you will be provided adequate knowledge and training that will enable you to work productively.

Upon completion of this "On Job Training" period, you will be assessed and appropriate duties will be assigned to you.

Your emoluments will be as follows:

FOR FIRST MONTH

SALARY BREAK-UP

EMPLOYEE NAME	EKTA SAINI	
DESIGNATION	ASSISTANT TRAINER -ACADEMICS	
LOCATION	GURDASPUR	
DATE OF JOINING	01 st JUNE 2019	
Emoluments (A)	Monthly	Yearly
Basic	2,062.50	24,750.00
HRA (House Rent Allowance)	1,444.00	17,328.00
TA (Transport Allowance)	1,000.00	12,000.00
Bonus	172.00	2,064.00
Special Allowance - 1	1,932.00	23,184.00
Special Allowance - 2		
Medical Reimbursement		
Employer contribution to EPF	1,000.00	12,000.00
Employer contribution to ESI	248.00	2,976.00
TOTAL CTC (A)	392.00	4,704.00
DEDUCTIONS (B)	8,250.50	99,006.00
Employee contribution to EPF		
Employee contribution to ESI	247.50	2,970.00
Total (B)	144.00	1,728.00
NET PAYABLE (A-B-EMPLOYER CONTRIBUTION OF EPF AND ESI)	391.50	4,698.00
	7,218.50	86,622.00

Prepared By

Authorized By

Note: Please notify HR Officer immediately the discrepancies found if any.

FROM SECOND MONTH ONWARDS

SALARY BREAK-UP

EMPLOYEE NAME	EKTA SAINI	
DESIGNATION	ASSISTANT TRAINER -ACADEMICS	
LOCATION	GURDASPUR	
DATE OF JOINING	01 ST JUNE 2019	
Emoluments (A)	Monthly	Yearly
Basic	4,125.00	49,500.00
HRA (House Rent Allowance)	2,888.00	34,656.00
TA (Transport Allowance)	1,300.00	15,600.00
Bonus	344.00	4,128.00
Special Allowance - 1	5,264.00	63,168.00
Special Allowance - 2		
Medical Reimbursement		
Employer contribution to EPF	1,300.00	15,600.00
Employer contribution to ESI	495.00	5,940.00
TOTAL CTC (A)	784.00	9,408.00
DEDUCTIONS (B)	16,500.00	198,000.00
Employee contribution to EPF		
Employee contribution to ESI	495.00	5,940.00
Total (B)	289.00	3,468.00
NET PAYABLE (A-B-EMPLOYER CONTRIBUTION OF EPF AND ESI)	784.00	9,408.00
	14,437.00	173,244.00

Prepared By

Authorized By

Note: Please notify HR Officer immediately the discrepancies found if any.

Date: 18th April 2019

Ananya Saini
Chandigarh

Offer Letter

Dear Ananya,

Further to your interview, we are pleased to confirm that you have been selected to work for Touchstone Educationals as an Assistant Trainer - Academics at our Chandigarh Centre. Your shift timings will be from 8:30 A.M to 6:00 P.M.

You will be paid gross emoluments as detailed in Annexure A. Your employment with us will be governed by the Terms and Conditions as outlined in Annexure B and all other the rules and regulations of the Company.

Your assignment is effective 01st June 2019 .On that day please report to Human Resources, at 9:00 AM for documentation and orientation. You are required to bring the following documents at the time of your joining.

1. Copy of the offer letter accepted and signed by you.
2. Educational certificates beginning from 10th standard (Original and Xerox copy)
3. Three passport size photographs
4. Relieving Letter from your previous employer
5. Last Pay Slip drawn
6. Permanent residence proof – Passport, Voter ID or Aadhaar Card
7. Photo ID proof – Driving License, Aadhaar Card, Voter ID, PAN Card
8. Nominee's Aadhaar card

The terms of this offer must be kept strictly confidential. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates submitted as a proof of above, we retain the right to review our offer of employment.

Please sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 7 days of the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Touchstone Educationals. We assure you of our support for your professional development and growth.

Regards,



Rimzim Arora
Manager-HR
Touchstone Educationals

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Annexure A

On Job Training & Emoluments

You will be undergoing "On Job Training" for a period of 2-4 weeks. During this period, you will be provided adequate knowledge and training that will enable you to work productively.

Upon completion of this "On Job Training" period, you will be assessed and appropriate duties will be assigned to you.

Your emoluments will be as follows:

FOR FIRST MONTH		
SALARY BREAK-UP		
EMPLOYEE NAME	ANANYA SAINI	
DESIGNATION	ASSISTANT TRAINER -ACADEMICS	
LOCATION	CHANDIGARH	
DATE OF JOINING	01 ST JUNE 2019	
Emoluments (A)	Monthly	Yearly
Basic	2,062.50	24,750.00
HRA (House Rent Allowance)	1,444.00	17,328.00
TA (Transport Allowance)	1,000.00	12,000.00
Bonus	172.00	2,064.00
Special Allowance - 1	1,932.00	23,184.00
Special Allowance - 2		
Medical Reimbursement	1,000.00	12,000.00
Employer contribution to EPF	248.00	2,976.00
Employer contribution to ESI	392.00	4,704.00
TOTAL CTC (A)	8,250.50	99,006.00
DEDUCTIONS (B)		
Employee contribution to EPF	247.50	2,970.00
Employee contribution to ESI	144.00	1,728.00
Total (B)	391.50	4,698.00
NET PAYABLE (A-B-EMPLOYER CONTRIBUTION OF EPF AND ESI)	7,218.50	86,622.00
Prepared By		Authorized By
Note: Please notify HR Officer immediately the discrepancies found if any.		

FROM SECOND MONTH ONWARDS

SALARY BREAK-UP

EMPLOYEE NAME	ANANYA SAINI	
DESIGNATION	ASSISTANT TRAINER -ACADEMICS	
LOCATION	CHANDIGARH	
DATE OF JOINING	01 ST JUNE 2019	
Emoluments (A)	Monthly	Yearly
Basic	4,125.00	49,500.00
HRA (House Rent Allowance)	2,888.00	34,656.00
TA (Transport Allowance)	1,300.00	15,600.00
Bonus	344.00	4,128.00
Special Allowance - 1	5,264.00	63,168.00
Special Allowance - 2		
Medical Reimbursement	1,300.00	15,600.00
Employer contribution to EPF	495.00	5,940.00
Employer contribution to ESI	784.00	9,408.00
TOTAL CTC (A)	16,500.00	198,000.00
DEDUCTIONS (B)		
Employee contribution to EPF	495.00	5,940.00
Employee contribution to ESI	289.00	3,468.00
Total (B)	784.00	9,408.00
NET PAYABLE (A-B-EMPLOYER CONTRIBUTION OF EPF AND ESI)	14,437.00	173,244.00
Prepared By		Authorized By
Note: Please notify HR Officer immediately the discrepancies found if any.		

Date: 18th April 2019

Esha Sharma
Karnal

Offer Letter

Dear Esha,

Further to your interview, we are pleased to confirm that you have been selected to work for Touchstone Educationals as an Assistant Trainer - Academics at our Karnal Centre. Your shift timings will be from 8:30 A.M to 6:00 P.M.


You will be paid gross emoluments as detailed in Annexure A. Your employment with us will be governed by the Terms and Conditions as outlined in Annexure B and all other the rules and regulations of the Company.

Your assignment is effective 01st June 2019. On that day please report to Human Resources, at 9:00 AM for documentation and orientation. You are required to bring the following documents at the time of your joining.

1. Copy of the offer letter accepted and signed by you.
2. Educational certificates beginning from 10th standard (Original and Xerox copy)
3. Three passport size photographs
4. Relieving Letter from your previous employer
5. Last Pay Slip drawn
6. Permanent residence proof - Passport, Voter ID or Aadhaar Card
7. Photo ID proof - Driving License, Aadhaar Card, Voter ID, PAN Card
8. Nominee's Aadhaar card

The terms of this offer must be kept strictly confidential. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates submitted as a proof of above, we retain the right to review our offer of employment. Please sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 7 days of the issuance of the letter else this offer stands automatically withdrawn. We welcome you and wish you every success in your career with Touchstone Educationals. We assure you of our support for your professional development and growth.

Regards,


Rimzim Arora
Manager-HR
Touchstone Educationals

Annexure A

On Job Training & Emoluments

You will be undergoing "On Job Training" for a period of 2-4 weeks. During this period, you will be provided adequate knowledge and training that will enable you to work productively.

Upon completion of this "On Job Training" period, you will be assessed and appropriate duties will be assigned to you.

Your emoluments will be as follows:

FOR FIRST MONTH		
SALARY BREAK-UP		
EMPLOYEE NAME	ISHA SHARMA	
DESIGNATION	ASSISTANT TRAINER -ACADEMICS	
LOCATION	KARNAL	
DATE OF JOINING	01 st JUNE 2019	
Emoluments (A)	Monthly	Yearly
Basic	2,062.50	24,750.00
HRA (House Rent Allowance)	1,444.00	17,328.00
TA (Transport Allowance)	1,000.00	12,000.00
Bonus	172.00	2,064.00
Special Allowance - 1	1,932.00	23,184.00
Special Allowance - 2		-
Medical Reimbursement	1,000.00	12,000.00
Employer contribution to EPF	248.00	2,976.00
Employer contribution to ESI	392.00	4,704.00
TOTAL CTC (A)	8,250.50	99,006.00
DEDUCTIONS (B)		
Employee contribution to EPF	247.50	2,970.00
Employee contribution to ESI	144.00	1,728.00
Total (B)	391.50	4,698.00
NET PAYABLE (A-B-EMPLOYER CONTRIBUTION OF EPF AND ESI)	7,218.50	86,622.00
Prepared By		Authorized By
<small>Note: Please notify HR Officer immediately the discrepancies found if any.</small>		

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FOR ALL OTHER MONTHS ONWARDS

EMPLOYEE NAME		SHARMA	
DESIGNATION		ASSISTANT TRAINER-ACADEMICS	
LOCATION		KARNAL	
DATE OF JOINING		14 th JUNE 2019	
Emoluments (A)		Monthly	Yearly
Basic	4,125.00	49,500.00	
HRA (House Rent Allowance)	2,888.00	34,656.00	
TA (Transport Allowance)	1,300.00	15,600.00	
Bonus	344.00	4,128.00	
Special Allowance - 1	5,264.00	63,168.00	
Special Allowance - 2	-	-	
Medical Reimbursement	1,300.00	15,600.00	
Employer contribution to PF	495.00	5,940.00	
Employer contribution to ES	784.00	9,408.00	
TOTAL CTC (A)	16,500.00	198,000.00	
DEDUCTIONS (B)			
Employee contribution to PF	495.00	5,940.00	
Employee contribution to ES	289.00	3,468.00	
Total (B)	784.00	9,408.00	
NET PAYABLE (A-MINUS OVER CONTRIBUTION OF EMP AND ES)	14,437.00	173,244.00	

Prepared By
Authorized By

Note: Please notify the Officer immediately the discrepancies found if any.

Date: 18th April 2019

Saloni Bakshi
Ambala

Offer Letter

Dear Saloni,

Further to your interview, we are pleased to confirm that you have been selected to work for Touchstone Educational as an **Assistant Trainer - Academics** at our **Ambala Centre**. Your shift timings will be from **8:30 A.M to 6:00 P.M.**

You will be paid gross emoluments as detailed in Annexure A. Your employment with us will be governed by the Terms and Conditions as outlined in Annexure B and all other the rules and regulations of the Company.

Your assignment is effective **01st June 2019** .On that day please report to Human Resources, at **9:00 AM** for documentation and orientation. You are required to bring the following documents at the time of your joining.

1. Copy of the offer letter accepted and signed by you.
2. Educational certificates beginning from 10th standard (Original and Xerox copy)
3. Three passport size photographs
4. Relieving Letter from your previous employer
5. Last Pay Slip drawn
6. Permanent residence proof – Passport, Voter ID or Aadhaar Card
7. Photo ID proof – Driving License, Aadhaar Card, Voter ID, PAN Card
8. Nominee's Aadhaar card

The terms of this offer must be kept strictly confidential. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates submitted as a proof of above, we retain the right to review our offer of employment.

Please sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 7 days of the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Touchstone Educational. We assure you of our support for your professional development and growth.

Regards,



Rimzim Arora
Manager-HR
Touchstone Educational

Annexure A

On Job Training & Emoluments

You will be undergoing "On Job Training" for a period of 2-4 weeks. During this period, you will be provided adequate knowledge and training that will enable you to work productively.

Upon completion of this "On Job Training" period, you will be assessed and appropriate duties will be assigned to you.

Your emoluments will be as follows:

FOR FIRST MONTH		
SALARY BREAK-UP		
EMPLOYEE NAME	SALONI BAKSHI	
DESIGNATION	ASSISTANT TRAINER -ACADEMICS	
LOCATION	AMBALA	
DATE OF JOINING	01 st JUNE 2019	
Emoluments (A)	Monthly	Yearly
Basic	2,062.50	24,750.00
HRA (House Rent Allowance)	1,444.00	17,328.00
TA (Transport Allowance)	1,000.00	12,000.00
Bonus	172.00	2,064.00
Special Allowance - 1	1,932.00	23,184.00
Special Allowance - 2		-
Medical Reimbursement	1,000.00	12,000.00
Employer contribution to EPF	248.00	2,976.00
Employer contribution to ESI	392.00	4,704.00
TOTAL CTC (A)	8,250.50	99,006.00
DEDUCTIONS (B)		
Employee contribution to EPF	247.50	2,970.00
Employee contribution to ESI	144.00	1,728.00
Total (B)	391.50	4,698.00
NET PAYABLE (A-B-EMPLOYER CONTRIBUTION OF EPF AND ESI)	7,218.50	86,622.00
Prepared By		Authorized By
Note: Please notify HR Officer immediately the discrepancies found if any.		

FROM SECOND MONTH ONWARDS		
SALARY BREAK-UP		
EMPLOYEE NAME	SALONI BAKSHI	
DESIGNATION	ASSISTANT TRAINER -ACADEMICS	
LOCATION	AMBALA	
DATE OF JOINING	01 ST JUNE 2019	
Emoluments (A)	Monthly	Yearly
Basic	4,125.00	49,500.00
HRA (House Rent Allowance)	2,888.00	34,656.00
TA (Transport Allowance)	1,300.00	15,600.00
Bonus	344.00	4,128.00
Special Allowance - 1	5,264.00	63,168.00
Special Allowance - 2		-
Medical Reimbursement	1,300.00	15,600.00
Employer contribution to EPF	495.00	5,940.00
Employer contribution to ESI	784.00	9,408.00
TOTAL CTC (A)	16,500.00	198,000.00
DEDUCTIONS (B)		
Employee contribution to EPF	495.00	5,940.00
Employee contribution to ESI	289.00	3,468.00
Total (B)	784.00	9,408.00
NET PAYABLE (A-B-EMPLOYER CONTRIBUTION OF EPF AND ESI)	14,437.00	173,244.00
Prepared By		Authorized By
Note: Please notify HR Officer immediately the discrepancies found if any.		

Date: 18th April 2019

Pritika Chojar
Chandigarh

Offer Letter

Dear Pritika,

Further to your interview, we are pleased to confirm that you have been selected to work for Touchstone Educationals as an **Assistant Trainer - Academics** at our **Chandigarh** Centre. Your shift timings will be from **8:30 A.M to 6:00 P.M.**

You will be paid gross emoluments as detailed in Annexure A. Your employment with us will be governed by the Terms and Conditions as outlined in Annexure B and all other the rules and regulations of the Company.

Your assignment is effective **01st June 2019** .On that day please report to Human Resources, at **9:00 AM** for documentation and orientation. You are required to bring the following documents at the time of your joining.

1. Copy of the offer letter accepted and signed by you.
2. Educational certificates beginning from 10th standard (Original and Xerox copy)
3. Three passport size photographs
4. Relieving Letter from your previous employer
5. Last Pay Slip drawn
6. Permanent residence proof – Passport, Voter ID or Aadhaar Card
7. Photo ID proof – Driving License, Aadhaar Card, Voter ID, PAN Card
8. Nominee's Aadhaar card

The terms of this offer must be kept strictly confidential. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates submitted as a proof of above, we retain the right to review our offer of employment.

Please sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 7 days of the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Touchstone Educationals. We assure you of our support for your professional development and growth.

Regards,



Rimzim Arora
Manager-HR
Touchstone Educationals

Annexure A

On Job Training & Emoluments

You will be undergoing "On Job Training" for a period of 2-4 weeks. During this period, you will be provided adequate knowledge and training that will enable you to work productively.

Upon completion of this "On Job Training" period, you will be assessed and appropriate duties will be assigned to you.

Your emoluments will be as follows:

FOR FIRST MONTH		
SALARY BREAK-UP		
EMPLOYEE NAME	PRITKA CHOJAR	
DESIGNATION	ASSISTANT TRAINER -ACADEMICS	
LOCATION	CHANDIGARH	
DATE OF JOINING	01 ST JUNE 2019	
Emoluments (A)	Monthly	Yearly
Basic	2,062.50	24,750.00
HRA (House Rent Allowance)	1,444.00	17,328.00
TA (Transport Allowance)	1,000.00	12,000.00
Bonus	172.00	2,064.00
Special Allowance - 1	1,932.00	23,184.00
Special Allowance - 2		
Medical Reimbursement	1,000.00	12,000.00
Employer contribution to EPF	248.00	2,976.00
Employer contribution to ESI	392.00	4,704.00
TOTAL CTC (A)	8,250.50	99,006.00
DEDUCTIONS (B)		
Employee contribution to EPF	247.50	2,970.00
Employee contribution to ESI	144.00	1,728.00
Total (B)	391.50	4,698.00
NET PAYABLE (A-B-EMPLOYER CONTRIBUTION OF EPF AND ESI)	7,218.50	86,622.00
Prepared By		Authorized By
Note: Please notify HR Officer immediately the discrepancies found if any.		

FROM SECOND MONTH ONWARDS

SALARY BREAK-UP

EMPLOYEE NAME	PRITIKA CHOJAR	
DESIGNATION	ASSISTANT TRAINER -ACADEMICS	
LOCATION	CHANDIGARH	
DATE OF JOINING	01 ST JUNE 2019	
Emoluments (A)	Monthly	Yearly
Basic	4,125.00	49,500.00
HRA (House Rent Allowance)	2,888.00	34,656.00
TA (Transport Allowance)	1,300.00	15,600.00
Bonus	344.00	4,128.00
Special Allowance - 1	5,264.00	63,168.00
Special Allowance - 2		
Medical Reimbursement	1,300.00	15,600.00
Employer contribution to EPF	495.00	5,940.00
Employer contribution to ESI	784.00	9,408.00
TOTAL CTC (A)	16,500.00	198,000.00
DEDUCTIONS (B)		
Employee contribution to EPF	495.00	5,940.00
Employee contribution to ESI	289.00	3,468.00
Total (B)	784.00	9,408.00
NET PAYABLE (A-B-EMPLOYER CONTRIBUTION OF EPF AND ESI)	14,437.00	173,244.00

Prepared By

Authorized By

Note: Please notify HR Officer immediately the discrepancies found if any.

Date: 18th April 2019

Aditi Suman
Mohali

Offer Letter

Dear Aditi,

Further to your interview, we are pleased to confirm that you have been selected to work for Touchstone Educational as an Assistant Trainer - Academics at our Mohali Centre. Your shift timings will be from 8:30 A.M to 6:00 P.M.

You will be paid gross emoluments as detailed in Annexure A. Your employment with us will be governed by the Terms and Conditions as outlined in Annexure B and all other the rules and regulations of the Company.

Your assignment is effective 01st June 2019 .On that day please report to Human Resources, at 9:00 AM for documentation and orientation. You are required to bring the following documents at the time of your joining.


1. Copy of the offer letter accepted and signed by you.
2. Educational certificates beginning from 10th standard (Original and Xerox copy)
3. Three passport size photographs
4. Relieving Letter from your previous employer
5. Last Pay Slip drawn
6. Permanent residence proof – Passport, Voter ID or Aadhaar Card
7. Photo ID proof – Driving License, Aadhaar Card, Voter ID, PAN Card
8. Nominee's Aadhaar card

The terms of this offer must be kept strictly confidential. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates submitted as a proof of above, we retain the right to review our offer of employment.

Please sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 7 days of the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Touchstone Educational. We assure you of our support for your professional development and growth.

Regards,


Rimzim Arora
Manager-HR
Touchstone Educational

Annexure A

On Job Training & Emoluments

You will be undergoing "On Job Training" for a period of 2-4 weeks. During this period, you will be provided adequate knowledge and training that will enable you to work productively.

Upon completion of this "On Job Training" period, you will be assessed and appropriate duties will be assigned to you.

Your emoluments will be as follows:

FOR FIRST MONTH

SALARY BREAK-UP

EMPLOYEE NAME	SALARY BREAK-UP	
DESIGNATION	ADITI SUMAN	
LOCATION	ASSISTANT TRAINER -ACADEMICS	
DATE OF JOINING	MOHALI	
Emoluments (A)	01 ST JUNE 2019	
	Monthly	Yearly
Basic		24,750.00
HRA (House Rent Allowance)	2,062.50	17,328.00
TA (Transport Allowance)	1,444.00	12,000.00
Bonus	1,000.00	2,064.00
Special Allowance - 1	172.00	23,184.00
Special Allowance - 2	1,932.00	-
Medical Reimbursement		12,000.00
Employer contribution to EPF	1,000.00	2,976.00
Employer contribution to ESI	248.00	4,704.00
TOTAL CTC (A)	392.00	99,006.00
DEDUCTIONS (B)	8,250.50	
Employee contribution to EPF		2,970.00
Employee contribution to ESI	247.50	1,728.00
Total (B)	144.00	4,698.00
NET PAYABLE (A-B-EMPLOYER CONTRIBUTION OF EPF AND ESI)	7,218.50	86,622.00

Prepared By

Authorized By

Note: Please notify HR Officer immediately the discrepancies found if any.

FROM SECOND MONTH ONWARDS

SALARY BREAK-UP

EMPLOYEE NAME	ADITI SUMAN	
DESIGNATION	ASSISTANT TRAINER -ACADEMICS	
LOCATION	MOHALI	
DATE OF JOINING	01 ST JUNE 2019	
Emoluments (A)	Monthly	Yearly
Basic	4,125.00	49,500.00
HRA (House Rent Allowance)	2,888.00	34,656.00
TA (Transport Allowance)	1,300.00	15,600.00
Bonus	344.00	4,128.00
Special Allowance - 1	5,264.00	63,168.00
Special Allowance - 2		
Medical Reimbursement		
Employer contribution to EPF	1,300.00	15,600.00
Employer contribution to ESI	495.00	5,940.00
TOTAL CTC (A)	784.00	9,408.00
DEDUCTIONS (B)	16,500.00	198,000.00
Employee contribution to EPF		
Employee contribution to ESI	495.00	5,940.00
Total (B)	289.00	3,468.00
NET PAYABLE (A-B-EMPLOYER CONTRIBUTION OF EPF AND ESI)	784.00	9,408.00
	14,437.00	173,244.00

Prepared By

Authorized By

Note: Please notify HR Officer immediately the discrepancies found if any.

Date: 18th April 2019

Sheetal Dhattewal
Chandigarh

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Dear Sheetal,

Offer Letter

Further to your interview, we are pleased to confirm that you have been selected to work for Touchstone Educational as an **Assistant Trainer - Academics** at our **Chandigarh Centre**. Your shift timings will be from **8:30 A.M to 6:00 P.M.**

You will be paid gross emoluments as detailed in Annexure A. Your employment with us will be governed by the Terms and Conditions as outlined in Annexure B and all other the rules and regulations of the Company.

Your assignment is effective **01st June 2019**. On that day please report to Human Resources, at **9:00 AM** for documentation and orientation. You are required to bring the following documents at the time of your joining.

1. Copy of the offer letter accepted and signed by you.
2. Educational certificates beginning from 10th standard (Original and Xerox copy)
3. Three passport size photographs
4. Relieving Letter from your previous employer
5. Last Pay Slip drawn
6. Permanent residence proof – Passport, Voter ID or Aadhaar Card
7. Photo ID proof – Driving License, Aadhaar Card, Voter ID, PAN Card
8. Nominee's Aadhaar card

The terms of this offer must be kept strictly confidential. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates submitted as a proof of above, we retain the right to review our offer of employment.

Please sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 7 days of the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Touchstone Educational. We assure you of our support for your professional development and growth.

Regards,



Rimzim Arora
Manager-HR
Touchstone Educational

Annexure A

On Job Training & Emoluments

You will be undergoing "On Job Training" for a period of 2-4 weeks. During this period, you will be provided adequate knowledge and training that will enable you to work productively.

Upon completion of this "On Job Training" period, you will be assessed and appropriate duties will be assigned to you.

Your emoluments will be as follows:

FOR FIRST MONTH		
EMPLOYEE NAME	SALARY BREAK-UP	
DESIGNATION	SHEETAL DHATTERWAL	
LOCATION	ASSISTANT TRAINER - ACADEMICS	
DATE OF JOINING	CHANDIGARH	
Emoluments (A)	01 st JUNE 2019	
Basic	Monthly	Yearly
HRA (House Rent Allowance)	2,250.00	27,000.00
TA (Transport Allowance)	1,575.00	18,900.00
Bonus	1,000.00	12,000.00
Special Allowance - 1	187.00	2,244.00
Special Allowance - 2	2,290.00	27,480.00
Medical Reimbursement		
Employer contribution to EPF	1,000.00	12,000.00
Employer contribution to ESI	270.00	3,240.00
TOTAL CTC (A)	428.00	5,136.00
DEDUCTIONS (B)	9,000.00	108,000.00
Employee contribution to EPF		
Employee contribution to ESI	-270.00	3,240.00
Total (B)	158.00	1,896.00
NET PAYABLE (A-B-EMPLOYER CONTRIBUTION OF EPF AND ESI)	428.00	5,136.00
	7,874.00	94,488.00

Prepared By

Authorized By

Note: Please notify HR Officer immediately the discrepancies found if any.

FROM SECOND MONTH ONWARDS

SALARY BREAK-UP

EMPLOYEE NAME	SHEETAL DHATTERWAL	
DESIGNATION	ASSISTANT TRAINER - ACADEMICS	
LOCATION	CHANDIGARH	
DATE OF JOINING	01 st JUNE 2019	
Emoluments (A)	Monthly	Yearly
Basic	4,500.00	54,000.00
HRA (House Rent Allowance)	3,150.00	37,800.00
TA (Transport Allowance)	1,300.00	15,600.00
Bonus	375.00	4,500.00
Special Allowance - 1	5,980.00	71,760.00
Special Allowance - 2		
Medical Reimbursement		
Employer contribution to EPF	1,300.00	15,600.00
Employer contribution to ESI	540.00	6,480.00
	855.00	10,260.00
TOTAL CTC (A)	18,000.00	216,000.00
DEDUCTIONS (B)		
Employee contribution to EPF	540.00	6,480.00
Employee contribution to ESI	315.00	3,780.00
Total (B)	855.00	10,260.00
NET PAYABLE (A-B-EMPLOYER CONTRIBUTION OF EPF AND ESI)	15,750.00	189,000.00
Prepared By		Authorized By

Note: Please notify HR Officer immediately the discrepancies found if any.

Date: 18th April 2019

**Harmanpreet Kaur Thind
Khanna**

Offer Letter

Dear Harmanpreet,

Further to your interview, we are pleased to confirm that you have been selected to work for Touchstone Educationals as an **Assistant Trainer - Academics** at our **Khanna** Centre. Your shift timings will be from **8:30 A.M to 6:00 P.M.**

You will be paid gross emoluments as detailed in Annexure A. Your employment with us will be governed by the Terms and Conditions as outlined in Annexure B and all other the rules and regulations of the Company.

Your assignment is effective **01st June 2019** .On that day please report to Human Resources, at **9:00 AM** for documentation and orientation. You are required to bring the following documents at the time of your joining.

1. Copy of the offer letter accepted and signed by you.
2. Educational certificates beginning from 10th standard (Original and Xerox copy)
3. Three passport size photographs
4. Relieving Letter from your previous employer
5. Last Pay Slip drawn
6. Permanent residence proof – Passport, Voter ID or Aadhaar Card
7. Photo ID proof – Driving License, Aadhaar Card, Voter ID, PAN Card
8. Nominee's Aadhaar card

The terms of this offer must be kept strictly confidential. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates submitted as a proof of above, we retain the right to review our offer of employment.

Please sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 7 days of the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Touchstone Educationals. We assure you of our support for your professional development and growth.

Regards,



Rimzim Arora
Manager-HR
Touchstone Educationals

Annexure A

On Job Training & Emoluments

You will be undergoing "On Job Training" for a period of 2-4 weeks. During this period, you will be provided adequate knowledge and training that will enable you to work productively.

Upon completion of this "On Job Training" period, you will be assessed and appropriate duties will be assigned to you.

Your emoluments will be as follows:

FOR FIRST MONTH		
SALARY BREAK-UP		
EMPLOYEE NAME	HARMANPREET KAUR THIND	
DESIGNATION	ASSISTANT TRAINER -ACADEMICS	
LOCATION	KHANNA	
DATE OF JOINING	01 ST JUNE 2019	
Emoluments (A)	Monthly	Yearly
Basic	2,062.50	24,750.00
HRA (House Rent Allowance)	1,444.00	17,328.00
TA (Transport Allowance)	1,000.00	12,000.00
Bonus	172.00	2,064.00
Special Allowance - 1	1,932.00	23,184.00
Special Allowance - 2		-
Medical Reimbursement	1,000.00	12,000.00
Employer contribution to EPF	248.00	2,976.00
Employer contribution to ESI	392.00	4,704.00
TOTAL CTC (A)	8,250.50	99,006.00
DEDUCTIONS (B)		
Employee contribution to EPF	247.50	2,970.00
Employee contribution to ESI	144.00	1,728.00
Total (B)	391.50	4,698.00
NET PAYABLE (A-B-EMPLOYER CONTRIBUTION OF EPF AND ESI)	7,218.50	86,622.00
Prepared By		Authorized By
Note: Please notify HR Officer immediately the discrepancies found if any.		

FROM SECOND MONTH ONWARDS		
SALARY BREAK-UP		
EMPLOYEE NAME	HARMANPREET KAUR THIND	
DESIGNATION	ASSISTANT TRAINER -ACADEMICS	
LOCATION	KHAMNA	
DATE OF JOINING	01 ST JUNE 2019	
Emoluments (A)	Monthly	Yearly
Basic	4,125.00	49,500.00
HRA (House Rent Allowance)	2,888.00	34,656.00
TA (Transport Allowance)	1,300.00	15,600.00
Bonus	344.00	4,128.00
Special Allowance - 1	5,264.00	63,168.00
Special Allowance - 2		-
Medical Reimbursement	1,300.00	15,600.00
Employer contribution to EPF	495.00	5,940.00
Employer contribution to ESI	784.00	9,408.00
TOTAL CTC (A)	16,500.00	198,000.00
DEDUCTIONS (B)		
Employee contribution to EPF	495.00	5,940.00
Employee contribution to ESI	289.00	3,468.00
Total (B)	784.00	9,408.00
NET PAYABLE (A-B-EMPLOYER CONTRIBUTION OF EPF AND ESI)	14,437.00	173,244.00
Prepared By		Authorized By
Note: Please notify HR Officer immediately the discrepancies found if any.		



Mcm Placements <mcm36placements@gmail.com>

Fwd: Varnika Arora || Offer Confirmation from Orchids The International School, Mumbai Branch

1 message

Kanchan Sharma <kanchan.sharma@orchids.edu.in>
To: Mcm Placements <mcm36placements@gmail.com>

Fri, Mar 1, 2019 at 8:03 PM

FYI.

----- Forwarded message -----

From: **Kanchan Sharma** <kanchan.sharma@orchids.edu.in>

Date: Fri, Mar 1, 2019 at 3:00 PM

Subject: Varnika Arora || Offer Confirmation from Orchids The International School, Mumbai Branch

To: <varnikaarora199@gmail.com>

Cc: Krina Vora <krina.vora@orchids.edu.in>

Dear Varnika ,

Congratulations!

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Primary Maths Teacher with Orchids - The International School at Mumbai Branch.**

Your monthly compensation in terms of cost to company will be **Rs. 15,000/- (Rupees Fifteen Thousand Only)** per month.

The break-up of the salary is given below. This is a full time position and there will be a probationary period of **1 Year**. The notice period will be **Three Months**. Your date of joining will be **1st June 2019**, tentatively. Confirm with us as soon as you get an update on your exam dates.

Kindly revert with your acceptance, maximum by 6th March, 2019.

Upon joining you will be required to sign a letter of appointment. All the terms & conditions stipulated in the letter of appointment shall be binding upon you from the date of your joining.

Other Conditions:

1. You will be required to serve for a minimum tenure of **24 Months**. In case you resign before completion of 24 months of your service, you will be liable to pay damages to the tune of **Rs.2 Lakhs**.
2. You will be provided with accommodation.
3. The minimum term of employment will be **2 Years**.
4. You will be eligible for performance appraisal after completing a year in the Organization.
5. In case you wish to resign **AFTER** completing 24 months, a **3 months** notice period has to be served.
6. It is mandatory to get the police verification done at your end within one month of your joining the organization. The branch EA/HR will guide you on this, on the day of your joining.

You are required to submit the following documents immediately:

Please send us the scanned copies of the documents listed below .

- 10th & 12th Passing Certificates/ Marksheets - Originals
- Graduation certificate/ Mark sheets - Originals
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - **Compulsory**
- Pan Card copy - **Compulsory**
- Appointment letter of previous company
- Relieving letter of previous company
- 3 passport size photos
- Cancelled Cheque
- Resume

Salary Details	Per month	Per Annum
Actual Gross	14,003	168,036
Basic Allowance	5,601	67,212
HRA	5,041	60,492
Conveyance	2,111	25,332
Medical Allowance	1,250	15,000
Gross Salary	14,003	168,036
Employee contribution to PF	672	8,064
Employee contribution to ESIC	-	-
Profession Tax	200	2,500
Net Salary	13,131	157,472
Employer contribution to PF	728	8,736
Employer contribution to ESIC	-	-
Gratuity	269	3,228
Cost To Company	15,000	180,000

"**Kindly note:** Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreyTHR) to ensure that TDS applicable is correctly calculated."

Contact Person - Kanchan (8433934497)

Looking forward to your joining and a successful career in **Orchids The International School!**

All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449

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Contact Person - Kanchan (8433934497)

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All The Best and Welcome on Board!

Warm regards

Kanchan
Sr. Executive - Talent Acquisition,
K12 Techno Services Pvt. Ltd.
Contact no. +91 843393449

College/Institute Name: MCMDAV COLLEGE FOR WOMEN

CHANDIGARH

Date: 7 NOVEMBER 2017

Subject: Expression of Interest - Campus

Dear KRITI NANDWANL,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < REPRESENTATIVE > provided you successfully complete your graduation and fulfil other requirements. This letter is intended only as an overview of the potential offer from Concentrix Daksh Services India Private Limited (hereinafter, 'Concentrix' 'Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

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3. This Expression of Interest shall remain valid for a period of 30 days from the date of your Final Examination. Considering the candidature beyond the 30 day period would be as per the requirement in the organization.

On submission of the above-mentioned documents, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining. If any information furnished by you in your application or during the selection process is found to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may withdraw this expression of interest without any notice. We encourage you to contact us at campusplacements@concentrix.com at least a week prior to your coming to our office.



Signature of Candidate

CNX/REC/ART/AGHR/EOW4.0

Concentrix Daksh Services India Private Limited

DLF SEZ, Building No. 14, Tower-C, 17th Floor, DLF Cyber City, DLF Phase-2, Gurgaon - 122 002, India

91 124 465 5100 • 91 124 426 3331 (fax)

Registered Address: R Cube, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station, Airport Express Line, New Delhi - 110001, India

91 11 4701 6288

Please note that this letter is not an offer of employment or a legally binding contract of employment. An offer for employment shall be made to you at the sole discretion of the Company and there is no obligation on the Company to do so. An employee-employer relationship between you and the Company shall be established only upon the Company's issuance and your acceptance of a legally binding contract of employment.

Kindly sign and return a copy of this letter as a token of your acceptance of this Expression of Interest.

Yours sincerely,



Authorized Signatory

Name : ATUL BALAIN

Date : Nov. 7, 2017

Concentrix Daksh Services India Private Limited

Name of Candidate:	<u>KRITI NANSWANI</u>
Date:	<u>07/11/17</u>
Signature of Candidate:	<u>Kriti</u>

College/Institute Name: MCM-DAV COLLEGE FOR WOMENCHANDIGARHDate: 7th NOV '17**Subject: Expression of Interest - Campus**Dear Gurleen Kaur

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < Representative > provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix'/'Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

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Gurleen Kaur
Signature of Candidate

CNX/REC/ART/AGHR/EOM/4.0

Concentrix Daksh Services India Private LimitedDLF SEZ, Building No. 14, Tower-C, 17th Floor, DLF Cyber City, DLF Phase-2, Gurgaon - 122 002, India
91 124 468 5100 • 91 124 426 3311 (fax)Registered Address: R Cube, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station,
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Kindly sign and return a copy of this letter as a token of your acceptance of this Expression of Interest.

Yours sincerely,



Authorized Signatory

Name : ATUL BALAIN

Date : Nov. 7, 2017

Concentrix Daksh Services India Private Limited

Name of Candidate: GURLEEN KAUR

Date: 7th NOV '17

Signature of Candidate: Gurleen Kaur

College/Institute Name: MCM DAV college for Women
Chandigarh

Date: 7th Nov, 17

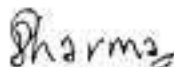
Subject: Expression of Interest - Campus

Dear Pranika Sharma

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of Representative provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix/ Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

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Signature of Candidate

CNX/REC/ART/AGHR/EDV4.0

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Registered Address: R Cube, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station,
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91 11 4701 0888

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Kindly sign and return a copy of this letter as a token of your acceptance of this Expression of Interest.

Yours sincerely,



Authorized Signatory

Name : ATUL BALAIN

Date : Nov. 7, 2017

Concentrix Daksh Services India Private Limited


Name of Candidate:	<u>Pranika Sharma</u>
Date:	<u>7th Nov, 17</u>
Signature of Candidate:	<u>Sharma</u>

College/Institute Name: MCM DAV College for WomenChandigarhDate: 07/11/17**Subject: Expression of Interest - Campus**Dear TRISHA SHARMA

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < representative > provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from Concentrix Daksh Services India Private Limited (hereinafter, 'Concentrix' 'Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

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Signature of Candidate

CNX/REC/ART/IAGHR/EOI/4.0

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91 124 463 5100 • 91 124 428 5511 (fax)**Registered Address:** R Cube, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station,
Airport Express Line, New Delhi - 110001, India

91 11 4701 6288

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Kindly sign and return a copy of this letter as a token of your acceptance of this Expression of Interest.

Yours sincerely,



Authorized Signatory

Name : ATUL BALAIN

Date : Nov. 7, 2017

Concentrix Daksh Services India Private Limited

Name of Candidate:	<u>TRISHA SHARMA</u>
Date:	<u>07/11/17</u>
Signature of Candidate:	<u>Trisha</u>

College/Institute Name: MCM DAY COLLEGE
CHANDIGARHDate: 7/11/17**Subject: Expression of Interest - Campus**Dear SAKSHI ANWARIA

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of <representative> provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from Concentrix Daksh Services India Private Limited (hereinafter, 'Concentrix'/'Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

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Signature of Candidate

CNX/REC/ART/AGHR/EOI/4.0

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91 124 489 5100 • 91 124 486 5511 (fax)**Registered Address:** R Cube, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station,
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Kindly sign and return a copy of this letter as a token of your acceptance of this Expression of Interest.

Yours sincerely,



Authorized Signatory

Name : ATUL BALAIN

Date : Nov. 7, 2017

Concentrix Daksh Services India Private Limited

Name of Candidate:	<u>SAKSHI ANWARLOAL</u>
Date:	<u>7/11/17</u>
Signature of Candidate:	<u>Sakshi</u>

College/Institute Name: MCTM, DAY

COLLEGE FOR WOMEN, CHANDIGARH

Date: 7th NOVEMBER, 2017

Subject: Expression of Interest - Campus

Dear SHREYA RALHAN

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < REPRESENTATIVE > provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from Concentrix Daksh Services India Private Limited (hereinafter, 'Concentrix' 'Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

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Signature of Candidate

CNX/REC/ART/AGHR/EOI/4.0

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Yours sincerely,




Authorized Signatory

Name : ATUL BALAIN

Date : Nov. 7, 2017

Concentrix Daksh Services India Private Limited

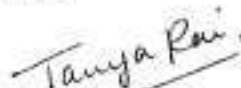
Name of Candidate: <u>SHREYA RALHAN</u>
Date: <u>07-11-2017</u>
Signature of Candidate: 

College/Institute Name: MGM DAV College for WomenChandigarhDate: 07 Nov 2017**Subject: Expression of Interest - Campus**Dear Tanya Rai

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < Representative > provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix/ Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

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Signature of Candidate

CNX/REC/ART/AGHR/EOU4.0

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91 124 468 5100 • 91 124 426 5511 (fax)**Registered Address:** R Cube, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station,
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91 11 4701 0288

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Kindly sign and return a copy of this letter as a token of your acceptance of this Expression of Interest.

Yours sincerely,



Authorized Signatory

Name : ATUL BALAIN

Date : Nov. 7, 2017

Concentrix Daksh Services India Private Limited

Name of Candidate: Tanya Rai

Date: 07 Nov 2017

Signature of Candidate: Tanya Rai

College/Institute Name: MCM DAV COLLEGE FOR WOMEN

CHANDIGARH

Date: NOV 7, 2017

Subject: Expression of Interest - Campus

Dear SUKANYA TIKOO

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of <REPRESENTATIVE > provided you successfully complete your graduation and fulfil other requirements. This letter is intended only as an overview of the potential offer from Concentrix Daksh Services India Private Limited (hereinafter, 'Concentrix' / 'Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

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Signature of Candidate

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Concentrix Daksh Services India Private Limited

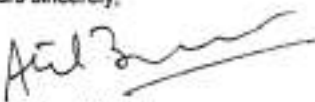
DLF SEZ, Building No. 14, Tower-C, 17th Floor, DLF Cyber City, DLF Phase-2, Gurgaon - 122 002, India
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Registered Address: R Cube, Suite Nos - 08 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station,
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91 11 4701 6288

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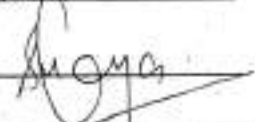
Yours sincerely,


Authorized Signatory

Name : ATUL BALAIN

Date : NOV. 7, 2017

Concentrix Daksh Services India Private Limited

Name of Candidate:	<u>SUKANYA TIKOO</u>
Date:	<u>NOV 7, 2017</u>
Signature of Candidate:	

College/Institute Name: MCM D.A.V College for WomenChandigarhDate: 07/11/2017**Subject: Expression of Interest - Campus**Dear NAMITA DAHLIA

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < Representative > provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from Concentrix Daksh Services India Private Limited (hereinafter, 'Concentrix'/'Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

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Signature of Candidate

CNX/REC/ART/AGHR/EOM/4.0

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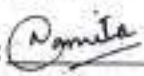


Authorized Signatory

Name : ATUL BALAIN

Date : Nov. 7, 2017

Concentrix Daksh Services India Private Limited

Name of Candidate:	<u>NAMITA DAHIYA</u>
Date:	<u>07/11/2017</u>
Signature of Candidate:	<u></u>

College/Institute Name: MCM DAV
COLLEGE FOR WOMEN, CHANDIGARH

Date: 07th Nov 2017

Subject: Expression of Interest - Campus

Dear DEEPAI BISHNOI,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of <REPRESENTATIVE> provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from Concentrix Daksh Services India Private Limited (hereinafter, 'Concentrix/ Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

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Signature of Candidate

CNX/REC/ART/AGHR/EOU4.0

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91 11 4701 6288

957



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Yours sincerely,

Authorized Signatory

Name : ATUL BALAIN

Date : NOV. 7, 2017

Concentrix Daksh Services India Private Limited

Name of Candidate: <u>DEEPAI BISHNOI</u>
Date: <u>07th NOV 2017</u>
Signature of Candidate: <u>Bishnoi</u>

College/Institute Name: MGM DAV
COLLEGE FOR WOMEN, CHANDIGARH

Date: 07/NOV/2017

Subject: Expression of Interest - Campus

Dear HARNOOR PARMAR,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of <REPRESENTATIVE> provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix'/'Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

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Harnoor
Signature of Candidate

CNX/REC/ART/AGHR/E01/4.0

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Yours sincerely,



Authorized Signatory

Name : ATUL BALAIN

Date : Nov 7, 2017

Concentrix Daksh Services India Private Limited

Name of Candidate: HARNOR PARMAR

Date: 07/November/2017

Signature of Candidate: HARNOR

College/Institute Name: MCM DAV COLLEGE

FOR WOMEN, CHANDIGARH

Date: 7.11.2017

Subject: Expression of Interest - Campus

Dear MANA T BAREJA

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of <REPRESENTATIVE provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from Concentrix Daksh Services India Private Limited (hereinafter, 'Concentrix/ Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

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Signature of Candidate

CNX/REC/ART/AGHR/EO/4.0

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Yours sincerely,

Authorized Signatory

Name : ATUL BALAIN

Date : Nov. 7, 2017

Concentrix Daksh Services India Private Limited

Name of Candidate:	<u>MANAT BAREJA</u>
Date:	<u>7-11-2017</u>
Signature of Candidate:	<u>MBareja</u>

College/Institute Name: MCM DAY COLLEGE FOR WOMENAsansolDate: 7 Nov. 2017**Subject: Expression of Interest - Campus**Dear Etika Jain,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < HRP&R&K&E > provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix/ 'Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

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Signature of Candidate

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Yours sincerely,



Authorized Signatory

Name : ATUL BALAIN

Date : Nov. 7, 2017

Concentrix Daksh Services India Private Limited

Name of Candidate: Ekika Jain

Date: 7 Nov. 2017

Signature of Candidate: 

Received Tanya Ron

College/Institute Name: MCM DAV College for Women
CHANDIGARHDate: 07/11/17**Subject: Expression of Interest - Campus**Dear DOLISH KHAN,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < representative > provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix/ Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

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Signature of Candidate

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Yours sincerely,

Authorized Signatory

Name : ATUL BALAIN

Date : Nov. 7, 2017

Concentrix Daksh Services India Private Limited

Name of Candidate:	<u>DOLISH KHAN</u>
Date:	<u>07/11/17</u>
Signature of Candidate:	<u></u>

College/Institute Name: MCM DAV COLLEGE FOR WOMENCHANDIGARHDate: 7-11-17**Subject: Expression of Interest - Campus**Dear AYUSHI SOOD

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of <REPRESENTATIVE> provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix/ Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

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Signature of Candidate

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Yours sincerely,

Authorized Signatory

Name : ATUL BALAIN

Date : Nov. 7, 2017

Concentrix Daksh Services India Private Limited

Name of Candidate: AYUSHI SOOD

Date: 07-11-17

Signature of Candidate: Ayushi

College/Institute Name: MCM DAV

COLLEGE for women

Date: 7 Nov 2017

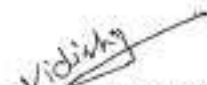
Subject: Expression of Interest - Campus

Dear 7 Nov 2017 Vidisha

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < Representative > provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from Concentrix Daksh Services India Private Limited (hereinafter, 'Concentrix/ Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

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Signature of Candidate

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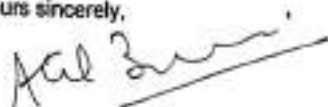
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Yours sincerely,



Authorized Signatory

Name : ATUL BALAIN

Date : Nov. 7, 2017

Concentrix Daksh Services India Private Limited

Name of Candidate: VIDISHA BAREJA

Date: Nov 7, 2017

Signature of Candidate: Vidisha

College/Institute Name: MCM DAV College for Women
ChandigarhDate: 7-11-17**Subject: Expression of Interest - Campus**Dear Sanchita Sahni

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of < Representative > provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from Concentrix Daksh Services India Private Limited (hereinafter, 'Concentrix' 'Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

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Sahni
Signature of Candidate

CNX/REC/ART/AGHR/EOV4.0

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Yours sincerely,



Authorized Signatory

Name : ATUL BALAIN

Date : Nov. 7, 2017

Concentrix Daksh Services India Private Limited

Name of Candidate:	<u>Sanchika Sahni</u>
Date:	<u>7-11-17</u>
Signature of Candidate:	<u>Sahni</u>

College/Institute Name: MCM DAV
COLLEGEDate: 07/11/2017**Subject: Expression of Interest - Campus**Dear PARRY OBEROI,

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Signature of Candidate

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DLF SEZ, Building No. 14, Tower-C, 17th Floor, DLF Cyber City, DLF Phase-2, Gurgaon - 122 002, India
91 124 463 5100 • 91 124 426 8311 (fax)
Registered Address: R Cube, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station,
Airport Express Line, New Delhi - 110001, India
91 11 4701 6288



Please note that this letter is not an offer of employment or a legally binding contract of employment. An offer for employment shall be made to you at the sole discretion of the Company and there is no obligation on the Company to do so. An employee-employer relationship between you and the Company shall be established only upon the Company's issuance and your acceptance of a legally binding contract of employment.

Kindly sign and return a copy of this letter as a token of your acceptance of this Expression of Interest.

Yours sincerely,

Authorized Signatory

Name : ATUL BALAIN

Date : Nov 7, 2017

Concentrix Daksh Services India Private Limited

Name of Candidate:	<u>PARRY OBEROI</u>
Date:	<u>07/11/2017</u>
Signature of Candidate:	<u></u>



College/Institute Name: MCM DAV

COLLEGE FOR WOMEN

Date: November 7th 2017

Subject: Expression of Interest - Campus

Dear Mangreet Kaur,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of <supervisor> provided you successfully complete your graduation and fulfill other requirements. This letter is intended only as an overview of the potential offer from **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix'/'Company'). The detailed terms and conditions of employment will be contained in an Appointment letter (if any), which may be issued by the Company and may contain additional provisions to those herein.

1. Your initial place of work shall be at the company's discretion and can be at any Concentrix locations.
2. You will be required to bring the following documents at the time of joining: (i) the Original copy of this letter, (ii) the Originals and 2 set of photocopies of the documents mentioned in Mandatory Document Checklist.
3. This Expression of Interest shall remain valid for a period of 30 days from the date of your Final Examination. Considering the candidature beyond the 30 day period would be as per the requirement in the organization.

On submission of the above-mentioned documents, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining. If any information furnished by you in your application or during the selection process is found to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may withdraw this expression of interest without any notice. We encourage you to contact us at campusplacements@concentrix.com at least a week prior to your coming to our office.

Mangreet Kaur
Signature of Candidate

CN0/REC/ART/AGHR/EO04.0

Concentrix Daksh Services India Private Limited

DLF SEZ, Building No. 14, Tower-C, 17th Floor, DLF Cyber City, DLF Phase-2, Gurgaon - 122 002, India
91 124 965 5100 • 91 124 926 5511 (fax)

Registered Address: R Cube, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station,
Airport Express Line, New Delhi - 110001, India
91 11 4701 6888

Please note that this letter is not an offer of employment or a legally binding contract of employment. An offer for employment shall be made to you at the sole discretion of the Company and there is no obligation on the Company to do so. An employee-employer relationship between you and the Company shall be established only upon the Company's issuance and your acceptance of a legally binding contract of employment.

Kindly sign and return a copy of this letter as a token of your acceptance of this Expression of Interest.

Yours sincerely,



Authorized Signatory

Name : ATUL BALAIN

Date : Nov. 7, 2017

Concentrix Daksh Services India Private Limited

Name of Candidate: MANDREET KAUR

Date: 7th NOVEMBER '2017

Signature of Candidate: Mandreet Kaur



Mcm Placements <mcm36placements@gmail.com>

Confidential: - Concentrix Campus Recruitment Drive -- MCM DAV College - -7th NOVEMBER 2017

1 message

Atul Balain1 <Atul.Balain1@concentrix.com>

Tue, Nov 14, 2017 at 6:23 PM

To: "mcm36placements@gmail.com" <mcm36placements@gmail.com>

Greetings from Concentrix,

Appended along is the list of shortlisted candidates from your college on Nov. 7, 2017 :

	Date of Drive	Candidate Name	Fathers Name	Stream	Contact # Self
1	November 7, 2017	Kriti Nandwani	Manoj Nandwani	Bcom	9888924731
2	November 7, 2017	Gurleen Kaur	Davinder Singh	Bcom	9041131414
3	November 7, 2017	Pranika Sharma	Rajiv Sharma	BBA	9914242828
4	November 7, 2017	Trisha Sharma	Kuldip Sharma	BBA	8901079407
5	November 7, 2017	Sakshi Aggarwal	Ajay Aggarwal	Bcom	9780872852
6	November 7, 2017	Shreya Ralhan	Sanjay Kumar Ralhan	Bcom	7888654384
7	November 7, 2017	Tanya Rai	Gulzar Rai	Bcom	8054608667
8	November 7, 2017	Sukanya Tikoo	Ramesh Kumar Tikoo	Bcom	9878172998
9	November 7, 2017	Namita Dahiya	Virender Kumar	BBA	9034458733
10	November 7, 2017	Deepali Bishnoi	RK Bishnoi	Bcom	8195921023
11	November 7, 2017	Harnoor Parmar	Rajwant Singh	Bcom	7696060285

11/30/2017

Gmail - Confidential - Concentrix Campus Recruitment Drive - MCM DAV College - 7th NOVEMBER 2017

12	November 7, 2017	Manat Bareja	Romesh Kumar	Bcom	9888226655
13	November 7, 2017	Etika Jain	Sanjay Kumar Jain	Bcom	7696315976
14	November 7, 2017	Dollish Khan	Darshan Khan	BBA	7837367960
15	November 7, 2017	Ayushi Sood	Ashwani Sood	Bcom	9915237119
16	November 7, 2017	Vidisha Bareja	Chander Parkash Bareja	BBA	9034360785
17	November 7, 2017	Sanchita Sahni	Kamal Sahni	Bcom	8054790792
18	November 7, 2017	Parry Oberoi	Ashwani Oberoi	Bcom	7889223186
19	November 7, 2017	Manpreet Kaur	Harpreet Singh	Bcom	9876673272

Please let me know should you have any questions.

Thanks & Regards,



Atul Balain | Supervisor Talent Acquisition

Concentrix Daksh Services India Pvt. Ltd, Building 5 - Tower A, Ground Floor, Cybercity DLF SEZ, DLF Ph III,
Gurgaon, Haryana 122002

m: +91 995-398-6482

*ms Ritu Pl. h-h-it
Mishra*

11/30/2017

Gmail - News from Concentrix

Gmail

Mcm Placements <mcm36placements@gmail.com>

News from Concentrix

1 message

Abul Balain1 <Abul.Balain1@concentrix.com>
To: "mcm36placements@gmail.com" <mcm36placements@gmail.com>

Thu, Jun 29, 2017 at 8:45 PM



Welcome to the World of Concentrix

Hello Mrs. Raman Ghuman,

We thought you may be interested to know that Gartner—the world's leading research and advisory company—has recognized Concentrix as a "Leader" in its 2017 Magic Quadrant for Customer Management Contact Center BPO, positioning Concentrix highest in "Ability to Execute" and a leader for "Completeness of Vision."

This is the 8th time Concentrix is featuring in Leaders Quadrant for Vision and Execution.

Concentrix President Chris Caldwell said, "We believe Gartner's positioning of Concentrix validates the commitment of our global staff. Our passion and innovation are essential in creating exceptional customer engagement and superior business performance for our clients. We are fanatical about our clients and it shows in our daily execution."

"Concentrix is honored by Gartner's continued recognition," said Jylene Miller, Concentrix Senior Vice President, Marketing and Client Engagement. "We focus on creating effortless, high value customer interactions for our clients and providing better business outcomes. We are pleased that the Gartner Magic Quadrant recognition includes direct client feedback and recognizes our leadership in both vision and execution."

298

134

Letter Of Intent

Date	10 th FEB, 2018
Candidate Name	NITIKA
Date of Interview	10 th FEB, 2018
Venue	MCM DAV, SECTOR - 36A, CHANDIGARH

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9711328992 for any assistance/queries

E-mail ids - anil.kumar@convergys.com OR Abhay.sharma@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

for


ACCEPTED
 Nitika
 10th FEB, 2018

135

Letter Of Intent

Date	10-02-18
Candidate Name	MEGHA VISHNOI
Date of Interview	10-02-18
Venue	M.C.M DAV COLLEGE FOR WOMEN, CHANDIGARH

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9711328992 for any assistance/queries.

E-mail ids – anil.kumar@convergys.com OR Abhay.sharma@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.



ACCEPTED
Megha Vishnoi
10/2/18

Convergys India Services Private Limited

Bestech Business Tower, Ground, 4th - 8th Floor, Sector - 48, Sohna Road, Gurgaon - 122 001, Haryana, India

Tel.: +91 (124) 471 3400 | Fax: +91 (124) 471 3490 | www.convergys.com

Registered Office: 60/14, Old Rajinder Nagar, New Delhi - 110060 | Corporate Identification Number (CIN): U74899DL2001PTC109274

136

Letter Of Intent

Date	February 10, 2018
Candidate Name	MEGHNA
Date of Interview	February 10, 2018
Venue	MCM DAV COLLEGE FOR WOMEN, SEC-36, CHANDIGARH

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9711328992 for any assistance/queries.

E-mail ids – anil.kumar@convergys.com OR Abhay.sharma@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.



Accepted
Meghna
10/02/2018

137

Letter Of Intent

Date	10 th Feb, 2018
Candidate Name	ANJALI
Date of Interview	10 th Feb, 2018
Venue	MCM DAV COLLEGE, Sector-36A, Chandigarh

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9711328992 for any assistance/queries.

E-mail ids - anil.kumar@convergys.com OR Abhay.sharma@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.



Accepted
Anjali
10/2/18

139

Letter Of Intent

Date	10 th Feb, 2018
Candidate Name	GARIMA GAMBHIR
Date of Interview	10 th Feb, 2018
Venue	MCM DAV, SECTOR 36A, CHANDIGARH

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9711328992 for any assistance/queries.

E-mail ids – anil.kumar@convergys.com OR Abhay.sharma@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

[Signature]
10th Feb 2018

ACCEPTED
[Signature]
10th Feb, 2018

140

Letter Of Intent

Date	10 th Feb 2018
Candidate Name	SAJIA IBRAHIMI
Date of Interview	10 th Feb 2018
Venue	MCM DAV COLLEGE, SEC-36 A CHD

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9711328992 for any assistance/queries.

E-mail ids - anil.kumar@convergys.com OR Abhay.sharma@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.



Accepted
Sajia
10/2/18

141

Letter Of Intent

Date	10 th february, 2K18
Candidate Name	KARAMPREET KAUR
Date of Interview	10 th february, 2K18
Venue	MCM DAV college for women, Chandigarh

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9711328992 for any assistance/queries.

E-mail ids – anil.kumar@convergys.com OR Abhay.sharma@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.



ACCEPTED
Karampreet Kaur
10th Feb, 2K18

146

Letter Of Intent

Date	10th Feb 2018
Candidate Name	BHUMIKA
Date of Interview	10th Feb 2018
Venue	DCM DAV COLLEGE FOR WOMEN SECTOR-36, CHANDIGARH

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9711328992 for any assistance/queries.

E-mail ids - anil.kumar@convergys.com OR Abhay.sharma@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.

[Signature]
10/02/2018

Accepted
Bhumika
10/02/2018

147

Letter Of Intent

Date	10 th February 2018
Candidate Name	PRACHI SINHA
Date of Interview	10 th February 2018
Venue	MCM DAV College for Women.

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9711328992 for any assistance/queries.

E-mail ids – anil.kumar@convergys.com OR Abhay.sharma@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.



(Accepted)
Prachi
10/feb/2018

148

Letter Of Intent

Date	10th Feb, 2018
Candidate Name	SHIVLEEN KAUR
Date of Interview	10th Feb, 2018
Venue	MCM DAV COLLEGE FOR WOMEN, SEC-36 CHD

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9711328992 for any assistance/queries.

E-mail ids - anil.kumar@convergys.com OR Abhay.sharma@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.



Accepted
Shivleena
10/02/2018

Convergys India Services Private Limited

Bestech Business Tower, Ground, 4th - 8th Floor, Sector - 48, Sohna Road, Gurgaon - 122 001, Haryana, India

Tel.: +91 (124) 471 3400 | Fax: +91 (124) 471 3490 | www.convergys.com

Registered Office: 60/14, Old Rajinder Nagar, New Delhi - 110060 | Corporate Identification Number (CIN): U74899DL2001PTC109274

145

Letter Of Intent

Date	10th February, 2018
Candidate Name	DEEPANSHI
Date of Interview	10th February, 2018
Venue	MCM DAY College for Women, Sector 36, Chandigarh

Congratulations!

You have been short listed for the position of Technical Support Officer / Customer Care Officer with Convergys India Service Pvt. Ltd.

You have successfully cleared the preliminary rounds of the interview and now you are few steps away from being selected to join Convergys.

To complete the recruitment process you are requested to walk in to a Convergys Head office at Bestech Tower Sohna Road Sector 48, Gurgaon 122002 to appear for the assessments, which would be the final selection rounds of Interview.

A formal letter of Appointment shall be given to you on successfully clearing all the selection rounds of Convergys' Recruiting Process.

Please call 9711328992 for any assistance/queries.

E-mail ids – anil.kumar@convergys.com OR Abhay.sharma@convergys.com

We look forward to having you as a part of the Convergys Family.

For Convergys India Services Pvt. Ltd.



ACCEPTED
 Deepanshi
 10 Feb 2018



Mcm Placements <mcm36placements@gmail.com>

Campus Placements - MCM DAV College for Women, Chandigarh

29 messages

Divya Khurana <Divya.Khurana@convergys.com>

Thu, Jan 18, 2018 at 6:43 PM

To: "mcm36placements@gmail.com" <mcm36placements@gmail.com>

Cc: Ashita Modi <ashitamodi.2@gmail.com>, Sanjeev Kant <sanjeev.kant@convergys.com>

Hi Ms Ratti

It was a pleasure to talk to you, further to our conversation PFB a brief , please share further details around the number of candidates that would be interested in applying with us so we can take this forward .As mentioned in the conversation we wouldn't be able to entertain the Btech and the engineering graduates in our drive

Who We Are?

Convergys is a leading provider of customer management solutions for companies across the country and around the world. For more than 30 years, we've worked closely with some of the most notable companies in the world, creating innovative ways to enhance the relationships they have with their customers. The incredible success we've had is thanks to the nearly 131,000 employees that use the training they've received here to manage billions of customer interactions every year. And that's why we need you. We're looking to add positive, motivated individuals to our team – people, who are eager to learn our business, grow in their careers and advance within our company.

1) Customer service chat/voice process

Interface with customers via inbound or outbound calls or the Internet for the purpose of passively (i.e.; order taking) or actively selling products and services.

Roles & Responsibilities: -

Greet customers in a courteous, friendly, and professional manner using agreed upon procedures.

Clarify customer requirements; probe for and confirm understanding of requirements or problem.

Support customers across Telecommunication, Financial Services & Healthcare vertical.

Conduct needs-based selling by using non-scripted probing techniques to determine customer needs and to offer the most appropriate product or service to address their needs.

2) Technical Support Associate Voice /Chat process

Interface with customers via inbound or outbound calls or the Internet for resolving routine problems with products or services like internet, DTH or desktop.

Roles & Responsibilities:

Greet customers in a courteous, friendly, and professional manner using agreed upon procedures.

Clarify customer requirements; probe for and confirm understanding of requirements or problem.

Support customers across Telecommunication, Financial Services, Healthcare and Technology vertical.

Troubleshoot customer issues related to internet broadband, cable, DTH, modem, router, mobile handset etc.

Excellent verbal and written communication skills.

Flexible with 24/7 Environment.

Additional Benefits-

Two way A/C cabs. (Convergys was awarded for best in industry transport service).

Medical insurance worth 1 lakh.

Group Term Life Insurance / Group Personal accident Insurance worth 5 lakhs

Gratuity

Education Assistance plan Annual entitlement of up to INR 24,000.

Employee / corporate discounts at majority of retail chains / hospitals / laboratories.

Package:- 1.7 to 2.9 Lakhs INR Annual (excl. Incentives)

Job Location:- Gurgaon

Shift Timings:- US/UK Shifts

Every great future has a beginning. For anyone who dreams of a successful career, there's a beginning - a point at which you choose which path to take. For many, and possibly your students, **Convergys is that beginning**

Regards

Divya Khurana

Mcm Placements <mcm36placements@gmail.com>
To: baliz73@yahoo.co.in

Thu, Jan 18, 2018 at 7:28 PM

Dr. Mamta Ratti,
9815104499
Placement Coordinator, MCMDAV College For Women, Chandigarh
[Quoted text hidden]

Mcm Placements <mcm36placements@gmail.com>
To: Divya Khurana <Divya.Khurana@convergys.com>

Sun, Jan 21, 2018 at 8:11 AM

Dear Divya,
Thanks for your mail. I appreciate the feelings expressed. We in the college also feel that it is the beginning of each student to select their future career Now. There has been a good response from our students. There will be 200+ students for your placement drive at our college. The exact number of participants can only be given after finalizing the dates in the first week of February 2018.
Waiting for your positive and early response.
Regards

Dr. Mamta Ratti,
9815104499
Placement Coordinator, MCMDAV College For Women, Chandigarh
[Quoted text hidden]

Divya Khurana <Divya.Khurana@convergys.com>
To: Mcm Placements <mcm36placements@gmail.com>
Cc: Ashita Modi <ashitamodi.2@gmail.com>

Mon, Jan 22, 2018 at 3:02 PM

Hi Ms Ratti

We would be glad to come to your college , please help us with the skype interviews for 3- 4 candidates so we can gauge the quality and then fix a date for the drive in feb

Regards

Divya Khurana

From: Mcm Placements [mailto:mcm36placements@gmail.com]
Sent: Sunday, January 21, 2018 8:11 AM

To: Divya Khurana <Divya.Khurana@convergys.com>

Subject: Re: Campus Placements - MCM DAV College for Women, Chandigarh

CAUTION: This email originated from outside of the organization. Do not open attachments or click links unless you recognize sender and know content is safe.

[Quoted text hidden]

Mcm Placements <mcm36placements@gmail.com>

Tue, Jan 23, 2018 at 5:28 AM

To: baliz73@yahoo.co.in

Dr. Mamta Ratti,

9815104499

Placement Coordinator, MCMDAV College For Women, Chandigarh

----- Forwarded message -----

From: "Divya Khurana" <Divya.Khurana@convergys.com>

Date: Jan 22, 2018 15:02

Subject: RE: Campus Placements - MCM DAV College for Women, Chandigarh

To: "Mcm Placements" <mcm36placements@gmail.com>

Cc: "Ashita Modi" <ashitamodi.2@gmail.com>

[Quoted text hidden]

Mcm Placements <mcm36placements@gmail.com>

Tue, Jan 23, 2018 at 5:02 PM

To: Divya Khurana <Divya.Khurana@convergys.com>

Hi Divya,

We shall arrange interviews as desired at 13.30 hrs on 24th January 2018.

Regards

Dr. Mamta Ratti,

9815104499

Placement Coordinator, MCMDAV College For Women, Chandigarh

[Quoted text hidden]

Divya Khurana <Divya.Khurana@convergys.com>

Tue, Jan 23, 2018 at 5:08 PM

To: Mcm Placements <mcm36placements@gmail.com>

Cc: Ashita Modi <ashitamodi.2@gmail.com>, Sameer Ali <Sameer.Ali@convergys.com>

H Ms Ratti

Please share the contact numbers of the students

Sameer from the team would be conducting these interviews

[Quoted text hidden]

Ashita Modi <ashitamodi.2@gmail.com>

Wed, Jan 24, 2018 at 12:09 PM

To: Divya Khurana <Divya.Khurana@convergys.com>

Cc: Sameer Ali <Sameer.Ali@convergys.com>, Mcm Placements <mcm36placements@gmail.com>

Hi Sameer,

I got a call from Dr. Ratti from the college. She is wanting to get the contact details of the person to set up the interviews.

Since I din't have yours to share, I am instead sharing Mamta Ratti's contact 9815104499.

Request you to please call her up.

Thanks.

[Quoted text hidden]

Divya Khurana <Divya.Khurana@convergys.com>
To: Mcm Placements <mcm36placements@gmail.com>
Cc: Ashita Modi <ashitamodi.2@gmail.com>, Sanjeev Kant <sanjeev.kant@convergys.com>

Wed, Jan 24, 2018 at 5:41 PM

Hi Ms Ratti

We have conducted the Skype round and would be willing to go ahead with the drive at your campus tentatively on 9 feb 2018 please confirm the following on priority so we can close this asap

1. How many students would be participating in this drive
2. Would the college be arranging a night's stay at a guesthouse and travel for a team who would be travelling from delhi
3. Is it possible to do a pool campus and invite more students in your campus while we are there

Regards

Divya Khurana

From: Mcm Placements [mailto:mcm36placements@gmail.com]

Sent: Tuesday, January 23, 2018 5:03 PM

[Quoted text hidden]

[Quoted text hidden]

Mcm Placements <mcm36placements@gmail.com>
To: baliz73@yahoo.co.in

Thu, Jan 25, 2018 at 12:02 PM

Dr. Mamta Ratti,
9815104499
Placement Coordinator, MCMDAV College For Women, Chandigarh

----- Forwarded message -----

From: "Divya Khurana" <Divya.Khurana@convergys.com>

Date: Jan 24, 2018 17:41

Subject: RE: Campus Placements - MCM DAV College for Women, Chandigarh

[Quoted text hidden]

Ashita Modi <ashitamodi.2@gmail.com>
To: Divya Khurana <Divya.Khurana@convergys.com>
Cc: Mcm Placements <mcm36placements@gmail.com>, Sanjeev Kant <sanjeev.kant@convergys.com>

Thu, Jan 25, 2018 at 3:13 PM

Hi Ms. Ratti,
As per our conversation, we will go ahead with Feb 10th for the drive at your college.
Please inform us the tentative number of students by Jan 30th.

Thanks.

[Quoted text hidden]

--

**With Best
Ashita Modi**

+91-9910009334



Follow us:

Mcm Placements <mcm36placements@gmail.com>
To: Ashita Modi <ashitamodi.2@gmail.com>

Fri, Jan 26, 2018 at 7:30 AM

Hi Ashita,

Thanks for your mail. I confirm 10th Feb for your visit to our college. Pl confirm the following:

1. Infrastructure / technical facilities required.
2. No of Team members visiting,
3. The minimum qualification required for the interview,
4. Possibilities for internship
5. The interview process

The number of candidates Registered for the drive of Final year graduation will be confirmed by 30th Jan. 2018

Regards

Dr. Mamta Ratti,
9815104499
Placement Coordinator, MCMDAV College For Women, Chandigarh

[Quoted text hidden]

Divya Khurana <Divya.Khurana@convergys.com>

Mon, Jan 29, 2018 at 4:09 PM

To: Ashita Modi <ashitamodi.2@gmail.com>, "mcm36placements@gmail.com" <mcm36placements@gmail.com>

Cc: Sanjeev Kant <sanjeev.kant@convergys.com>

Hi Ms ratti

PFB my responses

Regards

Divya Khurana

From: Ashita Modi [mailto:ashitamodi.2@gmail.com]

Sent: Saturday, January 27, 2018 5:47 PM

To: Divya Khurana <Divya.Khurana@convergys.com>

Cc: Sanjeev Kant <sanjeev.kant@convergys.com>

Subject: Fwd: Campus Placements - MCM DAV College for Women, Chandigarh

CAUTION: This email originated from outside of the organization. Do not open attachments or click links unless you recognize sender and know content is safe.

Hi Divya,

Please find below the update from MCM DAV Colege for Women.

Thanks.

----- Forwarded message -----

From: **Mcm Placements** <mcm36placements@gmail.com>
 Date: 26 January 2018 at 07:30
 Subject: Re: Campus Placements - MCM DAV College for Women, Chandigarh
 To: Ashita Modi <ashitamodi.2@gmail.com>

Hi Ashita,

Thanks for your mail. I confirm 10th Feb for your visit to our college. Pl confirm the following:

1. Infrastructure / technical facilities required. .. we would need Internet connectivity , 2 interview rooms for Pls , along with a projector and screen to play the presentation before we start with the GD
2. No of Team members visiting, ..2
3. The minimum qualification required for the interview,..no minimum percentages
4. Possibilities for internship ..we are currently looking at hiring full time employees ..in future if there is any prospect we could connect on it later
5. The interview process... a GD round followed by Personal interview

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

Mcm Placements <mcm36placements@gmail.com>
 To: baliz73@yahoo.co.in

Mon, Jan 29, 2018 at 6:02 PM

Hi Mrs. Baljeet,
 Please make necessary arrangements as requested by the Company. Regards

Dr. Mamta Ratti,
 9815104499
 Placement Coordinator, MCMDAV College For Women, Chandigarh

----- Forwarded message -----

From: "Divya Khurana" <Divya.Khurana@convergys.com>

[Quoted text hidden]

Mcm Placements <mcm36placements@gmail.com>
 To: Navdeep Dhaliwal <aulakh83@gmail.com>

Tue, Jan 30, 2018 at 8:27 PM

Dr. Mamta Ratti,
 9815104499
 Placement Coordinator, MCMDAV College For Women, Chandigarh

----- Forwarded message -----

From: "Divya Khurana" <Divya.Khurana@convergys.com>

Date: Jan 29, 2018 4:09 PM

Subject: RE: Campus Placements - MCM DAV College for Women, Chandigarh

To: "Ashita Modi" <ashitamodi.2@gmail.com>, "mcm36placements@gmail.com" <mcm36placements@gmail.com>

Cc: "Sanjeev Kant" <sanjeev.kant@convergys.com>

[Quoted text hidden]

Divya Khurana <Divya.Khurana@convergys.com>
 To: Ashita Modi <ashitamodi.2@gmail.com>, "mcm36placements@gmail.com" <mcm36placements@gmail.com>
 Cc: Sanjeev Kant <sanjeev.kant@convergys.com>, Abhay Sharma <Abhay.Sharma@convergys.com>

Wed, Jan 31, 2018 at 7:52 PM

Hi Ms Ratti

As per your conversation with Ashita we are expecting 200 plus candidates in the drive please share the final count of registrations and consider 10th feb to be confirmed

Abhay would be leading the drive for us , I have also looped him in on this email for your reference

Regards

Divya Khurana

10t

From: Divya Khurana
Sent: Monday, January 29, 2018 4:10 PM
To: 'Ashita Modi' <ashitamodi.2@gmail.com>; 'mcm36placements@gmail.com' <mcm36placements@gmail.com>
Cc: Sanjeev Kant <sanjeev.kant@convergys.com>
Subject: RE: Campus Placements - MCM DAV College for Women, Chandigarh

Hi Ms ratti

PFB my responses

Regards

Divya Khurana

From: Ashita Modi [<mailto:ashitamodi.2@gmail.com>]
Sent: Saturday, January 27, 2018 5:47 PM
To: Divya Khurana <Divya.Khurana@convergys.com>
Cc: Sanjeev Kant <sanjeev.kant@convergys.com>
Subject: Fwd: Campus Placements - MCM DAV College for Women, Chandigarh

CAUTION: This email originated from outside of the organization. Do not open attachments or click links unless you recognize sender and know content is safe. _____

Hi Divya,
Please find below the update from MCM DAV Colege for Women.

Thanks.

----- Forwarded message -----

From: **Mcm Placements** <mcm36placements@gmail.com>
Date: 26 January 2018 at 07:30
Subject: Re: Campus Placements - MCM DAV College for Women, Chandigarh
To: Ashita Modi <ashitamodi.2@gmail.com>

Hi Ashita,

Thanks for your mail. I confirm 10th Feb for your visit to our college. PI confirm the following:

1. Infrastructure / technical facilities required. .. we would need Internet connectivity , 2 interview rooms for PIs , along with a projector and screen to play the presentation before we start with the GD
2. No of Team members visiting, ..2
3. The minimum qualification required for the interview,..no minimum percentages
4. Possibilities for internship ..we are currently looking at hiring full time employees ..in future if there is any prospect we could connect on it later
5. The interview process... a GD round followed by Personal interview

The number of candidates Registered for the drive of Final year graduation will be confirmed by 30th Jan. 2018

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

Mcm Placements <mcm36placements@gmail.com>
To: Divya Khurana <Divya.Khurana@convergys.com>

Wed, Jan 31, 2018 at 8:09 PM

Hi Divya,
Thanks for the updates. 205 students registered for the placement drive as on today. As dates may come closer, the number may change.....little bit more...As discussed with Ashita, we will be ready at 9.00 a. m. on 10th Feb...
Regards

Dr. Mamta Ratti,
9815104499
Placement Coordinator, MCMDAV College For Women, Chandigarh
[Quoted text hidden]

Divya Khurana <Divya.Khurana@convergys.com>
To: Mcm Placements <mcm36placements@gmail.com>
Cc: Abhay Sharma <Abhay.Sharma@convergys.com>, Ashita Modi <ashitamodi.2@gmail.com>

Wed, Jan 31, 2018 at 8:31 PM

Hi Ms ratti

In case the activity stretches beyond 3 pm , I hope you would support us with permission from the college till 430/ 5 pm only for the selected PI candidates

[Quoted text hidden]

Divya Khurana <Divya.Khurana@convergys.com>
To: Mcm Placements <mcm36placements@gmail.com>
Cc: Abhay Sharma <Abhay.Sharma@convergys.com>, Ashita Modi <ashitamodi.2@gmail.com>

Thu, Feb 8, 2018 at 7:57 PM

Hi Ms Ratti

We would have Anil and Makson travelling , they would be available on 9711328992 and 9930201460

I have shared your number with them and they would touch base with you

Regards

Divya Khurana

From: Divya Khurana

Sent: Wednesday, January 31, 2018 8:31 PM

To: 'Mcm Placements' <mcm36placements@gmail.com>

Cc: Abhay Sharma <Abhay.Sharma@convergys.com>; Ashita Modi <ashitamodi.2@gmail.com>

Subject: RE: Campus Placements - MCM DAV College for Women, Chandigarh

Hi Ms ratti

In case the activity stretches beyond 3 pm , I hope you would support us with permission from the college till 430/ 5 pm only for the selected PI candidates

Regards

Divya Khurana

[Quoted text hidden]

Mcm Placements <mcm36placements@gmail.com>

To: baliz73@yahoo.co.in

Fri, Feb 9, 2018 at 10:06 AM

Dr. Mamta Ratti,

9815104499

Placement Coordinator, MCMDAV College For Women, Chandigarh

[Quoted text hidden]

Divya Khurana <Divya.Khurana@convergys.com>

To: Mcm Placements <mcm36placements@gmail.com>

Cc: Abhay Sharma <Abhay.Sharma@convergys.com>, Ashita Modi <ashitamodi.2@gmail.com>, Anil Kumar <Anil.Kumar@convergys.com>

Mon, Feb 12, 2018 at 3:33 PM

Hi Ms Ratti

We have given LOIs to the following students , however we would need correct contact details for the ones highlighted in yellow please share the same

Jasmeet Kaur
Manvi Arora
Bhavya
Nitika

Anjali
Bhumika
Garima Gambhir
Sakshi Makkar
Deepanshi
Sonal Duhan
Harkawal Preet Kaur
Sakshi Sohil
Kanika Rawat
Meghna
Prakriti Arora
Megha Vishnoi
Komalpreet Kaur Brar
Aayushi Jain
Shivleen Kaur
Sheetal Arora
Vidisha Bareja
Karampreet Kaur
Sajja Ibrahimi
Kiranjot Kaur
Prachi Sinha
Jasleen Kaur

Regards

Divya Khurana

From: Divya Khurana

Sent: Thursday, February 08, 2018 7:57 PM

To: 'Mcm Placements' <mcm36placements@gmail.com>

Cc: Abhay Sharma <Abhay.Sharma@convergys.com>; 'Ashita Modi' <ashitamodi.2@gmail.com>

Subject: RE: Campus Placements - MCM DAV College for Women, Chandigarh

Hi Ms Ratti

We would have Anil and Makson travelling , they would be available on 9711328992 and 9930201460

I have shared your number with them and they would touch base with you

Regards

Divya Khurana

From: Divya Khurana

Sent: Wednesday, January 31, 2018 8:31 PM

To: 'Mcm Placements' <mcm36placements@gmail.com>

Cc: Abhay Sharma <Abhay.Sharma@convergys.com>; Ashita Modi <ashitamodi.2@gmail.com>

Subject: RE: Campus Placements - MCM DAV College for Women, Chandigarh

Hi Ms ratti

In case the activity stretches beyond 3 pm , I hope you would support us with permission from the college till 430/ 5 pm only for the selected PI candidates

Regards

Divya Khurana

[Quoted text hidden]

Mcm Placements <mcm36placements@gmail.com>

To: Navdeep Dhaliwal <aulakh83@gmail.com>

Tue, Feb 13, 2018 at 12:32 PM

Mrs. Navdeep,
PI do the needful asap.
Regards

Dr. Mamta Ratti,
9815104499
Placement Coordinator, MCMDAV College For Women, Chandigarh

----- Forwarded message -----

From: "Divya Khurana" <Divya.Khurana@convergys.com>

[Quoted text hidden]

Navdeep Dhaliwal <aulakh83@gmail.com>

Tue, Feb 13, 2018 at 1:47 PM

To: Divya.Khurana@convergys.com

Cc: Mcm Placements <mcm36placements@gmail.com>, Abhay Sharma <Abhay.Sharma@convergys.com>, Anil Kumar <Anil.Kumar@convergys.com>, Ashita Modi <ashitamodi.2@gmail.com>

Hello Ms Divya,

Please find as attachment the details of the students appeared and selected for Convergys on 10 Feb 2018 at MCM DAV College for Women, Chandigarh

And pictures of eight students who have not submitted their pics with the CV

[Quoted text hidden]

--
----With Warm Regards----
Navdeep Kaur

10 attachments



aayushi.jpg
2596K



Harkawal.jpg
19K



Jasmeet.jpg
1533K

manvi.jpg
24K



megha vishnoi.jpg
50K



MEGHNA.jpg
91K



nitika.jpg
296K



prakriti.jpg
81K



sonal.jpg
24K



Divya Khurana <Divya.Khurana@convergys.com>

Tue, Feb 13, 2018 at 6:53 PM

To: Navdeep Dhaliwal <aulakh83@gmail.com>

Cc: Mcm Placements <mcm36placements@gmail.com>, Abhay Sharma <Abhay.Sharma@convergys.com>, Anil Kumar <Anil.Kumar@convergys.com>, Ashita Modi <ashitamodi.2@gmail.com>

Thanks

Regards

Divya Khurana

[Quoted text hidden]

Mcm Placements <mcm36placements@gmail.com>

Sat, Apr 21, 2018 at 8:28 AM

To: Divya Khurana <Divya.Khurana@convergys.com>

Hi MS. Divya,

As per the formalities of the placement cell, you are requested to send a soft of offer letters of our selected students.

Regards

Dr. Mamta Ratti,

9815104499

Placement Coordinator, MCMDAV College For Women, Chandigarh

[Quoted text hidden]

6 attachments**image003.png**
2K**image003.png**
2K**image002.png**
2K**image001.jpg**
1K**image001.jpg**
1K**image002.png**
2K

Divya Khurana <Divya.Khurana@convergys.com>

Sat, Apr 21, 2018 at 12:56 PM

To: Mcm Placements <mcm36placements@gmail.com>

Hi Ms ratti

Did the students receive LOIs during the drive ?

Regards

Divya Khurana

From: Mcm Placements <mcm36placements@gmail.com>
Sent: Saturday, April 21, 2018 8:29 AM
To: Divya Khurana <Divya.Khurana@convergys.com>
Subject: Re: RE: Campus Placements - MCM DAV College for Women, Chandigarh

CAUTION: This email originated from outside of the organization. Do not open attachments or click links unless you recognize sender and know content is safe. Forward suspicious email to suspicious@convergys.com

[Quoted text hidden]

Mcm Placements <mcm36placements@gmail.com> Sat, Apr 21, 2018 at 12:59 PM
 To: Divya Khurana <Divya.Khurana@convergys.com>

Hi MS. Divya,
 They received it but as per the formalities, please send us a copy of offer letters of the selected candidates on mail I'd for our general formalities.
 Regards.

Dr. Mamta Ratti,
 9815104499
 Placement Coordinator, MCMDAV College For Women, Chandigarh
 [Quoted text hidden]

Divya Khurana <Divya.Khurana@convergys.com> Sat, Apr 21, 2018 at 1:03 PM
 To: Mcm Placements <mcm36placements@gmail.com>

Hi ms ratti

The offer letter would be given once the students clear the final round of interview/ assessment when they come to Gurgaon

[Quoted text hidden]
 [Quoted text hidden]
 [Quoted text hidden]

[Quoted text hidden]
 [Quoted text hidden]
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 [Quoted text hidden]



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[Quoted text hidden]

Mcm Placements <mcm36placements@gmail.com>
To: Navdeep Dhaliwal <aulakh83@gmail.com>

Mon, Apr 30, 2018 at 11:01 AM

[Quoted text hidden]

Placement Drive Report for CVENT at Chitkara University on 15th Jan 2018

Seven students of **BCA-III** participated in placement drive held at **Chitkara University, Punjab Campus on 15th January 2018**. The drive was for **CVENT**, Gurgaon based a global meeting, event and travel technology company. The students were accompanied by faculty, Ms. Manmeet Kaur, Assistant Professor, Department of Computer Science & Applications in college bus provided by the college.

The following students appeared for Placement drive:

- | | |
|---|--|
| i. Raqaia Amiri (Roll no - 6373) | v. Ashima Sharma (Roll no – 6375) |
| ii. Neeru Panchal (Roll no – 6322) | vi. Tanya Sharma (Roll no – 6317) |
| iii. Harmanpreet Kaur (Roll no – 6351) | vii. Jahanvi (Roll no – 6330) |
| iv. Lipakshi Mehra (Roll no – 6325) | |

The interview was divided into two segments – first conducted on 15th January 2018 at Chitkara University and second would be held at CVENT, India Office, Gurgaon for which the date and time details would be intimated to shortlisted students by email.

The first segment had four filtration rounds. The round-wise details and performance of our student is as follow:

- **Group Discussion** – All seven students appeared and four of them were selected for CCVAT round. Students are – Harmanpreet Kaur, Lipakshi Mehra, Ashima Sharma and Neeru Panchal.
- **CCVAT(Criteria Cognitive Aptitude Test)** – Three students were selected for Wonderlic round. Students are - Harmanpreet Kaur, Ashima Sharma and Neeru Panchal.
- **Wonderlic (A group intelligence test)** – Nerru Panchal cleared this round and appeared for Versant round.
- **Versant (An automated test to evaluate the spoken language skills)** – Nerru Panchal got selected in the final round and is one of the three students selected in placement drive. She will be intimated for final interview at Gurgaon.

Manmeet Kaur

(Coordinator, CVENT Placement Drive)



Mcm Placements <mcm36placements@gmail.com>

Reports - CVENT Placement Drive(15 Jan, 2018) and Placement Drive at Dev Samaj College for Women (2 February, 2018)

2 messages

manmeet kaur <mail4manmeet@gmail.com>
To: manjotjosan@gmail.com, mcm36placements@gmail.com
Cc: "Dr.Mamta Ratti" <mamtaratti.rbim@gmail.com>



Mon, Feb 12, 2018 at 11:15 PM

Dear Ma'am,

Sending the required reports for the following as attached file:

- CVENT Placement Drive at Chitkara University on 15th January 2018
- Placement Drive at Dev Samaj College for Women on 2nd February 2018

Regards,
Manmeet Kaur.

2 attachments **Report_____CVENT Placement Drive at Chitkara University on 15 Jan 2018.docx**
16K **Report____Students placed in Placement drive conducted at Dev Samaj College for Women on 2 Feb 2018.docx**
18K

manjot josan <manjotjosan@gmail.com>
To: manmeet kaur <mail4manmeet@gmail.com>
Cc: mcm36placements@gmail.com, "Dr.Mamta Ratti" <mamtaratti.rbim@gmail.com>

Tue, Feb 13, 2018 at 9:50 AM

Dear Manmeet Madam,

Please provide the details of **Placed students**.
Thank you**warm regards**

[Quoted text hidden]

--

Manjot Kaur
SRF (UGC)
Dept. of English & Cultural Studies
Panjab University
Chandigarh



MCM Process Selects 19-April-2018

2 messages

Nikhil Sharma01 <Nikhil.Sharma01@eclerx.com>

Mon, Apr 23, 2018 at 11:01 AM

To: "mcm36placements@gmail.com" <mcm36placements@gmail.com>

Cc: Banmeet Kour Raina <Banmeet.Raina@eclerx.com>, Anjali Singh <Anjali.Singh@eclerx.com>, Prinkal Mukhi <Prinkal.Mukhi@eclerx.com>

Hi,

PFB the candidates selected on 19-April-2018.

Date of Selection	Candidate Name	Vertical	Program	Process	Designation	Recruiter	Channel Type	Source	Contact No.	Email ID	Location	HR Interviewer	Process Interviewer
19-Apr-18	Disha Kashyap	CO	COX	DTS	A	NA	Campus	MCM-DAV	8146091396	dishakashyap98@gmail.com	Chandigarh	Nikhil Sharma	Jatinder Pal
19-Apr-18	Suman Kumari	CO	COX	DTS	A	NA	Campus	MCM-DAV	8699320977	chauhankhashi242@gmail.com	Chandigarh	Nikhil Sharma	Jatinder Pal
19-Apr-18	Surmeet Khanna	CO	TTS	Out Bound calling	A	NA	Campus	MCM-DAV	9465447707	coolleo29@gmail.com	Chandigarh	Nikhil Sharma	Piyush Bose
19-Apr-18	Jaskiran Kaur	CO	TTS	Out Bound calling	A	NA	Campus	MCM-DAV	9988614778	Jaskiran0997@gmail.com	Chandigarh	Nikhil Sharma	Piyush Bose
19-Apr-18	Tanya Arora	CO	TTS	Out Bound calling	A	NA	Campus	MCM-DAV	8178096552	tanyarora97@gmail.com	Chandigarh	Nikhil Sharma	Piyush Bose
19-Apr-18	Garima Gambhir	CO	TTS	Out Bound calling	A	NA	Campus	MCM-DAV	8077627904	grmganbhir21@gmail.com	Chandigarh	Nikhil Sharma	Piyush Bose

Please find below the list of the candidates couldn't clear the HR Round.

Interview Date	Candidate Name	Date of Birth	Vertical	Channel Type	Source	Source Bucket	College Name	Contact No.	Email	Final Status	Comments
19-Apr-18	Muskan	15-Jul-97	CO	Campus	MCM-DAV	Campus	MCM	9878234747	muskanalawadhi48@gmail.com	On Hold	Time to prepare for interview
19-Apr-18	Anureet Kaur	24-Jan-95	CO	Campus	MCM-DAV	Campus	MCM	8556026144	anureetbhangu24@gmail.com	On Hold	Need time to think about BPO shift
19-Apr-18	Surabhi Sood	14-Nov-96	CO	Campus	MCM-DAV	Campus	MCM	9876958747	kaushal.surbhi16@gmail.com	On Hold	Need time to think about BPO shift
19-Apr-18	Ayushi Sood	21-Mar-98	CO	Campus	MCM-DAV	Campus	MCM	9915237119	ayushisood21b@gmail.com	HR Reject	Taking coaching for govt. exams
19-Apr-18	Prerna Arora	Not Mentioned	CO	Campus	MCM-DAV	Campus	MCM	7508785057	prernaarora45@gmail.com	HR Reject	Preparing for UGC
19-Apr-18	Isha Arora	Not Mentioned	CO	Campus	MCM-DAV	Campus	MCM	9464312740	isha.anna97@gmail.com	HR Reject	Preparing for govt. exams

Best Regards

Nikhil Sharma

 image001.png
4K**Mcm Placements** <mcm36placements@gmail.com>

To: Raman Sodhi <dr.ramansodhi@gmail.com>, drnehapandeya@gmail.com

Mon, Apr 23, 2018 at 12:43 PM

Dr. Mamta Ratti,
9815104499
Placement Coordinator, MCMDAV College For Women, Chandigarh

[Quoted text hidden]

[Quoted text hidden]

Interview Date	Candidate Name	Date of Birth	Vertical	Channel Type	Source	Source Bucket	College Name	Contact No.	Email	Final Status	Comments
19-Apr-18	Muskan	15-Jul-97	CO	Campus	MCM-DAV	Campus	MCM	9878234747	muskanalawadhi48@gmail.com	On Hold	Time to prepare for interview
19-Apr-18	Anureet Kaur	24-Jan-95	CO	Campus	MCM-DAV	Campus	MCM	8556026144	anureetbhangu24@gmail.com	On Hold	Need time to think about BPO shift
19-Apr-18	Surabhi Sood	14-Nov-96	CO	Campus	MCM-DAV	Campus	MCM	9876958747	kaushal.surbhi16@gmail.com	On Hold	Need time to think about BPO shift
19-Apr-18	Ayushi Sood	21-Mar-98	CO	Campus	MCM-DAV	Campus	MCM	9915237119	ayushisood21b@gmail.com	HR Reject	Taking coaching for govt. exams
19-Apr-18	Prerna Arora	Not Mentioned	CO	Campus	MCM-DAV	Campus	MCM	7508785057	prernaarora45@gmail.com	HR Reject	Preparing for UGC
19-Apr-18	Isha Arora	Not Mentioned	CO	Campus	MCM-DAV	Campus	<span s				

 image001.png
4K



MCM Process Selects 04-May-2018

2 messages

Nikhil Sharma01 <Nikhil.Sharma01@eclerx.com>

To: "mcm36placements@gmail.com" <mcm36placements@gmail.com>

Cc: Banmeet Kour Raina <Banmeet.Raina@eclerx.com>, Anjali Singh <Anjali.Singh@eclerx.com>, Prinkal Mukhi <Prinkal.Mukhi@eclerx.com>

Hi,

PFB the candidates selected on 04-May-2018.

Date of Selection	Candidate Name	Vertical	Program	Process	Designation	Recruiter	Channel Type	Source	Contact No.	Email
4-May-18	Sakshi	CO	COX-DTS	DTS	A	NA	Campus	MCM-DAV	9592192203	sakshimuwal@gmail.com
4-May-18	Priyanka Chauhan	CO	COX-DTS	DTS	A	NA	Campus	MCM-DAV	8699044375	priyapisu18@gmail.com
4-May-18	Urvee Garg	CO	COX-DTS	DTS	A	NA	Campus	MCM-DAV	8781902432	urveegarg12@gmail.com
4-May-18	Shivani	CO	KM	Training	A	NA	Campus	MCM-DAV	7814492729	panshi.cool@gmail.com

Please find below the list of the candidates couldn't clear the HR Round/Ops Round.

Interview Date	Candidate Name	Channel Type	Source	Source Bucket	College Name	Contact No.	Email	Final Status	Comments
4-May-18	Megha Sharma	Campus	MCM-DAV	Campus	MCM	9815009277	megasharma95@gmail.com	Process Reject	Comm skills
4-May-18	Damanpreet Kaur	Campus	MCM-DAV	Campus	MCM	9877024794	damanpreet001@gmail.com	Process Reject	Comm skills not t
4-May-18	Ashima	Campus	MCM-DAV	Campus	MCM	9466049753	ashimabudhiraja75@gmail.com	Process Reject	Comm
4-May-18	Komal	Campus	MCM-DAV	Campus	MCM	9878018894	komaltiwari1201@gmail.com	Process Reject	Comm skills,too many gramma
3-May-18	Priyanka Chauhan	Campus	MCM-DAV	Campus	MCM	7986864410	preetichauhan9878@gmail.com	On Hold	Given time to
3-May-18	Gargi Kumar	Campus	MCM-DAV	Campus	MCM	8283800203	gargi.kanwar575@gmail.com	On Hold	Need time to t
3-May-18	Rajni Negi	Campus	MCM-DAV	Campus	MCM	7087471092	negirajni879@gmail.com	On Hold	Given time to
3-May-18	Sahib Kaur	Campus	MCM-DAV	Campus	MCM	9988788245	sahibkaur@gmail.com	On Hold	Given time to

Best Regards

Nikhil Sharma



Mcm Placements <mcm36placements@gmail.com>

To: Ritu Khosla <ritukhosla2017@gmail.com>

Fri, May 11, 2018 at 2:14 PM

Dr. Mamta Ratti,
9815104499
Placement Coordinator, MCMDAV College For Women, Chandigarh
[Quoted text hidden]

2 attachments

 image001.png
4K

 image001.png
4K

Date: 24.04.18

Formal Letter of Intent

To, PAKKY OBEROI
Ms. 7889223186, 8288968099 (whatsapp)
3031/1, Sector 40D, Ud.

Sub: Formal Letter of Intent.

Subsequent to your Interview and interaction with us on Tuesday, 24th April'2018 at MCM College, Sec.36, Chandigarh, you have been formally selected to join our Company w.e.f. 01/06/18 as Management Trainee. Initially you shall be on Probation and Training period of 03(three) months during which you shall be a Stipend.

After successful completion of your initial 03 months period, a detailed Appointment Letter shall be given to you. You are welcome to be a part of us to learn, grow and bring growth to yourself and the Company.

For Exim Enterprises,

(Authorized Signatory)

10

Date: 24.04.18

Formal Letter of Intent

2

To,
Ms. Charu Jindal
2740/18 Sec-70 Mohali
9486013758

Sub: Formal Letter of Intent.

Subsequent to your interview and interaction with us on Tuesday, 24th April'2018 at MCM College, Sec.36, Chandigarh, you have been formally selected to join our Company w.e.f. 01/06/18 as Management Trainee. Initially you shall be on Probation and Training period of 03(three) months during which you shall be a Stipend.

After successful completion of your initial 03 months period, a detailed Appointment Letter shall be given to you. You are welcome to be a part of us to learn, grow and bring growth to yourself and the Company.

For Exim Enterprises,

(Authorized Signatory)

26

Date: 24.04.18

Formal Letter of Intent

To,
Ms. NEHA KHANNA
BEDI FARM
NAYAGADON

3

Sub: Formal Letter of Intent.

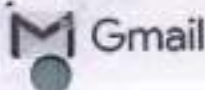
Subsequent to your interview and interaction with us on Tuesday, 24th April'2018 at MCM College, Sec.36, Chandigarh, you have been formally selected to join our Company w.e.f. 24/04/18 as Management Trainee. Initially you shall be on Probation and Training period of 03(three) months during which you shall be a Stipend.

After successful completion of your initial 03 months period, a detailed Appointment Letter shall be given to you. You are welcome to be a part of us to learn, grow and bring growth to yourself and the Company.

For Exim Enterprises,

(Authorized Signatory)

Neha Khanna
24/04/18



Mcm Placements <mcm36placements@gmail.com>

Fwd: Selection Confirmation - EY

1 message

Ayushi Sood <ayushisood21b@gmail.com>
To: mcm36placements@gmail.com

Wed, May 2, 2018 at 6:56 AM

19

----- Forwarded message -----

From: Deepshikha . <Deepshikha.Deepshikha@xe02.ey.com>
Date: Wed, May 2, 2018, 3:54 PM
Subject: Selection Confirmation - EY
To:

cid:1__=EABBF7D0DFA028948f9e8a93df9386909@ey.net

Dear Candidate,


Congratulations!

We are pleased to inform you that you have cleared all the rounds of interview so far.

Thank you for taking out time for the interview process. We shall get in touch with you shortly.

In the meanwhile, if you have any questions, please feel free to connect with the undersigned.

Deepshikha . | Talent Team- Recruitment | Global Delivery Services | India

cid:image001.gif@01D1BCC5.C203E770  Ernst and Young LLP, Global Shared Services
Unitech World ,Unitech Cyber Park, Tower A, 1st Floor, Sector 36, Village Jhansa, District and Tehsil Gurgaon, Haryana - 122001
Direct: +911246779515 | deepshikha.deepshikha@xe02.ey.com
Website: <http://www.ey.com/Global>

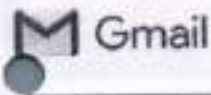
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3 attachments

-  Selection confirmation **image001.jpg**
11K
- image002.gif**
8K

35

21



Mcm Placements <mcm36placements@gmail.com>

Fwd: Selection Confirmation - EY

1 message

Jasleen Kaur <jasleengulati@gmail.com>
To: mcm36placements@gmail.com

Wed, May 2, 2018 at 7:25 AM

2

----- Forwarded message -----

From: Deepshikha . <Deepshikha.Deepshikha@xe02.ey.com>
Date: Wed, 2 May 2018, 3:54 pm
Subject: Selection Confirmation - EY
To:

cid:1__=EABBF7D0DFA026948f9e8a93df9386909@ey.net

Dear Candidate,

Congratulations!

We are pleased to inform you that you have cleared all the rounds of interview so far.

Thank you for taking out time for the interview process. We shall get in touch with you shortly.

In the meanwhile, if you have any questions, please feel free to connect with the undersigned.

Deepshikha | Talent Team- Recruitment | Global Delivery Services | India

cid:image001.gif@01D1BCC5.C203E770 Ernst and Young LLP, Global Shared Services .
Unitech World ,Unitech Cyber Park, Tower A, 1st Floor, Sector 38, Village Jhansa, District and Tehsil Gurgaon, Haryana – 122001
Direct: +911246779510 | deepshikha.deepshikha@xe02.ey.com
Website: [http:// http://www.ey.com/Global](http://http://www.ey.com/Global)

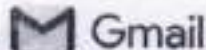
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4 attachments

-  Selection confirmation **image001.jpg**
11K
- image002.gif**
8K

2A

28



Mcm Placements <mcm36placements@gmail.com>

Fwd: Selection Confirmation - EY


1 message

Mannat Kalia <kalia.mannat@gmail.com>
To: Mcm Placements <mcm36placements@gmail.com>

Wed, May 2, 2018 at 10:31 PM

7

----- Forwarded message -----
From: Deepshikha . <Deepshikha.Deepshikha@xe02.ey.com>
Date: Wed, 2 May 2018 at 3:54 PM
Subject: Selection Confirmation - EY
To:



Selection confirmation

Dear Candidate,

Congratulations!

We are pleased to inform you that you have cleared all the rounds of interview so far.

Thank you for taking out time for the interview process. We shall get in touch with you shortly.

In the meanwhile, if you have any questions, please feel free to connect with the undersigned.

Deepshikha . | Talent Team- Recruitment | Global Delivery Services | India

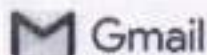


Ernst and Young LLP, Global Shared Services ,
Unitech World ,Unitech Cyber Park, Tower A, 1st Floor, Sector 39, Village Jharsa, District and Tehsil Gurgaon, Haryana – 122001
Direct: +91124679615 | deepshikha.deepshikha@xe02.ey.com
Website: <http://www.ey.com/Global>

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44

22



Mcm Placements <mcm36placements@gmail.com>

Fwd: Selection Confirmation - EY

1 message

Reema Nayyar <reemanayyar10@gmail.com>
To: mcm36placements@gmail.com

Wed, May 2, 2018 at 9:22 PM


----- Forwarded message -----

From: "Reema Nayyar" <reemanayyar10@gmail.com>
Date: 02-May-2018 11:29 PM
Subject: Fwd: Selection Confirmation - EY
To: <rohit.nayyar@manul.co.in>
Cc:

3

----- Forwarded message -----

From: "Deepshikha ." <Deepshikha.Deepshikha@xe02.ey.com>
Date: 02-May-2018 3:54 PM
Subject: Selection Confirmation - EY
To:
Cc:

 EY Building a better working world	<h2>Selection confirmation</h2>
<p>Dear Candidate,</p>	
<p>Congratulations!</p>	
<p>We are pleased to inform you that you have cleared all the rounds of interview so far.</p>	
<p>Thank you for taking out time for the interview process. We shall get in touch with you shortly.</p>	
<p>In the meanwhile, if you have any questions, please feel free to connect with the undersigned.</p>	

Deepshikha. | Talent Team- Recruitment | Global Delivery Services | India



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Unitech World, Unitech Cyber Park, Tower A, 1st Floor, Sector 30, Village Jhansa, District and Tehsil Gurgaon, Haryana - 122001
Direct: +911246779515 | deepshikha.deepshikha@xe02.ey.com
Website: <http://http://www.ey.com/Global>

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https://mail.google.com/mail/u/0/?ui=2&ik=ea73ad6967&never=TV2A1ycJovk.en.&cbl=gmail_fe_180426.14_p3&view=pt&search=inbox&th=163243d24108ea26&s

38

5/2/2018

Gmail - Fwd: Selection Confirmation - EY

23

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39

24



Mcm Placements <mcm36placements@gmail.com>

Fwd: Selection Confirmation - EY

1 message

sherryaditi173@gmail.com <sherryaditi173@gmail.com>
To: mcm36placements@gmail.com


Wed, May 2, 2018 at 9:13 PM

Sent from my iPhone

4

Begin forwarded message:

From: "Deepshikha ." <Deepshikha.Deepshikha@xo02.ey.com>
Date: 2 May 2018 at 15:53:41 IST
To: Undisclosed recipients;
Subject: Selection Confirmation - EY



Selection confirmation

Dear Candidate,

Congratulations!

We are pleased to inform you that you have cleared all the rounds of interview so far.

Thank you for taking out time for the interview process. We shall get in touch with you shortly.

In the meanwhile, if you have any questions, please feel free to contact with the undersigned.

Deepshikha. | Talent Team- Recruitment | Global Delivery Services | India



Ernst and Young LLP, Global Shared Services,
United World, Unitech Cyber Park, Tower A, 1st Floor, Sector 35, Village Jhansa, District and Tehsil Gurgaon, Haryana - 122001
Direct: +911246779515 | deepshikha.deepshikha@xo02.ey.com
Website: <http://www.ey.com/Global>

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40



Mcm Placements <mcm36placements@gmail.com>

Fwd: Selection Confirmation - EY


1 message

Mannat Sharma <mannatsharma@gmail.com>
To: mcm36placements@gmail.com



Wed, May 2, 2018 at 6:42 AM

----- Forwarded message -----
From: "Deepshikha ." <Deepshikha.Deepshikha@xx02.ey.com>
Date: 02-May-2018 3:54 PM
Subject: Selection Confirmation - EY
To:
Cc:



Selection confirmation

Dear Candidate,

Congratulations!

We are pleased to inform you that you have cleared all the rounds of interview so far.

Thank you for taking out time for the interview process. We shall get in touch with you shortly.

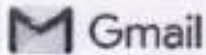
In the meanwhile, if you have any questions, please feel free to connect with the undersigned.

Deepshikha. | Talent Team- Recruitment | Global Delivery Services | India



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Unitech World ,Unitech Cyber Park, Tower A, 1st Floor, Sector 39, Village Jharsa, District and Tehsil Gurgaon, Haryana - 122001
Direct: +911246779015 | deepshikha.deepshikha@xx02.ey.com
Website: <http://http://www.ey.com/Global>

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Mcm Placements <mcm36placements@gmail.com>

Fwd: Selection Confirmation - EY

1 message

Himadri Malik <himadrimalik1996@gmail.com>
To: mcm36placements@gmail.com

Wed, May 2, 2018 at 9:27 PM



----- Forwarded message -----

From: Deepshikha . <Deepshikha.Deepshikha@xe02.ey.com>
Date: Wed, May 2, 2018, 3:54 PM
Subject: Selection Confirmation - EY
To:

cid:1__=EABBF7D0DFA026948f9e8a93df9386909@ey.net

Dear Candidate,

Congratulations!

We are pleased to inform you that you have cleared all the rounds of interview so far.

Thank you for taking out time for the interview process. We shall get in touch with you shortly.

In the meanwhile, if you have any questions, please feel free to connect with the undersigned.

Deepshikha . | Talent Team- Recruitment | Global Delivery Services | India

cid:image001.gif@01D1BCC5.C203E770

Ernst and Young LLP, Global Shared Services,
Unitech World, Unitech Cyber Park, Tower A, 1st Floor, Sector 38, Village Jhansa, District and Tehsil Gurgaon, Haryana - 122001
Direct: +911248779515 | deepshikha.deepshikha@xe02.ey.com
Website: [http:// http://www.ey.com/Global](http://http://www.ey.com/Global)

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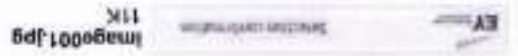
3 attachments

 Selection confirmation image001.jpg
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image002.gif
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5h

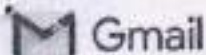
https://mail.google.com/mail/u/0/?ui=2&ik=ea73ad6967&jevr=TV2A1ycJovk.en.&cbt=gmail_fe_180426.14_p3&view=pt&search=inbox&th=1632441A0660e3d6&si



5/2/2018

Gmail - Fwd: Selection Confirmation - EY

22



Mcm Placements <mcm36placements@gmail.com>

RE: EY GDS- Campus Drive_20 April

Wed, Apr 25, 2018 at 8:44 AM

Deepshikha . <Deepshikha.Deepshikha@xe02.ey.com>
 To: Mcm Placements <mcm36placements@gmail.com>
 Cc: Ketan Bansal <Ketan.Bansal@xe02.ey.com>

Dear Ma'am,

Please find below the details of shortlisted candidates:

Full_Name	Contact	
Simran	8289016202	1
✓ Ayushi Sood	9915237119	2
✓ Jasleen Kaur	8800681224, 7982910889	3
✓ Mannat Kalia	9878222600	4
✓ Reema Nayyar	9872550253	5
✓ Himadri Malik	9465529223	6
Aditi Mahajan	8437900173	7
✓ Mannat Sharma	9915799978	9

✓ Sherry Aditthi

Regards,

Deepshikha . | Talent Team- Recruitment | Global Delivery Services | India

EYGDS (India) Private Limited

E-mail- deepshikha.deepshikha@xe02.ey.com

From: Mcm Placements [mailto:mcm36placements@gmail.com]

Sent: Tuesday, April 17, 2018 7:23 AM

To: Deepshikha . <Deepshikha.Deepshikha@xe02.ey.com>

Subject: Re: EY GDS- Campus Drive_20 April

Dear Deepshikha,

Thanks for showing interest in our candidates for the placement drive of your esteemed organization. We confirm the timings suggested by you for the pen paper test. Please confirm the requirements for the test and any other requirements from the applicants.

We shall request you to let us know the no. Of officials visiting for the same.

Regards

②
32

Offer Letter

Dear Deepanshi

Thank you for exploring career opportunities with Geeks Technical Solutions. You have successfully completed our initial selection process and we are pleased to make you an offer.

Business Unit: Geeks Technical Solutions Private Limited

Profile: Technical Sales Executive

This offer is based on your profile and performance evaluation. Your offered compensation is Rs. 91,800/- (Rs. Ninety One Thousand & Eight Hundred only) for the Training Period i.e. First Six Months, as per the terms and conditions set out herein. After the Training Period, the salary will be revised as per the Evaluation of "Candidate Performance". Mentioned below are the compensation details:

COMPONENTS		MONTHLY (INR)
FIXED AMOUNT	AMOUNT	15,300
	ESI	268
	WELFARE FUND	10
	CAB CHARGES (IF REQUIRED)	1,000
NET PAID		14,022

33

Joining Process

As your Joining is confirmed with our Company, we will let you know about your **Joining Date** and **Reporting Time** shortly.

Tentative Date for joining will be First week of June'18.

Joining Location: ITBT, Building No. 878, JLPL, Sec 82, Mohali

On the day of your joining you are required to submit the photocopy of the following documents failing which you will not be allowed to join the organization. (Originals to be presented)

1. Academic qualification certificates (Matriculation Onwards) including the proof of date of birth
2. Identity proof (PAN Card / Passport / Driving License)
3. Address proof (Adhaar Card / Voter Card / Rent Agreement)
4. Passport size colored photographs – 5

In case of verification, at the time of appointment, or at a later date if it is found that you have furnished wrong information, your services with the company will be liable termination.

In case of any clarification and doubts, please contact us on **01722970783**.

49

34

Contact Details:

Call us now: 0172 2970783

E Mail us: [hiring@geekstechnicalsolutions.com](mailto: hiring@geekstechnicalsolutions.com)

Want to reach us the old style?

Here's our Address:

GEEKS TECHNICAL SOLUTIONS PVT. LTD.

ITBT, Building No. 878, JLPL, Sec 82, Mohali

For any joining related query please call to below mention contact person:

Recruitments	Operations
<p>Contact Person: Shashi Kant Designation: Sr. HR Officer Contact Person: 7087216800 Mail Id: shashikant@geekstechnicalsolutions.com</p>	<p>Contact Person: Ritesh Sharma Designation: Sr. HR Officer Contact Person: 9876326414 Mail Id: riteshsharma@geekstechnicalsolutions.com</p>

10 56

Offer Letter

Dear Aakansha Garg

Thank you for exploring career opportunities with Geeks Technical Solutions. You have successfully completed our initial selection process and we are pleased to make you an offer.

Business Unit: Geeks Technical Solutions Private Limited

Profile: Technical Sales Executive

This offer is based on your profile and performance evaluation. Your offered compensation is Rs. 91,800/- (Rs. Ninety One Thousand & Eight Hundred only) for the Training Period i.e. First Six Months, as per the terms and conditions set out herein. After the Training Period, the salary will be revised as per the Evaluation of "Candidate Performance". Mentioned below are the compensation details:

COMPONENTS		MONTHLY (INR)
FIXED AMOUNT	AMOUNT	15,300
	ESI	268
	WELFARE FUND	10
	CAB CHARGES (IF REQUIRED)	1,000
NET PAID		14,022

57

Joining Process

As your Joining is confirmed with our Company, we will let you know about your **Joining Date and Reporting Time** shortly.

Tentative Date for joining will be First week of June'18.

Joining Location: ITBT, Building No. 878, JLPL, Sec 82, Mohali

On the day of your joining you are required to submit the photocopy of the following documents failing which you will not be allowed to join the organization. (Originals to be presented)

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3. Address proof (Adhaar Card / Voter Card / Rent Agreement)
4. Passport size colored photographs – 5

In case of verification, at the time of appointment, or at a later date if it is found that you have furnished wrong information, your services with the company will be liable termination.

In case of any clarification and doubts, please contact us on **01722970783**.

73

58

Contact Details:

Call us now: 0172 2970783

E Mail us: hiring@geekstechnicalsolutions.com

Want to reach us the old style?

Here's our Address:

GEEKS TECHNICAL SOLUTIONS PVT. LTD.

ITBT, Building No. 878, JLPL, Sec 82, Mohali

For any joining related query please call to below mention contact person:

Recruitments	Operations
<p>Contact Person: Shashi Kant Designation: Sr. HR Officer Contact Person: 7087216800 Mail Id: shashikant@geekstechnicalsolutions.com</p>	<p>Contact Person: Ritesh Sharma Designation: Sr. HR Officer Contact Person: 9876326414 Mail Id: riteshsharma@geekstechnicalsolutions.com</p>

74

28 (4)

Offer Letter

Dear Japtinder Kaur

Thank you for exploring career opportunities with Geeks Technical Solutions. You have successfully completed our initial selection process and we are pleased to make you an offer.

Business Unit: Geeks Technical Solutions Private Limited

Profile: Technical Sales Executive

This offer is based on your profile and performance evaluation. Your offered compensation is Rs. 91,800/- (Rs. Ninety One Thousand & Eight Hundred only) for the Training Period i.e. First Six Months, as per the terms and conditions set out herein. After the Training Period, the salary will be revised as per the Evaluation of "Candidate Performance". Mentioned below are the compensation details:

COMPONENTS		MONTHLY (INR)
FIXED AMOUNT	AMOUNT	15,300
	ESI	268
	WELFARE FUND	10
	CAB CHARGES (IF REQUIRED)	1,000
NET PAID		14,022

39

Joining Process

As your Joining is confirmed with our Company, we will let you know about your **Joining Date** and **Reporting Time** shortly.

Tentative Date for joining will be First week of June'18.

Joining Location: ITBT, Building No. 878, JLPL, Sec 82, Mohali

On the day of your joining you are required to submit the photocopy of the following documents failing which you will not be allowed to join the organization. (Originals to be presented)

1. Academic qualification certificates (Matriculation Onwards) including the proof of date of birth
2. Identity proof (PAN Card / Passport / Driving License)
3. Address proof (Adhaar Card / Voter Card / Rent Agreement)
4. Passport size colored photographs – 5

In case of verification, at the time of appointment, or at a later date if it is found that you have furnished wrong information, your services with the company will be liable termination.

In case of any clarification and doubts, please contact us on **01722970783**.

Joining Process

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On the day of your joining you are required to submit the photocopy of the following documents failing which you will not be allowed to join the organization. (Originals to be presented)

1. Academic qualification certificates (Matriculation Onwards) including the proof of date of birth
2. Identity proof (PAN Card / Passport / Driving License)
3. Address proof (Adhaar Card / Voter Card / Rent Agreement)
4. Passport size colored photographs – 5

In case of verification, at the time of appointment, or at a later date if it is found that you have furnished wrong information, your services with the company will be liable termination.

In case of any clarification and doubts, please contact us on **01722970783**.

3 1/2

Offer Letter

Dear Divya

Thank you for exploring career opportunities with Geeks Technical Solutions. You have successfully completed our initial selection process and we are pleased to make you an offer.

Business Unit: Blue Alpha IT Private Limited

Process: Student Loan Consolidation

Profile: Student Loan Consolidator

This offer is based on your profile and performance evaluation. Your offered compensation is Rs. 91,800/- (Rs. Ninety One Thousand & Eight Hundred only) for the Training Period i.e. First Six Months, as per the terms and conditions set out herein. After the Training Period, the salary will be revised as per the Evaluation of "Candidate Performance". Mentioned below are the compensation details:

COMPONENTS		MONTHLY (INR)
FIXED AMOUNT	AMOUNT	15,300
	ESI	268
	WELFARE FUND	10
	CAB CHARGES (IF REQUIRED)	1,000
NET PAID		14,022

Joining Process

As your Joining is confirmed with our Company, we will let you know about your **Joining Date and Reporting Time** shortly.

Tentative Date for joining will be First week of June'18.

Joining Location: ITBT, Building No. 878, JLPL, Sec 82, Mohali.

On the day of your joining you are required to submit the photocopy of the following documents failing which you will not be allowed to join the organization. (Originals to be presented)

1. Academic qualification certificates (Matriculation Onwards) including the proof of date of birth
2. Identity proof (PAN Card / Passport / Driving License)
3. Address proof (Adhaar Card / Voter Card / Rent Agreement)
4. Passport size colored photographs – 5

In case of verification, at the time of appointment, or at a later date if it is found that you have furnished wrong information, your services with the company will be liable termination.

In case of any clarification and doubts, please contact us on **01722970783**.

39

Contact Details:

Call us now: 0172 2970783

E Mail us: hiring@geekstechnicalsolutions.com

Want to reach us the old style?

Here's our Address:

GEEKS TECHNICAL SOLUTIONS PVT. LTD.

ITBT, Building No. 878, JLPL, Sec 82, Mohali

For any joining related query please call to below mention contact person:

Recruitments	Operations
<p>Contact Person: Shashi Kant</p> <p>Designation: Sr. HR Officer</p> <p>Contact Person: 7087216800</p> <p>Mail Id: shashikant@geekstechnicalsolutions.com</p>	<p>Contact Person: Ritesh Sharma</p> <p>Designation: Sr. HR Officer</p> <p>Contact Person: 9876326414</p> <p>Mail Id: riteshsharma@geekstechnicalsolutions.com</p>

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① 29

Offer Letter

Dear Annu Kaushik

Thank you for exploring career opportunities with Geeks Technical Solutions. You have successfully completed our initial selection process and we are pleased to make you an offer.

Business Unit: Blue Alpha IT Private Limited

Process: Student Loan Consolidation

Profile: Student Loan Consolidator

This offer is based on your profile and performance evaluation. Your offered compensation is Rs. 91,800/- (Rs. Ninety One Thousand & Eight Hundred only) for the Training Period i.e. First Six Months, as per the terms and conditions set out herein. After the Training Period, the salary will be revised as per the Evaluation of "Candidate Performance". Mentioned below are the compensation details:

COMPONENTS		MONTHLY (INR)
FIXED AMOUNT	AMOUNT	15,300
	ESI	268
	WELFARE FUND	10
	CAB CHARGES (IF REQUIRED)	1,000
NET PAID		14,022

Joining Process

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Tentative Date for joining will be First week of June'18.

Joining Location: ITBT, Building No. 878, JLPL, Sec 82, Mohali

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3. Address proof (Adhaar Card / Voter Card / Rent Agreement)
4. Passport size colored photographs – 5

In case of verification, at the time of appointment, or at a later date if it is found that you have furnished wrong information, your services with the company will be liable termination.

In case of any clarification and doubts, please contact us on **01722970783**.

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Contact Details:

Call us now: 0172 2970783

E Mail us: hiring@geekstechnicalsolutions.com

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GEEKS TECHNICAL SOLUTIONS PVT. LTD.

ITBT, Building No. 878, JLPL, Sec 82, Mohali

For any joining related query please call to below mention contact person:

Recruitments	Operations
Contact Person: Shashi Kant Designation: Sr. HR Officer Contact Person: 7087216800 Mail Id: shashikant@geekstechnicalsolutions.com	Contact Person: Ritesh Sharma Designation: Sr. HR Officer Contact Person: 9876326414 Mail Id: riteshsharma@geekstechnicalsolutions.com

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Offer Letter

Dear Urvee Garg

Thank you for exploring career opportunities with Geeks Technical Solutions. You have successfully completed our initial selection process and we are pleased to make you an offer.

Business Unit: Blue Alpha IT Private Limited

Process: Student Loan Consolidation

Profile: Student Loan Consolidator

This offer is based on your profile and performance evaluation. Your offered compensation is Rs. 91,800/- (Rs. Ninety One Thousand & Eight Hundred only) for the Training Period i.e. First Six Months, as per the terms and conditions set out herein. After the Training Period, the salary will be revised as per the Evaluation of "Candidate Performance". Mentioned below are the compensation details:

COMPONENTS		MONTHLY (INR)
FIXED AMOUNT	AMOUNT	15,300
	ESI	268
	WELFARE FUND	10
	CAB CHARGES (IF REQUIRED)	1,000
NET PAID		14,022

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Contact Details:

Call us now: 0172 2970783

E Mail us: hiring@geekstechnicalsolutions.com

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GEEKS TECHNICAL SOLUTIONS PVT. LTD.

ITBT, Building No. 878, JLPL, Sec 82, Mohali

For any joining related query please call to below mention contact person:

Recruitments	Operations
<p>Contact Person: Shashi Kant Designation: Sr. HR Officer Contact Person: 7087216800 Mail Id: shashikant@geekstechnicalsolutions.com</p>	<p>Contact Person: Ritesh Sharma Designation: Sr. HR Officer Contact Person: 9876326414 Mail Id: riteshsharma@geekstechnicalsolutions.com</p>

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Offer Letter

Dear Vaishali Sharma

Thank you for exploring career opportunities with Geeks Technical Solutions. You have successfully completed our initial selection process and we are pleased to make you an offer.

Business Unit: Blue Alpha IT Private Limited

Process: Student Loan Consolidation

Profile: Student Loan Consolidator

This offer is based on your profile and performance evaluation. Your offered compensation is Rs. 91,800/- (Rs. Ninety One Thousand & Eight Hundred only) for the Training Period i.e. First Six Months, as per the terms and conditions set out herein. After the Training Period, the salary will be revised as per the Evaluation of "Candidate Performance". Mentioned below are the compensation details:

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	ESI	268
	WELFARE FUND	10
	CAB CHARGES (IF REQUIRED)	1,000
NET PAID		14,022

Contact Details:

Call us now: 0172 2970783

E Mail us: hiring@geekstechnicalsolutions.com

Want to reach us the old style?

Here's our Address:

GEEKS TECHNICAL SOLUTIONS PVT. LTD.

ITBT, Building No. 878, JLPL, Sec 82, Mohali

For any joining related query please call to below mention contact person:

Recruitments	Operations
<p>Contact Person: Shashi Kant</p> <p>Designation: Sr. HR Officer</p> <p>Contact Person: 7087216800</p> <p>Mail Id: shashikant@geekstechnicalsolutions.com</p>	<p>Contact Person: Ritesh Sharma</p> <p>Designation: Sr. HR Officer</p> <p>Contact Person: 9876326414</p> <p>Mail Id: riteshsharma@geekstechnicalsolutions.com</p>

Contact Details:

Call us now: 0172 2970783

E Mail us: hiring@geekstechnicalsolutions.com

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ITBT, Building No. 878, JLPL, Sec 82, Mohali

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Recruitments	Operations
<p>Contact Person: Shashi Kant</p> <p>Designation: Sr. HR Officer</p> <p>Contact Person: 7087216800</p> <p>Mail Id: shashikant@geekstechnicalsolutions.com</p>	<p>Contact Person: Ritesh Sharma</p> <p>Designation: Sr. HR Officer</p> <p>Contact Person: 9876326414</p> <p>Mail Id: riteshsharma@geekstechnicalsolutions.com</p>

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Joining Process

As your Joining is confirmed with our Company, we will let you know about your **Joining Date** and **Reporting Time** shortly.

Tentative Date for joining will be First week of June'18.

Joining Location: ITBT, Building No. 878, JLPL, Sec 82, Mohali

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2. Identity proof (PAN Card / Passport / Driving License)
3. Address proof (Adhaar Card / Voter Card / Rent Agreement)
4. Passport size colored photographs – 5

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In case of any clarification and doubts, please contact us on **01722970783**.

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Offer Letter

Dear Karampreet Kaur

Thank you for exploring career opportunities with Geeks Technical Solutions. You have successfully completed our initial selection process and we are pleased to make you an offer.

Business Unit: Blue Alpha IT Private Limited

Process: Student Loan Consolidation

Profile: Student Loan Consolidator

This offer is based on your profile and performance evaluation. Your offered compensation is Rs. 91,800/- (Rs. Ninety One Thousand & Eight Hundred only) for the Training Period i.e. First Six Months, as per the terms and conditions set out herein. After the Training Period, the salary will be revised as per the Evaluation of "Candidate Performance". Mentioned below are the compensation details:

COMPONENTS		MONTHLY (INR)
FIXED AMOUNT	AMOUNT	15,300
	ESI	268
	WELFARE FUND	10
	CAB CHARGES (IF REQUIRED)	1,000
NET PAID		14,022

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Joining Process

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Tentative Date for joining will be First week of June'18.

Joining Location: ITBT, Building No. 878, JLPL, Sec 82, Mohali

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4. Passport size colored photographs – 5

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In case of any clarification and doubts, please contact us on **01722970783**.

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Contact Details:

Call us now: 0172 2970783

E Mail us: hiring@geekstechnicalsolutions.com

Want to reach us the old style?

Here's our Address:

GEEKS TECHNICAL SOLUTIONS PVT. LTD.

ITBT, Building No. 878, JLPL, Sec 82, Mohali

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Recruitments	Operations
<p>Contact Person: Shashi Kant Designation: Sr. HR Officer Contact Person: 7087216800 Mail Id: shashikant@geekstechnicalsolutions.com</p>	<p>Contact Person: Ritesh Sharma Designation: Sr. HR Officer Contact Person: 9876326414 Mail Id: riteshsharma@geekstechnicalsolutions.com</p>

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Offer Letter

Dear Priyanka Chauhan

Thank you for exploring career opportunities with Geeks Technical Solutions. You have successfully completed our initial selection process and we are pleased to make you an offer.

Business Unit: Blue Alpha IT Private Limited

Process: Student Loan Consolidation

Profile: Student Loan Consolidator

This offer is based on your profile and performance evaluation. Your offered compensation is Rs. 91,800/- (Rs. Ninety One Thousand & Eight Hundred only) for the Training Period i.e. First Six Months, as per the terms and conditions set out herein. After the Training Period, the salary will be revised as per the Evaluation of "Candidate Performance". Mentioned below are the compensation details:

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FIXED AMOUNT	AMOUNT	15,300
	ESI	268
	WELFARE FUND	10
	CAB CHARGES (IF REQUIRED)	1,000
NET PAID		14,022

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Contact Details:

Call us now: 0172 2970783

E Mail us: [hiring@geekstechnicalsolutions.com](mailto: hiring@geekstechnicalsolutions.com)

Want to reach us the old style?

Here's our Address:

GEEKS TECHNICAL SOLUTIONS PVT. LTD.
ITBT, Building No. 878, JLPL, Sec 82, Mohali

For any joining related query please call to below mention contact person:

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<p>Contact Person: Shashi Kant Designation: Sr. HR Officer Contact Person: 7087216800 Mail Id: shashikant@geekstechnicalsolutions.com</p>	<p>Contact Person: Ritesh Sharma Designation: Sr. HR Officer Contact Person: 9876326414 Mail Id: riteshsharma@geekstechnicalsolutions.com</p>

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Joining Process

As your Joining is confirmed with our Company, we will let you know about your **Joining Date** and **Reporting Time** shortly.

Tentative Date for joining will be First week of June'18.

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In case of any clarification and doubts, please contact us on **01722970783**.

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Offer Letter

Dear Kavleen Kaur

Thank you for exploring career opportunities with Geeks Technical Solutions. You have successfully completed our initial selection process and we are pleased to make you an offer.

Business Unit: Blue Alpha IT Private Limited

Process: Student Loan Consolidation

Profile: Student Loan Consolidator

This offer is based on your profile and performance evaluation. Your offered compensation is Rs. 91,800/- (Rs. Ninety One Thousand & Eight Hundred only) for the Training Period i.e. First Six Months, as per the terms and conditions set out herein. After the Training Period, the salary will be revised as per the Evaluation of "Candidate Performance". Mentioned below are the compensation details:

COMPONENTS		MONTHLY (INR)
FIXED AMOUNT	AMOUNT	15,300
	ESI	268
	WELFARE FUND	10
	CAB CHARGES (IF REQUIRED)	1,000
NET PAID		14,022

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Joining Process

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Tentative Date for joining will be First week of June'18.

Joining Location: ITBT, Building No. 878, JLPL, Sec 82, Mohali

On the day of your joining you are required to submit the photocopy of the following documents failing which you will not be allowed to join the organization. (Originals to be presented)

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3. Address proof (Adhaar Card / Voter Card / Rent Agreement)
4. Passport size colored photographs – 5

In case of verification, at the time of appointment, or at a later date if it is found that you have furnished wrong information, your services with the company will be liable termination.

In case of any clarification and doubts, please contact us on **01722970783**.

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Contact Details:

Call us now: 0172 2970783

E Mail us: [hiring@geekstechnicalsolutions.com](mailto: hiring@geekstechnicalsolutions.com)

Want to reach us the old style?

Here's our Address:

GEEKS TECHNICAL SOLUTIONS PVT. LTD.

ITBT, Building No. 878, JLPL, Sec 82, Mohali

For any joining related query please call to below mention contact person:

Recruitments	Operations
<p>Contact Person: Shashi Kant Designation: Sr. HR Officer Contact Person: 7087216800 Mail Id: shashikant@geekstechnicalsolutions.com</p>	<p>Contact Person: Ritesh Sharma Designation: Sr. HR Officer Contact Person: 9876326414 Mail Id: riteshsharma@geekstechnicalsolutions.com</p>

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Letter of Appointment

February 06, 2018

Ms. Priyanka Vashist
2112,
Basant Vihar
Kalka-133302.
9996933355.vashistpriyanka7@gmail.com

Dear Priyanka,

We are pleased to inform that you have been selected to undergo training with Go Airlines (India) Limited, commencing from February 08, 2018. On successful completion of your training, you will be appointed as **Cabin Crew - Inflight Services** in GoAir.

BASE

During your training, you will be posted in Mumbai. Kindly note that during your tenure with Go Air your services may be transferred / posted at any base as per the Company's operational requirement, subject to your complying with the clause with respect to clause entitled "Transfer".

TRAINING

- Prior to commencement of your training, you are requested to submit the following documents:
 - Ten passport size colored photographs
 - Photocopy of your academic/professional qualifications, previous experience certificates, last salary certificate/salary slip
 - Copy of your resignation letter from previous employer.
 - Declaration of medical history of your family.
 - Proof of residence.
 - Photocopy of Pan Card
 - Photocopy of Aadhaar Card
 - Photocopy of Passport
- Your training shall be done in conformity with DGCA CAR (Directorate General of Civil Aviation's Civil Aviation Requirements) applicable to Cabin Crew.
- During training you shall be paid monthly gross emoluments of Rs. 10,020/- (Ten thousand and Twenty rupees only) per month subject to the statutory deductions.

After successful completion of written examination, viva and proficiency check you must perform the assigned duties of a cabin crew on a specified number of trainee flights from Mumbai, under the supervision of a qualified cabin crew supervisor or check crew who shall personally observe the performance of these duties.

After successful operation of trainee flights you will operate a specified number of solo flights out of Mumbai or any base as deemed necessary, before being transferred to any Go Air operational station as per Company's requirement.

TRAINING FEES

You shall deposit a Non-refundable demand draft of Rs. 75,000/- (Rupees Seventy Five Thousand only) towards your training cost. This amount will be non-refundable.

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Letter of Appointment

15M

February 06, 2018

Ms. Dollish Khan
1503, Officers Apartment,
Sector 24B,
Chandigarh-160023.
7837367960, dollish.dk@gmail.com

Dear Dollish,

We are pleased to inform that you have been selected to undergo training with Go Airlines (India) limited, commencing from February 05, 2018. On successful completion of your training, you will be appointed as Cabin Crew - Inflight Services in GoAir.

BASE

During your training, you will be posted in Mumbai. Kindly note that during your tenure with Go Air your services may be transferred / posted at any base as per the Company's operational requirement, subject to your complying with the clause with respect to clause entitled "Transfer".

TRAINING

- Prior to commencement of your training, you are requested to submit the following documents:
 - Ten passport size colored photographs
 - Photocopy of your academic/professional qualifications, previous experience certificates, last salary certificate/salary slip
 - Copy of your resignation letter from previous employer.
 - Declaration of medical history of your family.
 - Proof of residence.
 - Photocopy of Pan Card
 - Photocopy of Aadhaar Card
 - Photocopy of Passport
- Your training shall be done in conformity with DGCA CAR (Directorate General of Civil Aviation's Civil Aviation Requirements) applicable to Cabin Crew.
- During training you shall be paid monthly gross emoluments of Rs. 10,000/- (Ten thousand and Twenty rupees only) per month subject to the statutory deductions.
- After successful completion of written examination, viva and proficiency check you must perform the assigned duties of a cabin crew on a specified number of trainee flights from Mumbai, under the supervision of a qualified cabin crew supervisor or check crew who shall personally observe the performance of these duties.
- After successful operation of trainee flights you will operate a specified number of solo flights out of Mumbai or any base as deemed necessary, before being transferred to any Go Air operational station as per Company's requirement.

TRAINING FEES

You shall deposit a Non-refundable demand draft of Rs. 75,000/- (Rupees Seventy Five Thousand only) towards your training cost. This amount will be non-refundable.



Go Airline Regularly



BOMBAY REALTY



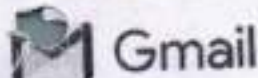
Go Airlines (India) Ltd.

Corporate Office: C-1, Wadia International Centre (WIC), Park Road, Bandra West, Mumbai - 400 050, India.

Regional Office: C-15, Maranda International Centre, A-11, Laxmi Road, Industrial Area, Phase II, Gurgaon - 122 002, India.

GoAir - +91 22 474 1000, CTR, 0282 (02820047), 0287 7000, Website: www.goair.in

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Fwd: GoAir Interview - The Training Academy, Chandigarh - MCM DAV

1 message

Sun, Apr 29, 2018 at 4:14 AM

Mcm Placements <mcm36placements@gmail.com>
To: mail4manmeet@gmail.com

149

Dr. Mamta Ratti,
9815104499
Placement Coordinator, MCMDAV College For Women, Chandigarh

----- Forwarded message -----

From: Rohit Beri <rohitrajberi@gmail.com>
Date: Tue, Jan 23, 2018, 00:04
Subject: GoAir Interview - The Training Academy, Chandigarh - MCM DAV
Cc: Mcm Placements <mcm36placements@gmail.com>
Cc: Sandra Rodrigues Beri <sandra_renu@yahoo.com>, thetrainingacademycvdrop@gmail.com
<thetrainingacademycvdrop@gmail.com>

Dear Dr. RATTI,
Greetings,

Apologies for the delay in responding as we were super busy with the recruitment for GoAir. Having said that we would like to thank you once again to give us the opportunity to come to your college and conduct the prescreening activity for the same airline for Cabin Crew positions.

We came to MCM DAV on 19th January 2018 at 1000 hours and were there till 1220 hours . We prescreened 42 candidates from your college for GoSir Interview.

We were looking for height, weight, BMI, skin, scars, tattoos and documents such as Resumes, Pictures, Passport copy, PAN card copy Aadhar card copy and 12th marks sheet.

Some candidates did not qualify the prescreening stage due to shortcomings in the physical screening or pending documentations.

We had personally called 23 candidates from MCM for the final GoAir interviews. However today i.e. 22nd January 2018 only 15 candidates from MCM turned up for the interview.

Congratulations to the MCM fraternity as it gives me immense pleasure to announce that 6 candidates got selected for GoAir as Cabin Crew.

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5/22/18

They have been asked to undergo medical checks as required by the airline.

The candidates will receive offer letters directly on email by Go Air (Mumbai).

The selected candidates are as follows -

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1. Priyanka Vashisth - 9996935355 ✓
2. Dollish Khan - 7837367960 ✓
3. Mehak - 7837169512 ✓
4. Inayat - 9872446293 ✓
5. Kanika - 7087763963 ✓
6. Samridhi - 7009197796 ✓

Looking forward to conduct even more recruitment and pre screening drives at MCM in the near future.

Many Thanks

Sandra Beri and Rohit Beri
Founders

The Training Academy
SCO 101, 2nd Floor, Sector 40C
Chandigarh (UT)

Facebook.com/thetrainingacademyindia
Instagram.com/ttachandigarh

Many Thanks,

Rohit

Rohit Beri
Chandigarh, INDIA
Cell: +91 98555 03858
Email: rohitrajberi@gmail.com



LETTER FOR APPOINTMENT OF TRAINEE

Deepika Rathi
Village - Khera, PO Baknaur,
Ambala, Haryana - 134003

March 15, 2018

Dear Deepika,

Sub. : Training with HT Digital Streams Ltd.

With reference to your application and subsequent interview, we are pleased to accept you as a **Trainee Content Producer** for web, mobile and other digital platforms in the **English Content Management** team of the HT Digital Streams Ltd. You will be initially posted at **Mohali** on the following terms and conditions: -

1. The training shall be for a period of one year with effect from **April 02, 2018** to **April 01, 2019** and may consist of theoretical sessions and on the job Practical Training. The training period could be extended/curtailed/terminated, depending upon your performance, at the sole discretion of the Management. Further, as a part of your learning process, you would be required to be trained in various departments/functions at different locations of the company and/or of any of its group company/associate company.
2. During the period of your training or any extension thereof, you will be paid as given in the attached Annexure.
3. During the period of your training, you will be assessed by your guide / tutor and your performance be reviewed from time to time. You will be given feedback based on your performance on the job, your general behavior at work and your performance review. The training period can either be terminated in the manner stated herein or be extended.
4. As and when you successfully complete the period of training with the company, you may, be engaged on probation by the Company and fitted into suitable cadre. It is clearly understood however, that completing training or any part of it with the company will not give any automatic right to the concerned trainee to stake a claim on employment with M/s HT Digital Streams Ltd.
5. During the period of your training, you will be eligible for Leave as per company rules.
6. During the period of training and probation, your services are subject to termination at any time by 15 days notice by hand or registered post and the notice period shall commence from the date of delivery in the former case and the date of dispatch in the latter case. Similarly, you may terminate your traineeship with the company by giving us 15 days written notice.
7. You will advise the Management the address to which communication to you, shall be sent by post and the notice and other communications sent to you at such address shall be deemed to have been duly sent by us and received by you. All communication sent at the address advised by you by ordinary mail or by registered post shall be deemed to be delivered telegram within 24 hours of their being sent.
8. You will observe the timings and weekly holidays applicable to you at your place of posting/department. The Management may at its discretion change your working hours, shifts and duty timings.



HT DIGITAL STREAMS LIMITED

HT DIGITAL STREAMS LIMITED

CIN: U74900BR2015PLC025243

Corporate Office:
Hindustan Times House (2nd Floor)
18-20, Kasturba Gandhi Marg,
New Delhi 110001, India
Tel: +91 11 6656 1008
Fax: +91 11 6656 1445
email: corporatedept@htslive.com

- 65
9. You shall ordinarily be required to work at Mohali but will be liable to be transferred from one post to another, from one department to another, from one place to another, from one job to another, from one shift to another and from one unit/establishment/branch to another belonging to or managed or operated by the company or its group companies/ associate companies anywhere in India whether such establishment/branch/unit/sister concern/group companies/ associate companies or otherwise is in existence at any time during the period of the traineeship or is opened thereafter, as required by the exigencies of our business, at the discretion of the Company.
 10. During your training with us, you shall be subject to such rules and regulations as made by us from time to time at our discretion, whether they are individually notified to you or not.
 11. You shall not any time or times disclose, divulge or make public, any of the processes, information and dealings of the Company whether the same may be confided in you or become known to you in the course of your Training or otherwise.
 12. You shall during your training, devote the whole of your time to the business of the Company as directed by us and you shall not be interested or employed at any time either directly or indirectly in any other business whatsoever so long as you are undergoing training with us.
 13. The information given by you about your date of birth, educational qualification and marks/grades, family background etc. will be entered in our records cannot be altered at your option at a future date. If you have not submitted proper evidence about your date of birth, you will do so immediately on receipt of this letter. In the event that this information provided by you is found to be false at any stage during your traineeship or subsequent employment, if, any, with us, your services are liable to be terminated with immediate effect, as this will tantamount to loss of confidence.
 14. You will be examined periodically or at any time by a doctor of our choice for your medical fitness to continue to work with us and the doctor's opinion in this regard shall be final and binding on you. In case of medical unfitness, your employment shall be terminated forthwith.
 15. You shall, at all times, maintain absolute integrity and devotion towards your duty and good behaviour and conduct yourself in a manner conducive to the post, discipline, interest, credit and prestige of the company and you will always maintain absolute secrecy with regard to the operations/ affairs of the company. Breach of any such norm shall constitute misconduct leading to termination of this Traineeship forthwith.
 16. That this Traineeship can be terminated without notice or salary in lieu of notice at the discretion of the Company if it is found that the particulars supplied by you either in your application or at the time of interview, are false or in case you violated any requirements of law in force, or lost confidence, faith or trust of the Company, the decision of the Company under this contract shall be binding and final.
 17. In case you are absent from duty for 21 days or more consecutively, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as termination of service by the management.
 18. If and when you qualify for membership of the Government Provident Fund in accordance with the rules thereof, you shall be required to become a member of the fund from the date of such qualification.
- sh

Registered Office:
Buddh Marg, Patna - 800 001(Bihar)
Ph: +91 612-222 3434/3413,
+91 612-661 0650
Fax: +91 612-222 1545

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HT DIGITAL STREAMS LIMITED

HT DIGITAL STREAMS LIMITED

CIN: U74900BR2015PLC025243

Corporate Office:

Hindustan Times House (2nd Floor)

18-20, Kasturba Gandhi Marg,

New Delhi: 110001, India

Tel: +91 11 6656 1608

Fax: +91 11 6656 1445

email: corporatedept@htlive.com

19. You will not be entitled to any payment other than what is mentioned above and any benefits, save as applicable under any law in force.

20. Your acceptance as a Trainee in the company is subject to production and submission of the following documents:-

- (a) Certificate of Medical Fitness.
- (b) Certificate of your Educational, Technical and Professional Qualification.
- (c) Certificate of Date of Birth

If the above terms and conditions are acceptable, kindly confirm your acceptance of the contract of training by signing and returning the duplicate copy of this letter.

We wish you the best in your training with us and trust that you will find this period of mutual association very enriching.

Yours sincerely,

For HT Digital Streams Ltd

Rakesh Singh Gautam
(Authorized Signatory)

Acceptance:

- a. I have read and understood the above terms of appointment and hereby accept them and shall abide by them.
- b. My date of birth is:
- c. My Address for communication is:

Date:

Signature:

Registered Office:

Budh Marg, Patna - 800 001(Bihar)

Ph: +91 612-222 3434/3413,

+91 612-661 0550

Fax: +91 612-222 1945

67

Name	Deepika Rathi	
Designation	Trainee Content Producer	
Department	English Content Management	
Location	Mohali	
	Offer	
Salary Components	Annual (Rs.)	Monthly (Rs.)
Base Salary	120,000	10,000
House Rent Allowance	60,000	5,000
Conveyance Allowance	19,200	1,600
Personal Pay	116,628	9,719
*Enterprise Goal Award	12,000	1,000
**Variable Performance Bonus	12,000	-
PF (Co.s Contribution)	14,400	1,200
Gratuity (As per the payment of Gratuity Act 1972)	5,772	-
Total	360,000	28,519
*Enterprise Goal Award - To be paid as per company policy. As per your current compensation structure it is an assured monthly payment.		
**Variable Performance Bonus is variable and linked to individual's performance, valued at 100% performance to be paid annually.		
Please note that over and above the CTC, you will be entitled to the company provided benefits / incentives / reimbursement / facilities as applicable at your level.		
Medical Insurance as per Company Policy and Insurance health fitness norms.		

Accepted

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Medical Declaration

I hereby declare that I am not suffering from any medical disease including but not limited to prolonged sickness, learning disorders, physical impairment or any other ailment which warrant regular medication, medical consultation or treatment, and/or hinder in my work or obligations arising out or in relation to probable employment with HT Digital Streams Ltd.

Signature: - Deepika Rathi
Village - Khera, PO Baknaur,
Ambala, Haryana - 134003

84



Ribha Sood
House No. 358, Ward No. 15, Street No. 6,
New Town, Moga, Punjab - 142001

March 15, 2018

Dear Ribha,

Sub: Agreement to work on Retainership

We are pleased to engage you as **Retainer**, on retainership basis, based at Mohali to look after consulting services for **English Content Management** team of **HT Digital Streams Ltd.** On the following terms and conditions:

1. Scope of Work

- (a) Recommend and advice newsworthy content that is well researched, accurate and balanced.
- (b) Advise in the Breaking of exclusive and high-impact content on a regular basis.
- (c) Add value to stories with context, perspective and suitable visuals.
- (d) Advice and plan content keeping in mind both digital and print audience.
- (e) Guide in Tracking of analytics, search and social trends to understand audience interest.
- (f) Use integrated content across all platforms to reach out to readers.

2. Performance and Delays

The quality of your performance shall be of high standards and to complete satisfaction of the company. You shall complete all the activities entrusted to you within the time period stipulated respectively therein.

3. Exclusivity

- (a) You will not enter into a similar arrangement with any other company of similar nature for the period of time that you are associated with HT Digital Streams Ltd in the above-mentioned capacity.
- (b) The copyright and all other associated intellectual property rights arising out of and/or in connection with this arrangement will vest in HT Digital Streams Ltd and will be the property of HT Digital Streams Ltd & you shall do all such acts, deeds and things which may be required by HT Digital Streams Ltd. in connection with ensuring the vesting of such rights in favour of HT Digital Streams Ltd.

4. Consideration

- (a) You will be paid retainership fee @ INR. 20,000 per month (Rupees Twenty Thousand Only) for a period of one year with effect from April 02, 2018. This is inclusive of all benefits, subject to deduction of TDS. The monthly payment will be paid at the end of each month.
- (b) You shall also be entitled to any out of pocket expenses incurred by you on account of out of station travel and stay, as per company's policy, subject to the prior approval or authorization by the Company and production of receipts of expenditure incurred by you in such manner and to such extent as may be prescribed by the company.
- (c) Save and except herein above, you shall not be entitled to any other payment or charges or allowances.

Ref: R301

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HT DIGITAL STREAMS LIMITED

HT DIGITAL STREAMS LIMITED

CIN: U74900682015PLC025243

Corporate Office:
Hindustan Times House (2nd Floor)
14-20, Kasturba Gandhi Marg,
New Delhi 110001, India
Tel: +91 11 6656 1608
Fax: +91 11 6656 1445
email: corporatdept@htnlive.com

5. Interface

You shall be interfacing with Ms. Yojana Yadav. This shall be in addition to the prompt reporting of all work assigned and reporting on an urgent basis on all matters as and when the requirement thereof arises.

6. Relationship between the parties

The relationship between you and the HT Digital Streams Ltd. is that of principal to principal and can in no way, be construed to constitute an 'Employer-Employee' or 'Principal-Agent' relationship. It is clearly understood and agreed that your engagement is being made on retainer basis for a fixed period as stated herein. Your retainer ship will automatically come to an end on the expiry of the specified period unless otherwise terminated in accordance herewith and no notice pay or retrenchment compensation will be payable to you by the Management.

Since your engagement is being made for a specified period on retainer basis, you will neither have any right nor a lien on the job held by you. Also you will not claim regular employment even if there is such a vacancy for the work assigned to you in terms of this agreement or otherwise.

7. Confidentiality

- (a) You shall keep secret and confidential all disclosures made to you pertaining to the business operations of the HT Digital Streams Ltd. or otherwise, in connection with the professional work assigned to you and shall not disclose any of it, directly or indirectly, to any third party at any time, without the prior written consent of the HT Digital Streams Ltd.
- (b) You shall use the disclosed information solely for the purpose of fulfilling your obligations and discharging your duties towards the HT Digital Streams Ltd. and not for any other purpose.
- (c) In the event of the termination of the contract, all confidential written information in your possession shall be promptly returned to the HT Digital Streams Ltd.
- (d) You shall not in any manner whatsoever, either directly or indirectly disclose to any person any confidential information, pertaining to the HT Digital Streams Ltd. or its affiliates, which comes to your knowledge in the course of provision of your services to the HT Digital Streams Ltd.
- (e) You shall not communicate any such detail/ information and/or any other particulars with respect to the administration/policies/schemes and/or any other matter whatsoever to any one either by word of mouth or in writing at any point of time during the subsistence of this arrangement or thereafter.

8. Conflict of interest

- (a) You undertake that at the time of entering into this retainer ship, you are not holding any position, or have any relationship or transaction, which puts you in a position of real or apparent conflict with the interests of the HT Digital Streams Ltd.
- (b) You shall not, in the course of discharge of your professional duties or otherwise, enter into any position, relationship or undertake any transaction, which may put you in a position of real or apparent conflict with the interests of the HT Digital Streams Ltd. In the event any such instance of conflict of interest arises, you shall make a prompt and fair disclosure to the HT Digital Streams Ltd. and in that event you shall abide by the HT Digital Streams Ltd.'s decision.

Ref. R301

Registered Office:
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Ph: +91 612-222 3434/3413,
+91 612-661 0650
Fax: +91 612-222 1545



HT DIGITAL STREAMS LIMITED

HT DIGITAL STREAMS LIMITED

CIN: U74900BR2015PLC025243

Corporate Office:

Hindustan Times House (2nd Floor)

18-20, Kasturba Gandhi Marg,

New Delhi 110001, India

Tel: +91 11 6656 1608

Fax: +91 11 6656 1445

email: corporatedepo@htlive.com

9. Term of contract

This contract shall be valid for a period of one year with effect from April 02, 2018. Either side can terminate this contract by giving a prior written notice of 15 days. On the expiry or earlier termination of this contract you shall promptly return all documents, applications, forms, printed material and/or any other written material pertaining to the HT Digital Streams Ltd. or its affiliates in your possession, without keeping any copies thereof with you.

It is clearly understood between the parties that you are being engaged by the Company on a purely retainership basis for a period of one year and the same is being done on a principle to principle basis during the subsistence of the arrangement.

10. Taxes

You shall be liable for payment of all taxes arising in relation to the professional services to be performed on the consideration payable herein. The HT Digital Streams Ltd. shall have the right to deduct tax at source prior to making any payment to you.

11. Effect of this letter

This letter supersedes any earlier agreement or arrangement, written or oral, entered into between you and the HT Digital Streams Ltd. and shall alone be valid and in force.

12. Interpretation

In the event of any dispute or difference as to the interpretation of any of the terms or conditions of this letter, the decision of the HT Digital Streams Ltd. shall be final and binding.

13. Acceptance

Your signature in this letter of offer shall amount to acceptance of the same by you.

14. Arbitration

In case of any dispute between you and the HT Digital Streams Ltd., the same shall be referred to the Sole Arbitration of Director of the HT Digital Streams Ltd. under the provisions of Arbitration and Conciliation Act, 1996 and his/her decision shall be final and binding on both the parties.

15. Indemnification of HT Digital Streams Ltd.

You shall keep the HT Digital Streams Ltd. indemnified against any claim from third party arising out of your negligence or act of commission or omission.

You may return the original copy of this letter to the HT Digital Streams Ltd., duly signed by you, as a token of your acceptance of the terms and conditions set out herein above.

Thanking You

Yours truly,
For HT Digital Streams Ltd


Authorized Signatory

AGREED AND ACCEPTED BY

Ref: R301

Registered Office:

Budh Marg, Patna - 800 001 (Bihar)

Ph: +91 612-222 3434/3413,

+91 612-661 0650

Fax: +91 612-222 1345

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19

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IDS/PDG/Offer/2018

(17)

20/07/2018

Letter of Intent

Harshita

94644 81153

MGM DAV College, Chandigarh

Congratulations & Welcome Aboard!

This has reference to the discussion we had with you regarding your employment in our organization based at C-138, Phase 8, Industrial Area, Mohali. We are pleased to confirm that we intend to appoint you at the designation of **"Medical Scribe Trainee"** in grade **BJ2** at **Healthcare Services Medical Scribe** group and salary mutually agreed by us in the course of our discussion.

This letter is subject to your joining duty on June, July or August'2018

On joining, you are requested to report to Ashok Benial/ Nirdosh Sharma here. You are also requested to bring the original certificates of your educational & professional achievements, last salary slip, proof of age and two recent passport size photographs and relieving letter of your previous organization. Your joining will be subject to the positive reference check.

A formal appointment letter will be issued at the time of your joining.

Thanking you,
For IDS Infotech Ltd.



Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com

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IDS/PDG/Offer/2018

2018/03/2018

Letter of Intent

Simranpreet Kaur

9879287902

MCM DAV College, Chandigarh

Congratulations & Welcome Aboard!

This has reference to the discussion we had with you regarding your employment in our organization based at C-138, Phase 8, Industrial Area, Mohali. We are pleased to confirm that we intend to appoint you at the designation of "Medical Scribe Trainee" in grade B12 at Healthcare Services Medical Scribe group and salary mutually agreed by us in the course of our discussion.

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A formal appointment letter will be issued at the time of your joining.

Thanking you,
For IDS Infotech Ltd.



Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com

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IDS/PDG/Offer/2018

20 / 03 / 2018

Letter of Intent

Sanya Chauhan

8963659909

MCM DAV College, Chandigarh

Congratulations & Welcome Aboard!

This has reference to the discussion we had with you regarding your employment in our organization based at C-138, Phase 8, Industrial Area, Mohali. We are pleased to confirm that we intend to appoint you at the designation of "Medical Scribe Trainee" in grade BJ2 at Healthcare Services Medical Scribe group and salary mutually agreed by us in the course of our discussion.

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Thanking you,
For IDS Infotech Ltd.



Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com

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IDS/PDG/Offer/2018

20, 07, 2018

Letter of Intent

Aastha Ghai

8837630725

MCM DAV College, Chandigarh

Congratulations & Welcome Aboard!

This has reference to the discussion we had with you regarding your employment in our organization based at C-138, Phase 8, Industrial Area, Mohali. We are pleased to confirm that we intend to appoint you at the designation of "Medical Scribe Trainee" in grade B12 at Healthcare Services Medical Scribe group and salary mutually agreed by us in the course of our discussion.

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Thanking you,
For IDS Infotech Ltd.



Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com

100

IDS/PDG/Offer/2018

20 103 1 2213

Letter of Intent

Navya

Contact No: 9466221079

MCM DAV College, Chandigarh

Congratulations & Welcome Aboard!

This has reference to the discussion we had with you regarding your employment in our organization based at C-138, Phase VIII, Industrial Area, Mohali. We are pleased to confirm that we intend to appoint you at the designation of "Medical Scribe Trainee" in grade B12 at Healthcare Services Medical Scribe group and salary mutually agreed by us in the course of our discussion.

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A formal appointment letter will be issued at the time of your joining.

Thanking you,
For IDS Infotech Ltd.



Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com

117

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IDS/PDG/Offer/2018

20/03/2018

Letter of Intent

Dibjit Kaur

Contact No. 7537414177

MCM DAV College, Chandigarh

Congratulations & Welcome Aboard!

This has reference to the discussion we had with you regarding your employment in our organization based at C-138, Phase 8, Industrial Area, Mohali. We are pleased to confirm that we intend to appoint you at the designation of "Medical Scribe Trainee" in grade B12 at Healthcare Services Medical Scribe group and salary mutually agreed by us in the course of our discussion.

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Thanking you,
For IDS Infotech Ltd.



Ashok Benial
Talent Acquisition Manager.
0172-5091737
Ashok.benial@idsil.com

IDS/PDG/Offer/2018

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221021208

Letter of Intent

Saima Hasib

8054639469

MCM Day College, Chandigarh

Congratulations & Welcome Aboard!

This has reference to the discussion we had with you regarding your employment in our organization based at C-138, Phase 8, Industrial Area, Mohali. We are pleased to confirm that we intend to appoint you at the designation of "Medical Scribe Trainee" in grade B12 at Healthcare Services Medical Scribe group and salary mutually agreed by us in the course of our discussion.

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Thanking you,
For IDS Infotech Ltd.



Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com

IDS/PDG/Offer/2018

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20/05/2018

Letter of Intent

Twinkle Kakkar

8427533613

MCM DAV College, Chandigarh

Congratulations & Welcome Aboard!

This has reference to the discussion we had with you regarding your employment in our organization based at C-138, Phase 8, Industrial Area, Mohali. We are pleased to confirm that we intend to appoint you at the designation of "Medical Scribe Trainee" in grade BJ2 at Healthcare Services Medical Scribe group and salary mutually agreed by us in the course of our discussion.

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A formal appointment letter will be issued at the time of your joining.

Thanking you,
For IDS Infotech Ltd.



Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com

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IDS/FDG/Offer/2018

20/03/2018

Letter of intent

Simran Sharma

9781112445

MCM DAV College, Chandigarh

Congratulations & Welcome Aboard!

This has reference to the discussion we had with you regarding your employment in our organization based at C-138, Phase 8, Industrial Area, Mohali. We are pleased to confirm that we intend to appoint you at the designation of "**Medical Scribe Trainee**" in grade **BJ2** at **Healthcare Services Medical Scribe** group and salary mutually agreed by us in the course of our discussion.

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A formal appointment letter will be issued at the time of your joining.

Thanking you,
For IDS Infotech Ltd.



Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com

IDS/PDG/Offer/2018

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20/03/2018

Letter of Intent

Isshu

9878909722

MCM DAV College, Chandigarh

Congratulations & Welcome Aboard!

This has reference to the discussion we had with you regarding your employment in our organization based at C-138, Phase 8, Industrial Area, Mohali. We are pleased to confirm that we intend to appoint you at the designation of "Medical Scribe Trainee" in grade BJ2 at Healthcare Services Medical Scribe group and salary mutually agreed by us in the course of our discussion.

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A formal appointment letter will be issued at the time of your joining.

Thanking you,
For IDS Infotech Ltd.


Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com

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IDS/PDG/Offer/2018

20/03/2018

Letter of Intent

Riya

9991994110

MCM DAV College, Chandigarh

Congratulations & Welcome Aboard!

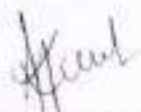
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A formal appointment letter will be issued at the time of your joining.

Thanking you,
For IDS Infotech Ltd.



Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com

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IDS/PDG/Offer/2018

20/03/2018

Letter of Intent

Jaspreet Kaur

7988938157

MCM DAV College, Chandigarh

Congratulations & Welcome Aboard!


This has reference to the discussion we had with you regarding your employment in our organization based at C 138, Phase 8, Industrial Area, Mohali. We are pleased to confirm that we intend to appoint you at the designation of "Medical Scribe Trainee" in grade B12 at Healthcare Services Medical Scribe group and salary mutually agreed by us in the course of our discussion.

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A formal appointment letter will be issued at the time of your joining.

Thanking you,
For IDS Infotech Ltd.



Ashok Benial
Talent Acquisition Manager
0172-5091737
Ashok.benial@idsil.com

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Infosys®



HRD/2T/12321372/18-19

Ms. Arshveer
Candidate ID: 12321372
#348, Sector-59, Phase-4,
Mohali
Mohali - 160059
Punjab
India
Ph: (91) 98556 58272

June 29, 2018

Dear Arshveer,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our renewed journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP - Head HR

INFOSYS LIMITED
CIN: L25110KA1991PLC0123116
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0281
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2018.06.29 11:00:39 +05:30
Reason: Offer Letter
Location: Bangalore



HRD/2T/12321372/18-19

Ms. Arshveer
Candidate ID: 12321372
#348, Sector-59, Phase-4,
Mohali
Mohali - 160059
Punjab
India
Ph: (91) 98556 58272

June 29, 2018

Dear Arshveer,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **July 23, 2018**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training

INFOSYS LIMITED
CIN: L85110KA1881PLC013115
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

243

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Infosys®



HRD/2T/12321786/18-19

Ms. Komalpreet Kaur Brar
Candidate ID: 12321786
Hno-1012,
Sector-78
Mohali - 160062
Punjab
India
Ph: (91) 80540 01551

June 29, 2018

Dear Komalpreet,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our renewed journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP - Head HR

INFOSYS LIMITED
CIN: L85110KA1981PLC013116
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
rekus@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2018.06.29 11:00:57 +05:30
Reason: Offer Letter
Location: Bangalore

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Infosys®

HRD/2T/12321786/18-19

Ms. Komalpreet Kaur Brar
Candidate ID: 12321786
Hno-1012
Sector-78
Mohali - 160062
Punjab
India
Ph: (91) 80540 01551

June 29, 2018

Dear Komalpreet,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations Career Stream**.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **July 23, 2018**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

Training Period

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training

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Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - III.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

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Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be **INR 18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at **20%** of the sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2018-19 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. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to 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 - III 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 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

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Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice

Background checks

The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks. Please see the "Offer Annexure for India" for the documents that you are required to submit in this regard.

The Company, at its discretion, may request further validation of the details provided by you. If the outcome of the background check is found to be unsatisfactory, we reserve the right, in our sole discretion, to withdraw this offer without notice nor 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, we may at our sole discretion, ask you for further information, to substantiate the details that you have earlier provided to us, 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, the cost of which will need to be borne by you.

Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment programme 2017-2018. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

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**ANNEXURE -I
(Compensation)**

COMPENSATION DETAILS (All figures in INR, per month)	
NAME	Ms. Komalpreet Kaur Brar
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	5580
FIXED DEARNESS ALLOWANCE (FDA)	1100
BASKET OF ALLOWANCES (HRA, LTA, Medical Allowance, Children's Education Allowance, Transport / Allowance, Miscellaneous Allowance)	9442
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1269
MONTHLY GROSS SALARY	17,391

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)	67

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + FDA)	802
GRATUITY - 4.81% of (Basic + FDA)*	321
FIXED GROSS SALARY (1+2+3)	18,581
TOTAL GROSS SALARY	18,581

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
SALARY LOAN (Subject to submission of Trainee Agreement)	12,000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.



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ANNEXURE - IV
INFORMATION SHEET

Name :
Candidate ID :

1. Role and Competency Based Organization

Infosys Limited ("Infosys" or "Company") has a role and competency based structure. A 'role' is defined as a set of responsibilities and accountabilities assigned to or expected to be carried out by a person or group.

All HR processes such as selection, training requirements, career planning, growth and compensation and benefits are based on this structure.

At Infosys, for senior management, there are titles such as Associate Vice President, Vice President, Senior Vice President and Executive Vice President. For employees holding such titles, all policies related to compensation and benefits are based on the title and role of the individual.

2. Probation period and confirmation as a permanent employee

You will be on probation for a period of 12 months post completion of your training and allocation to the Unit. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company.

In addition to your performance during the probationary period, your confirmation as a permanent employee is subject to your submitting the documents required by the Company. Two copies of the following (To be provided on the date of your joining the Company. Please refer to the clause on 'Background Checks' for further details) will constitute the required documents:

1. Class 10 (or equivalent) Marks Sheet/s
2. Class 12 (or equivalent) Marks Sheet/s
3. Graduation Marks Sheet/s
4. Final Graduation Degree Certificate
5. Post-Graduation Marks Sheet/s (if applicable)
6. Diploma Certificate (if applicable)
7. Relieving letter / experience letter (in case you are already employed) from all previous employers (as applicable)
8. Passport
9. National Skills Registry
10. PAN Card ("Under Income Tax laws, disclosure of your Permanent Account Number (PAN) to Infosys Limited is mandatory. Please disclose your PAN to Infosys on or before 30 days from the day of joining and note that disclosure of PAN is a pre-condition for your confirmation into the system").

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3. Leave

You will be eligible for 15 working days of Earned Leave annually during your probation and for 1st and 2nd year of your service. This shall be credited on a quarterly basis as per the table below:

Year / Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Days	4	4	4	3	15

Please note that in above table quarter 1 denotes the quarter you have joined and should not be read by fiscal year quarter definition.

Illustration:

If an employee joins the Company in quarter two of the fiscal year 2018-19, the quarter two of the fiscal year 2018-19 will be considered as the first quarter for the purpose of leave credit. Please note that leave days shall be credited on a pro-rata basis in the first quarter of your employment.

You will be eligible for 20 working days of leave annually, post your confirmation and completion of two years with the Company. The same will be credited from the quarter following your confirmation, in the below pattern:

Year / Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Days	5	5	5	5	20

Further details will be provided to you at the time of joining.

4. Business Related Expenses

You will be required to claim all business related expenses and settle all dues within 30 days of incurring the expenditure. Expense claims, which are received after 30 days from the date of incurring the expenditure, will be deemed to be unauthorized. Also, any unsettled dues post the aforementioned period would be deducted from the salary.

5. Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet of this letter. The mode of payment for Financial Year 2018-19 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. The mode of payment for each Financial Year will be determined at the beginning of the same.

Illustration:

Bonus amount mentioned in the Compensation Details sheet (at 100%) for a certain employee is INR. 1,000 per month. 95% of this amount, i.e. INR. 950, would be paid out to the employee per month. The balance amount of INR 50 per month shall be consolidated and paid out at the end of the fiscal year.

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6. Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to your preferences and income tax plans.

7. National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. Any contribution made by an employer to the employee's Tier I NPS account will be exempt from taxes for the employee. This would be over and above the INR 1.5 lakh exemption limit defined under section 80C of the IT Act. The exemption from taxes is available for a maximum contribution of 10% of Basic + Fixed Dearness Allowance (FDA) of the employee in a Financial Year.

Details

Your contribution to NPS will be carved out of your Basket of Allowances (BOA) as a separate component and will be equal to the amount you intend to allocate under NPS. This amount will be directly remitted to the POP* Bank associated with Infosys. BOA less NPS will continue to be paid through monthly payroll.

A maximum of 20% of your salary (Basic + FDA) can be allocated towards NPS. A minimum contribution of INR 6,000 is required annually and INR 500 per contribution.

You can open a Tier I account with ICICI Bank if you wish to contribute to NPS. If you already have an existing Tier I account with any other bank, you will need to transfer the same to ICICI Bank as that is the Point of Presence Bank for Infosys employees.

You can read the Policy, FAQs and the process document available on our Intranet for all the details once you join. The ICICI branches on our campuses will also help you with your queries.

8. Information Security

The role and responsibilities related to Information Security for all employees are outlined in the Information Security Policy of Infosys, which every employee is expected to abide by. All Information Security standards and guidelines will also be applicable to you. In addition, for roles that are privy to more sensitive information, specific Information Security responsibilities will be communicated at the time of joining.

9. Extension of Date of Joining

As per the Company policy, extension in Date of Joining will be granted only once based on medical exigencies. The request for extension must be supported with documentary evidence (Medical records and certificate). The request for extension can be sent to offer_extension@infosys.com at least a week before the initial date of joining. Granting this extension is solely at the discretion of the Company.

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10. National Skills Registry

Infosys has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service and quality, and in order to do this, we have maintained a strong focus on compliance. The "National Skills Registry" of NASSCOM, ensures more effective information security standards. In case you have not registered yourself with National Skills Registry, you would be required to do so prior to your joining Infosys Ltd irrespective of the nature of your role with us. The cost of your registration with National Skills Registry will have to be borne by you. For more information on national skills registry for registration, please visit www.nationalskillsregistry.com. This kit contains the document on steps/procedures for NSR registration.

Note: This document only gives indicative details of the different plans and procedures applicable to employees. The implementation of the plans mentioned here is governed by policies of Infosys and applicable legal agencies, and may change from time to time without prior notice. Latest details and specifics of each plan are available with the Human Resources department.

11. Linkage of UAN and AADHAR Card Number

As per the directions of the Employees Provident Fund Organization ("EPFO") it is mandatory KYC requirement for all employees to link their Aadhaar card number with their provident fund Universal Account Number ("UAN"). Hence, to comply with the obligations under the Employees Provident Funds and Miscellaneous Provisions Act 1952 ("EPF Act") and also for availing the benefits under the EPF Act, you are required to disclose either your Aadhaar card number or the Aadhaar enrollment number as applicable, at the time of joining. Please note that Infosys Limited would not be liable for your inability to avail the benefits provided under the EPF Act due to the non-linkage of your Aadhaar card number to your UAN.

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Instruction to be followed by the Trainees:

Activity 1:

Please go through the service agreement attached in the service agreement kit.

Activity 2:

- You need to take the service agreement printed on the Legal Sheet (A6 sheet)
- Get the Legal sheet stamped (franked) with the stamp duty of Rs. 200.
- If you are unable to get the legal sheets, kindly get the service agreement contents completely typed in the stamp paper with total value of Rs. 200. Please do ensure that the Company signature is not missing in the print out.

Activity 3:

- Please get all the pages in the service agreement signed by you and your Surety.
- Kindly note that the agreement would have 6 pages. Get these printed as per Activity 2 and also make a copy of the same self. **Self copy is mandatory.**
- Please ensure that, there should be 12 signatures of self (YOU) and Surety. (Original and copy)
- Witness Signatures** (3+3 Signatures on the 4th page of Service Agreement). (Original and copy)
 - The first witness should be from HRD. Get it signed on your Date of Joining on both original and copy.
 - The second witness can be your Family member / Blood relative.
 - The third witness has to necessarily be friend or colleague.

Activity 4:

The completed service agreement should be notarized and carried along with you on the DOJ. Notarization facility is also available in Infosys Mysore campus, in case you are unable to get it notarized before joining.

Activity 5: You are required to fill the dotted lines/ blank spaces appearing on the page 1 of the Service Agreement. In the first paragraph, you are required to fill in your date of joining as communicated to you by Infosys. The format for the same is as given below:

- If your date of joining is 1-Jan-2018 then you have to write it as 1st day of January 2018.
- In the second paragraph, you are required to fill in your name and followed by Surety's name, relationship and surety's age.
 - In the third paragraph, you are required to fill in your Surety's name. You have to mention the name of the Surety, Surety's Father's name and the permanent address of your Surety.
Please note: If Surety's Father is deceased then you can put (Late) before the name of surety's father.
 - Given below is the format in which the name and address has to be filled. Please ensure that you will fill the agreement in same format.

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Format for Name:

- Complete name has to be given expanding all the initials.
- First name should come first, then middle name and last would be the surname. There should be a gap in-between each word.
- If there are any initials which cannot be expanded then the same has to be given at the end and not the beginning. There should be a dot after the initial.

Eg: Pratikha Narayanan
Prakash Sundar Sharma

Format for Address:

- Complete address has to be given of the surety..
- There should be a comma separator in-between each field.
- Pin code has to be mentioned. One hyphen has to be put in between name of the town/city and pin code. 6 digit pin code has to be separated by a space with 3 digit being continuous.

Eg: #2, II Cross, Jayanagar, Bangalore - 560 002
#1, III Cross, Girinagar, Bangalore - 560 001

PLEASE NOTE:

COMPANY AT ITS DISCRETION MAY SHIFT YOUR DATE OF JOINING IN CASE YOU FAIL TO GET THE ADEQUETLY STAMPED AND SIGNED (BY ALL NECESSARY PARTIES) SERVICE AGREEMENT ON THE DATE OF JOINING.

IN THE EVENT IT IS NOTICED THAT THE CONTENTS OF THE SERVICE AGREEMENT IS TAMPERED WITH BY THE TRAINEE, THE COMPANY MAY INITIATE ANY APPROPRIATE ACTION(S) AGAINST SUCH TRAINEE(S).

FAQ's on Service Agreement

1. What is the validity period of the Agreement?
The agreement is valid from the date of joining up to a period of 12 months from the Date of Allocation to a Practice Unit at the Company.
2. How many agreements should you bring along on date of joining?
One original agreement would be sufficient. You can retain a photocopy of the agreement need be.
3. Who are the parties to this Agreement?
The Agreement involves three parties - the Company, the Employee and the Surety.
4. Who can be a Surety?
Either the employee's father /mother / Husband / Wife can stand surety to the Agreement.
5. Is there any specific order to be followed while signing the Agreement?
The employee and his/ her sureties have to sign on all the pages. The order has been given below.
 - a) The Company
 - b) The Trainee
 - c) The Surety

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6. Who can sign as witness?

There are 3 witnesses' signatures that are required.

- a. The first witness will be from HRD.
- b. The second witness can be your Family member / Blood relative.
- c. The third witness has to necessarily be friend or colleague.

7. If both, my father and my mother are not alive, in such a case, who can stand Surety to the Agreement?

Your immediate guardian can be the surety (brother/sister/uncle/aunt) needs to be of legal age.

8. My mother is the Surety and our relatives are living far away from our native place. In this case who will be the witness for my surety?

You can speak to your relatives over phone and send the Agreement with complete instructions for the witness signature. But the witness signature has to be necessarily that of a family member.

9. Are witnesses also required to sign on all the pages?

No. There is no need to sign on all the pages. They have to sign only where the witness is mentioned. This is to be done on Original.

10. What is notarization?

Notarization is the process of certifying or attesting the validity of a document, deed, contract etc. by a Notary

11. Who is a notary?

The person who does the notarization is called notary. The notary should be an advocate. All advocates are not notaries. But a notary should be advocate.

12. Is the witness also required to sign in the presence of the notary?

No.

13. Should we get the notarization done?

Notarization should be done even before joining Infosys. In case you are unable to get it notarized before joining Infosys, then you can get it done in Infosys Mysore Campus

14. Can we use the stamps instead of service agreement?

Only Non Judicial stamps will be allowed.

15. Should the stamp duty need to be Rs. 200 or sum of Rs. 200?

The stamp duty can be of any denomination but the total sum needs to be Rs. 200.

16. Should I get the surety and second witness signature before joining?

Yes, this can be done before the date of joining.

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ANNEXURE - II

NON-COMPETE AGREEMENT

I, _____ do hereby acknowledge and confirm the following:-

- (1) I am accepting employment with Infosys Limited ("Infosys"). Now, as per the presents below, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with Infosys Limited.
- (2) I am required, on behalf of Infosys, to provide services to, or solicit business from, various clients of Infosys for whom I performed services as a Company employee (each such client hereinafter referred to as a "Customer").
- (3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys for any reason, I will not:
 - a. accept any Offer of Employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with Infosys;
 - b. accept any Offer of Employment from a Named Competitor of Infosys, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys.

For the purposes of this Non Compete Agreement, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:-

- i. Tata Consultancy Services Limited
- ii. Accenture Limited
- iii. International Business Machines Corporation
- iv. Cognizant Technology Solutions Corporation
- v. Wipro Limited

Place:

Date:

Employee Signature:

Employee Name:

Acknowledged by Infosys Limited:

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Serial Number:
Candidate ID:
Employee No:
Year: FY 201_ - 201_

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INFOSYS LIMITED
SERVICE AGREEMENT

THIS SERVICE AGREEMENT is executed on [date of signing] with effect from date of Joining <<date in DD/MM/YY format>> to the successful completion of Foundation Program Training and up to a period of 12 months from the Date of Allocation to a Practice Unit at Infosys Limited (hereinafter referred to as the "Service Period")

BETWEEN:

M/s. Infosys Limited a Company incorporated under the Companies Act, 1956, having its registered office at Plot Nos. 44 & 97 A, 3rd Cross, P.O. Electronics City, Hosur Road, Bangalore - 560 100, represented by its Vice President - HRD Mr. Nanjappa B.S, hereinafter referred to as the COMPANY (which term shall unless repugnant to the context mean and include its successors-in-interest and permitted assignees) of the ONE PART:

AND:

Mr./Ms. << Name >>
<< Daughter/Son/Husband/Wife >> of << Mr./Ms. >>
aged about << Age >> years, currently residing at Infosys Limited, Mysore, after Referred to as the EXECUTIVE (which term shall unless repugnant to the context mean and include his/her heirs, legal representatives, assigns, executors and administrators) of the SECOND PART:

AND:

<< Mr./Ms. >> << Surety Name >> son/daughter of << Surety's Dad / Mother's Name >> aged about << Age >> Years, currently residing at hereinafter referred to as the SURETY (which term shall unless repugnant to the context mean and include his/her heirs, legal representatives, assigns, executors and administrators) of the THIRD PART

DEFINITIONS:

The following terms shall have the following meanings for the purpose of this Service Agreement:

1. Date of Allocation: Is the date when the Executive is allocated to a Practice Unit for On the Job Training.
2. Practice Unit: Practice Unit refers to individual business unit /horizontal business unit /department where the Executive is posted, usually after the completion of Foundation Program Training. A Practice Unit may be a delivery unit or business enabler function / department.
3. On-the-Job training: Training imparted to the Executive on allocation to a Practice Unit.

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WHEREAS

The Executive applied to the Company for the designation of Operations Executive Trainee. Pursuant to such application, the Company appointed him/her as an Operations Executive Trainee on the terms and conditions contained in the offer letter together with this Service Agreement, under which he/she is required to undergo training as may be determined by the Company;

AND WHEREAS the Executive recognizes and accepts that at the time of appointment as Operations Executive Trainee, except exposure to academic knowledge, he/she has received no formal, effective, technical or practical training to independently function as an Operations Executive Trainee who is commercially viable to the Company;

AND WHEREAS the Executive further recognizes and accepts that prior to and at the time of joining the Company, he/she has not been exposed to and, therefore, has not acquired any management or communication skills, which are essential to for performance of duties by the Executive which meet the current business needs, parameters, standards and efficiency levels required by the Company;

AND WHEREAS consequently and in order for the Company to utilize the skills of the Executive, the Executive would need to undergo formal and extensive training in accordance with courses, modules and programs prescribed or conducted by the Company;

AND WHEREAS the Executive is aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing him/her as Operations Executive Trainee and thereafter imparting training to such Executive;

AND WHEREAS the Executive recognizes and accepts that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, computer time etc., in the event the Executive fails to complete the training as prescribed hereunder and/or leaves the Company during the Service Period. In such event, the Executive hereby agrees to reimburse and compensate the Company in the manner enumerated in clause 5 of this Service Agreement;

NOW THIS SERVICE AGREEMENT WITNESSES AS FOLLOWS:

1. The Executive has been appointed as a Operations Executive Trainee on training with the Company. The Trainee will undergo Foundation Programmed Training ("the FPT") as detailed in Clause 3 of this agreement at the Company's location at Mysore, India which will commence on the Trainee joining the Company. The Service Period also includes the FPT as detailed in Clause 3. If the Executive takes leaves on loss of pay ("LOP"), such leave period shall not be included within the meaning of Service Period. The Executive hereby acknowledges and agrees that his/her Service Period shall be extended by the number days of leave taken on LOP.

2. The Executive shall be paid a total monthly fixed compensation of INR 17,458/- As follows:

- a) Basic Salary : INR 5,580/-
- b) Dearness Allowance : INR 1,100/-
- c) Basket of Allowances : INR 9,442/-
- d) Bonus / Ex-Gratia : INR 1,336/-



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- 3. The Executive agrees to undergo training immediately upon joining. The objectives, methodology, content and evaluation procedures of the FPT are detailed in the assessment and evaluation policy which is available to the Executive for inspection with the Education & Research ("E&R") department. The duration of the FPT would normally range up to a period of 9 weeks unless otherwise expressly prescribed by the Company. FPT period will be determined by the Company on the basis of educational qualification of the Executive at the time of entry into the Company and business requirements of the Company. The Executive is expected to qualify in the FPT, which is intended to render him / her competent to undertake software development tasks that may be subsequently assigned to him / her. All modules of the FPT are compulsory.

Upon successful qualification in the FPT, the Executive may, at the sole discretion of the Company, be deputed for On-the-Job training to a Practice unit for such period as may be specified by the Company.

Notwithstanding any other provision, in certain cases, based on the business requirements of the Company, the Company shall depute the Executive for "On-the-Job" training before undergoing or prior to completion of the FPT. However, within one year of the Executive's date of joining the Company, the Executive will be provided with the opportunity to undergo and complete the FPT.

- 4. Operations undergoing training are required to peruse the assessment and evaluation policy which is available with the E&R department. The content shall be presumed to be within the knowledge of the Executive upon reporting for training.
- 5. The Executive accepts, agrees and admits that the Company has incurred expenses and costs in the process of recruitment, such expenses being in the nature of advertisements, implementation of selection procedures, interviews, travel, etc. The Executive is aware that in the event of his/her not completing the Service Period the Company would, without option, be constrained once again to incur, similar expenses, which would be a direct result of him/her leaving the Company prematurely. The Executive further accepts, agrees and admits that the nature, quality, intensity and content of training ("Exhibit A") to be imparted by the Company is not available or imparted by any other company of a similar nature. The FPT is designed to satisfy the exclusive requirements of the Company and that the opportunity to be trained in computers, with provision for exclusive working on computers is not available with or provided by any other company of similar nature. The Executive is further aware that the Company would have earned considerable revenue by hiring out computer time instead of imparting such FPT training thereon to the Trainee. The Executive admits and recognizes that the technical and management training involves substantial training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

The Executive, therefore, agrees that in the event of his / her leaving the Company before completion of the Service Agreement period with the company for any reason whatsoever, he /she shall be liable to pay to the company compensation /damages calculated as follows and / or reimburse all costs and expenses incurred in or connected with the training:



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- a. Fixed cost of INR 16,000 which includes INR 10,000 Recruitment cost and INR 6,000 Training cost.
 - b. 75% of fixed salary (Excluding PF and Gratuity) paid by the Company to the Trainee during the FPT period, which is calculated at INR 388 per day (Average calendar day per month is considered as 30 days. In case the Executive resigns in middle of any month the number of days worked in that month would be considered for calculating the % of salary amount deductible)
 - c. 50% of total computer time utilized which is calculated at INR 625 per day (Average working day per month is considered as 22 days. In case the Executive resigns in the middle of any month the number of days worked in that month would be considered for the calculation).
6. The Executive, Company and Surety accept, agree and admit that the amounts calculated on the a forementioned basis is a genuine, fair and reasonable estimate of the damages, loss and expenses that the company would suffer on providing the training to the Executive.
7. The Executive agrees that he / she shall faithfully and diligently undergo and imbibe the training prescribed as per the FPT. The Executive acknowledges that failure to the complete FPT successfully or leaving the Company within the service period shall mean and include:
- a) Failure to complete FPT by being absent for any reason(s) whatsoever from the Company;
 - b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate training or any other purpose during the Service Period.
 - c) Dismissal of Executive by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response of the Executive during the Service Period.
8. The Surety hereby undertakes and accepts that his / her liability is co-extensive with that of the Executive. The Surety shall be jointly and severally liable with the Executive for payment of all amounts that may become due and payable under this Service Agreement. The Surety hereby acknowledges that he/she is aware and accepts the special nature and character of deputation of the Executive as well as the manner of computation of damages /compensation enumerated in clause 5 of this Service Agreement. The Surety hereby agrees and accepts that the Company shall be at liberty to enforce this guarantee furnished by him/her without necessarily seeking to enforce the same against the Executive in the first instance. The Surety hereby agrees and accepts that the Company shall be entitled to proceed either against the Executive or Surety or both for recovery of any amounts due under this Service Agreement. The Surety hereby agrees and accepts that any demand made on the Executive under this Service Agreement shall be deemed to be sufficient notice of such demand to the Surety also. The Surety and Executive hereby state that they have entered into this Service Agreement voluntarily and after being fully aware of all legal consequences arising out of this Service Agreement. IN WITNESSES WHEREOF the parties have signed this Service Agreement on the date, month and year first above written before the following witnesses:



 COMPANY

 EXECUTIVE

 SURETY

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WITNESSES:

WITNESS 1

WITNESS 2

WITNESS 3



COMPANY

EXECUTIVE

SURETY

NOTARY:

(Please tick the appropriate box and initial / sign against the chosen option)

- The Executive has signed before me
- The Surety has signed before me
- The Executive & Surety have signed before me.



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Exhibit A

The Foundation Program Training (FPT)

The FPT may consist of several training modules (hereinafter the terms "module" and "program" are used interchangeably).

Currently there are two training modules, namely:

- (i) Technical Training; and
- (ii) Management Skills Training

Technical Training further comprises of 2 distinct modules

- (i) Generic Stream; and
- (ii) Technology Specific Stream

All references to "Technical Training" shall include both Generic Stream and Technology Specific Stream.

I. Technical Training:

The Executive would be required to undergo Technical Training in all or any of the following Company designed courses as a specified program. The curriculum may be modified based on the Company's requirement from time to time. At present there are two modules (also called stream programs) of technical training as enumerated below:

- a) Generic Stream Program: programming principles, database concepts, quality systems concepts, computer hardware & software, UI design issues and other subjects.
- b) Technology Specific Stream Program: mainframe systems or internet based systems or open systems or AS400 systems, stream project and other subjects.

II. Management Skills Training:

Every Executive shall undergo pre-determined management skills Program during and as a part of the FPT. These Programs would cover communication skills and business skills and such other components as the Company may determine from time to time depending upon varying business requirements of the Company.

It is mandatory that every Executive qualifies in the manner specified both in Technical Training and Management Skills Training. All evaluation criteria and training process / methodology shall be exclusively determined by the Company and may be reviewed by the Company from time to time.

COMPANY

EXECUTIVE

SURETY

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Infosys



HRD/21/12321188/18-19

Ms. Kiranpreet Kaur
Candidate ID: 12321188
#2144 Sec 48 C Ashiana Enclave
Chandigarh,
Chandigarh - 160047
Chandigarh
India
Ph: (91) 82648 41784

June 29, 2018

Dear Kiranpreet,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our renewed journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP - Head HR

INFOSYS LIMITED
CN: L85110KA1551Pl.G013115
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

Digitally signed by RICHARD LOBO
Date: 2018.06.29 11:00:31 +05:30
Reason: Offer Letter
Location: Bangalore

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HRD/2T/12321188/18-19

Ms. Kiranpreet Kaur
Candidate ID: 12321188
#2144 Sec 48 C Ashiana Enclave
Chandigarh,
Chandigarh - 160047
Chandigarh
India
Ph: (91) 82648 41784

June 29, 2018

Dear Kiranpreet,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **July 23, 2018**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

Training Period

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training

INFOSYS LIMITED
CIN: L8510KA1981PLC012115
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

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Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - III.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

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Infosys®

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be **INR 18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at **20%** of the sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure - 1 of this letter. The mode of payment for Financial Year 2018-19 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. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to 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 - III 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 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

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Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice

Background checks

The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks. Please see the "Offer Annexure for India" for the documents that you are required to submit in this regard.

The Company, at its discretion, may request further validation of the details provided by you. If the outcome of the background check is found to be unsatisfactory, we reserve the right, in our sole discretion, to withdraw this offer without notice nor 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, we may at our sole discretion, ask you for further information, to substantiate the details that you have earlier provided to us, 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, the cost of which will need to be borne by you.

Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment programme 2017-2018. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

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This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP - Head HR

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20____

Sign your name _____

Print your name _____ Location _____

Enclosures: Annexure - I (Compensation)

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**ANNEXURE -1
(Compensation)**

COMPENSATION DETAILS (All figures in INR, per month)				
NAME	Ms. Kiranpreet Kaur			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				5580
FIXED DEARNESS ALLOWANCE (FDA)				1100
BASKET OF ALLOWANCES (HRA, LTA, Medical Allowance, Children's Education Allowance, Transport / Allowance, Miscellaneous Allowance)				9442
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)				1269
MONTHLY GROSS SALARY				17,391
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)				67
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of (Basic + FDA)				802
GRATUITY - 4.81% of (Basic + FDA)*				321
FIXED GROSS SALARY (1+2+3)				18,581
TOTAL GROSS SALARY				18,581
OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
SALARY LOAN (Subject to submission of Trainee Agreement)	12,000	Nil	12	Nil
<p>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.</p> <p>* 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.</p> <p>Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.</p>				



ANNEXURE - IV
INFORMATION SHEET

Name :
Candidate ID :

1. Role and Competency Based Organization

Infosys Limited ("Infosys" or "Company") has a role and competency based structure. A 'role' is defined as a set of responsibilities and accountabilities assigned to or expected to be carried out by a person or group.

All HR processes such as selection, training requirements, career planning, growth and compensation and benefits are based on this structure.

At Infosys, for senior management, there are titles such as Associate Vice President, Vice President, Senior Vice President and Executive Vice President. For employees holding such titles, all policies related to compensation and benefits are based on the title and role of the individual.

2. Probation period and confirmation as a permanent employee

You will be on probation for a period of 12 months post completion of your training and allocation to the Unit. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company.

In addition to your performance during the probationary period, your confirmation as a permanent employee is subject to your submitting the documents required by the Company. Two copies of the following (To be provided on the date of your joining the Company. Please refer to the clause on 'Background Checks' for further details) will constitute the required documents:

1. Class 10 (or equivalent) Marks Sheet/s
2. Class 12 (or equivalent) Marks Sheet/s
3. Graduation Marks Sheet/s
4. Final Graduation Degree Certificate
5. Post-Graduation Marks Sheet/s (if applicable)
6. Diploma Certificate (if applicable)
7. Relieving letter / experience letter (in case you are already employed) from all previous employers (as applicable)
8. Passport
9. National Skills Registry
10. PAN Card ("Under Income Tax laws, disclosure of your Permanent Account Number (PAN) to Infosys Limited is mandatory. Please disclose your PAN to Infosys on or before 30 days from the day of joining and note that disclosure of PAN is a pre-condition for your confirmation into the system").

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3. Leave

You will be eligible for 15 working days of Earned Leave annually during your probation and for 1st and 2nd year of your service. This shall be credited on a quarterly basis as per the table below:

Year / Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Days	4	4	4	3	15

Please note that in above table quarter 1 denotes the quarter you have joined and should not be read by fiscal year quarter definition.

Illustration:

If an employee joins the Company in quarter two of the fiscal year 2018-19, the quarter two of the fiscal year 2018-19 will be considered as the first quarter for the purpose of leave credit. Please note that leave days shall be credited on a pro-rata basis in the first quarter of your employment.

You will be eligible for 20 working days of leave annually, post your confirmation and completion of two years with the Company. The same will be credited from the quarter following your confirmation, in the below pattern:

Year / Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Days	5	5	5	5	20

Further details will be provided to you at the time of joining.

4. Business Related Expenses

You will be required to claim all business related expenses and settle all dues within 30 days of incurring the expenditure. Expense claims, which are received after 30 days from the date of incurring the expenditure, will be deemed to be unauthorized. Also, any unsettled dues post the aforementioned period would be deducted from the salary.

5. Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet of this letter. The mode of payment for Financial Year 2018-19 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. The mode of payment for each Financial Year will be determined at the beginning of the same.

Illustration:

Bonus amount mentioned in the Compensation Details sheet (at 100%) for a certain employee is INR. 1,000 per month. 95% of this amount, i.e. INR. 950, would be paid out to the employee per month. The balance amount of INR 50 per month shall be consolidated and paid out at the end of the fiscal year.

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6. Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to your preferences and income tax plans.

7. National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. Any contribution made by an employer to the employee's Tier I NPS account will be exempt from taxes for the employee. This would be over and above the INR 1.5 lakh exemption limit defined under section 80C of the IT Act. The exemption from taxes is available for a maximum contribution of 10% of Basic + Fixed Dearness Allowance (FDA) of the employee in a Financial Year.

Details

Your contribution to NPS will be carved out of your Basket of Allowances (BOA) as a separate component and will be equal to the amount you intend to allocate under NPS. This amount will be directly remitted to the POP* Bank associated with Infosys. BOA less NPS will continue to be paid through monthly payroll.

A maximum of 20% of your salary (Basic + FDA) can be allocated towards NPS. A minimum contribution of INR 6,000 is required annually and INR 500 per contribution.

You can open a Tier I account with ICICI Bank if you wish to contribute to NPS. If you already have an existing Tier I account with any other bank, you will need to transfer the same to ICICI Bank as that is the Point of Presence Bank for Infosys employees.

You can read the Policy, FAQs and the process document available on our Intranet for all the details once you join. The ICICI branches on our campuses will also help you with your queries.

8. Information Security

The role and responsibilities related to Information Security for all employees are outlined in the Information Security Policy of Infosys, which every employee is expected to abide by. All Information Security standards and guidelines will also be applicable to you. In addition, for roles that are privy to more sensitive information, specific Information Security responsibilities will be communicated at the time of joining.

9. Extension of Date of Joining

As per the Company policy, extension in Date of Joining will be granted only once based on medical exigencies. The request for extension must be supported with documentary evidence (Medical records and certificate). The request for extension can be sent to offer_extension@infosys.com at least a week before the initial date of joining. Granting this extension is solely at the discretion of the Company.

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Infosys

10. National Skills Registry

Infosys has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service and quality, and in order to do this, we have maintained a strong focus on compliance. The "National Skills Registry" of NASSCOM, ensures more effective information security standards. In case you have not registered yourself with National Skills Registry, you would be required to do so prior to your joining Infosys Ltd irrespective of the nature of your role with us. The cost of your registration with National Skills Registry will have to be borne by you. For more information on national skills registry for registration, please visit www.nationalskillsregistry.com. This kit contains the document on steps/procedures for NSR registration.

Note: This document only gives indicative details of the different plans and procedures applicable to employees. The implementation of the plans mentioned here is governed by policies of Infosys and applicable legal agencies, and may change from time to time without prior notice. Latest details and specifics of each plan are available with the Human Resources department.

11. Linkage of UAN and AADHAR Card Number

As per the directions of the Employees Provident Fund Organization ("EPFO") it is mandatory KYC requirement for all employees to link their Aadhaar card number with their provident fund Universal Account Number ("UAN"). Hence, to comply with the obligations under the Employees Provident Funds and Miscellaneous Provisions Act 1952 ("EPF Act") and also for availing the benefits under the EPF Act, you are required to disclose either your Aadhaar card number or the Aadhaar enrollment number as applicable, at the time of joining. Please note that Infosys Limited would not be liable for your inability to avail the benefits provided under the EPF Act due to the non-linkage of your Aadhaar card number to your UAN.

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Instruction to be followed by the Trainees:

Activity 1:

Please go through the service agreement attached in the service agreement kit.

Activity 2:

- a. You need to take the service agreement printed on the Legal Sheet (A6 sheet)
- b. Get the Legal sheet stamped (franked) with the stamp duty of Rs. 200.
- c. If you are unable to get the legal sheets, kindly get the service agreement contents completely typed in the stamp paper with total value of Rs. 200. Please do ensure that the Company signature is not missing in the print out

Activity 3:

- a. Please get all the pages in the service agreement signed by you and your Surety.
- b. Kindly note that the agreement would have 6 pages. Get these printed as per Activity 2 and also make a copy of the same self. **Self copy is mandatory.**
- c. Please ensure that, there should be 12 signatures of self (YOU) and Surety. (Original and copy)
- d. **Witness Signatures** (3+3 Signatures on the 4th page of Service Agreement). (Original and copy)
 - The first witness should be from HRD. Get it signed on your Date of Joining on both original and copy.
 - The second witness can be your Family member / Blood relative.
 - The third witness has to necessarily be friend or colleague.

Activity 4:

The completed service agreement should be notarized and carried along with you on the DOJ. Notarization facility is also available in Infosys Mysore campus, in case you are unable to get it notarized before joining.

Activity 5:

You are required to fill the dotted lines/ blank spaces appearing on the page 1 of the Service Agreement. In the first paragraph, you are required to fill in your date of joining as communicated to you by Infosys. The format for the same is as given below:

- If your date of joining is 1-Jan-2018 then you have to write it as 1st day of January 2018.
- b. In the second paragraph, you are required to fill in your name and followed by Surety's name, relationship and surety's age.
- c. In the third paragraph, you are required to fill in your Surety's name. You have to mention the name of the Surety, Surety's Father's name and the permanent address of your Surety.
Please note: If Surety's Father is deceased then you can put (Late) before the name of surety's father.
- d. Given below is the format in which the name and address has to be filled. Please ensure that you will fill the agreement in same format.

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Format for Name:

- Complete name has to be given expanding all the initials.
- First name should come first, then middle name and last would be the surname. There should be a gap in-between each word.
- If there are any initials which cannot be expanded then the same has to be given at the end and not the beginning. There should be a dot after the initial.

Eg: Pratibha Narayanan
Prakash Sundar Sharma

Format for Address:

- Complete address has to be given of the surety..
- There should be a comma separator in-between each field.
- Pin code has to be mentioned. One hyphen has to be put in between name of the town/city and pin code. 6 digit pin code has to be separated by a space with 3 digit being continuous.

Eg: #2, II Cross, Jayanagar, Bangalore - 560 002
#1, III Cross, Girinagar, Bangalore - 560 001

PLEASE NOTE:

COMPANY AT ITS DISCRETION MAY SHIFT YOUR DATE OF JOINING IN CASE YOU FAIL TO GET THE ADEQUETLY STAMPED AND SIGNED (BY ALL NECESSARY PARTIES) SERVICE AGREEMENT ON THE DATE OF JOINING.

IN THE EVENT IT IS NOTICED THAT THE CONTENTS OF THE SERVICE AGREEMENT IS TAMPERED WITH BY THE TRAINEE, THE COMPANY MAY INITIATE ANY APPROPRIATE ACTION(S) AGAINST SUCH TRAINEE(S).

FAQ's on Service Agreement

1. What is the validity period of the Agreement?
The agreement is valid from the date of joining up to a period of 12 months from the Date of Allocation to a Practice Unit at the Company.
2. How many agreements should you bring along on date of joining?
One original agreement would be sufficient. You can retain a photocopy of the agreement need be.
3. Who are the parties to this Agreement?
The Agreement involves three parties - the Company, the Employee and the Surety.
4. Who can be a Surety?
Either the employee's father / mother / Husband / Wife can stand surety to the Agreement.
5. Is there any specific order to be followed while signing the Agreement?
The employee and his/ her sureties have to sign on all the pages.. The order has been given below.
 - a) The Company
 - b) The Trainee
 - c) The Surety

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6. Who can sign as witness?

There are 3 witnesses' signatures that are required.

- a. The first witness will be from HRD.
- b. The second witness can be your Family member / Blood relative.
- c. The third witness has to necessarily be friend or colleague.

7. If both, my father and my mother are not alive, in such a case, who can stand Surety to the Agreement?

Your immediate guardian can be the surety (brother/ sister/ uncle/aunt) needs to be of legal age.

8. My mother is the Surety and our relatives are living far away from our native place. In this case who will be the witness for my surety?

You can speak to your relatives over phone and send the Agreement with complete instructions for the witness signature. But the witness signature has to be necessarily that of a family member.

9. Are witnesses also required to sign on all the pages?

No. There is no need to sign on all the pages. They have to sign only where the witness is mentioned. This is to be done on Original.

10. What is notarization?

Notarization is the process of certifying or attesting the validity of a document, deed, contract etc. by a Notary.

11. Who is a notary?

The person who does the notarization is called notary. The notary should be an advocate. All advocates are not notaries. But a notary should be advocate.

12. Is the witness also required to sign in the presence of the notary?

No.

13. Should we get the notarization done?

Notarization should be done even before joining Infosys. In case you are unable to get it notarized before joining Infosys, then you can get it done in Infosys Mysore Campus.

14. Can we use the stamps instead of service agreement?

Only Non Judicial stamps will be allowed.

15. Should the stamp duty need to be Rs. 200 or sum of Rs. 200?

The stamp duty can be of any denomination but the total sum needs to be Rs. 200.

16. Should I get the surety and second witness signature before joining?

Yes, this can be done before the date of joining.

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ANNEXURE - II

NON-COMPETE AGREEMENT

I, _____ do hereby acknowledge and confirm the following:-

(1) I am accepting employment with Infosys Limited ("Infosys"). Now, as per the presents below, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with Infosys Limited.

(2) I am required, on behalf of Infosys, to provide services to, or solicit business from, various clients of Infosys for whom I performed services as a Company employee (each such client hereinafter referred to as a "Customer").

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys for any reason, I will not:

a. accept any Offer of Employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with Infosys;

b. accept any Offer of Employment from a Named Competitor of Infosys, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys.

For the purposes of this Non Compete Agreement, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:-

- i. Tata Consultancy Services Limited
- ii. Accenture Limited
- iii. International Business Machines Corporation
- iv. Cognizant Technology Solutions Corporation
- v. Wipro Limited

Place:

Employee Signature:

Date:

Employee Name:

Acknowledged by Infosys Limited:

Serial Number:
Candidate ID:
Employee No:
Year: FY 201_ - 201_

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INFOSYS LIMITED
SERVICE AGREEMENT

THIS SERVICE AGREEMENT is executed on [date of signing] with effect from date of Joining <<date in DD/MM/YY format>>..... to the successful completion of Foundation Program Training and up to a period of 12 months from the Date of Allocation to a Practice Unit at Infosys Limited (hereinafter referred to as the "Service Period")

BETWEEN:

M/s. Infosys Limited a Company incorporated under the Companies Act, 1956, having its registered office at Plot Nos. 44 & 97 A, 3rd Cross, P.O. Electronics City, Hosur Road, Bangalore - 560 100, represented by its Vice President - HRD Mr. Nanjappa B.S, hereinafter referred to as the COMPANY (which term shall unless repugnant to the context mean and include its successors-in-interest and permitted assignees) of the ONE PART:

AND:

Mr./Ms. <<Name>>.....
<<Daughter/Son/Husband/Wife>> of <<Mr./Ms.>>.....
aged about <<Age>>..... years, currently residing at Infosys Limited, Mysore, after Referred to as the EXECUTIVE (which term shall unless repugnant to the context mean and include his/her heirs, legal representatives, assigns, executors and administrators) of the SECOND PART:

AND:

<<Mr./Ms.>> <<Surety Name>>..... son/daughter of <<Surety's Dad / Mother's Name>>..... aged about <<Age>>.....Years, currently residing
at
..... hereinafter referred to as the SURETY(which term shall unless repugnant to the context mean and include his/her heirs, legal representatives, assigns,executors and administrators) of the THIRD PART

DEFINITIONS:

The following terms shall have the following meanings for the purpose of this Service Agreement:

1. Date of Allocation: Is the date when the Executive is allocated to a Practice Unit for On the Job Training.
2. Practice Unit: Practice Unit refers to individual business unit /horizontal business unit /department where the Executive is posted, usually after the completion of Foundation Program Training. A Practice Unit may be a delivery unit or business enabler function / department.
3. On-the-Job training: Training imparted to the Executive on allocation to a Practice Unit.

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WHEREAS

The Executive applied to the Company for the designation of Operations Executive Trainee. Pursuant to such application, the Company appointed him/her as an Operations Executive Trainee on the terms and conditions contained in the offer letter together with this Service Agreement, under which he/she is required to undergo training as may be determined by the Company;

AND WHEREAS the Executive recognizes and accepts that at the time of appointment as Operations Executive Trainee, except exposure to academic knowledge, he/she has received no formal, effective, technical or practical training to independently function as an Operations Executive Trainee who is commercially viable to the Company;

AND WHEREAS the Executive further recognizes and accepts that prior to and at the time of joining the Company, he/she has not been exposed to and, therefore, has not acquired any management or communication skills, which are essential to for performance of duties by the Executive which meet the current business needs, parameters, standards and efficiency levels required by the Company;

AND WHEREAS consequently and in order for the Company to utilize the skills of the Executive, the Executive would need to undergo formal and extensive training in accordance with courses, modules and programs prescribed or conducted by the Company;

AND WHEREAS the Executive is aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing him/her as Operations Executive Trainee and thereafter imparting training to such Executive;

AND WHEREAS the Executive recognizes and accepts that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, computer time etc., in the event the Executive fails to complete the training as prescribed hereunder and/or leaves the Company during the Service Period. In such event, the Executive hereby agrees to reimburse and compensate the Company in the manner enumerated in clause 5 of this Service Agreement;

NOW THIS SERVICE AGREEMENT WITNESSES AS FOLLOWS:

1. The Executive has been appointed as a Operations Executive Trainee on training with the Company. The Trainee will undergo Foundation Programmed Training ("the FPT") as detailed in Clause 3 of this agreement at the Company's location at Mysore, India which will commence on the Trainee joining the Company. The Service Period also includes the FPT as detailed in Clause 3. If the Executive takes leaves on loss of pay ("LOP"), such leave period shall not be included within the meaning of Service Period. The Executive hereby acknowledges and agrees that his/her Service Period shall be extended by the number days of leave taken on LOP.
2. The Executive shall be paid a total monthly fixed compensation of INR 17,458/- As follows:

a) Basic Salary	:INR 5,580/-
b) Dearness Allowance	:INR 1,100/-
c) Basket of Allowances	:INR 9,442/-
d) Bonus / Ex-Gratia	:INR 1,336/-

COMPANY

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Page 2 of 6

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- 3. The Executive agrees to undergo training immediately upon joining. The objectives, methodology, content and evaluation procedures of the FPT are detailed in the assessment and evaluation policy which is available to the Executive for inspection with the Education & Research ("E&R") department. The duration of the FPT would normally range up to a period of 9 weeks unless otherwise expressly prescribed by the Company. FPT period will be determined by the Company on the basis of educational qualification of the Executive at the time of entry into the Company and business requirements of the Company. The Executive is expected to qualify in the FPT, which is intended to render him / her competent to undertake software development tasks that may be subsequently assigned to him / her. All modules of the FPT are compulsory.

Upon successful qualification in the FPT, the Executive may, at the sole discretion of the Company, be deputed for On-the-Job training to a Practice unit for such period as may be specified by the Company.

Notwithstanding any other provision, in certain cases, based on the business requirements of the Company, the Company shall depute the Executive for "On-the-Job" training before undergoing or prior to completion of the FPT. However, within one year of the Executive's date of joining the Company, the Executive will be provided with the opportunity to undergo and complete the FPT.

- 4. Operations undergoing training are required to peruse the assessment and evaluation policy which is available with the E&R department. The content shall be presumed to be within the knowledge of the Executive upon reporting for training.
- 5. The Executive accepts, agrees and admits that the Company has incurred expenses and costs in the process of recruitment, such expenses being in the nature of advertisements, implementation of selection procedures, interviews, travel, etc. The Executive is aware that in the event of his/her not completing the Service Period the Company would, without option, be constrained once again to incur, similar expenses, which would be a direct result of him/her leaving the Company prematurely. The Executive further accepts, agrees and admits that the nature, quality, intensity and content of training ("Exhibit A") to be imparted by the Company is not available or imparted by any other company of a similar nature. The FPT is designed to satisfy the exclusive requirements of the Company and that the opportunity to be trained in computers, with provision for exclusive working on computers is not available with or provided by any other company of similar nature. The Executive is further aware that the Company would have earned considerable revenue by hiring out computer time instead of imparting such FPT training thereon to the Trainee. The Executive admits and recognizes that the technical and management training involves substantial training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

The Executive, therefore, agrees that in the event of his / her leaving the Company before completion of the Service Agreement period with the company for any reason whatsoever, he /she shall be liable to pay to the company compensation /damages calculated as follows and / or reimburse all costs and expenses incurred in or connected with the training:



 COMPANY

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- a. Fixed cost of INR 16,000 which includes INR 10,000 Recruitment cost and INR 6,000 Training cost.
 - b. 75% of fixed salary (Excluding PF and Gratuity) paid by the Company to the Trainee during the FPT period, which is calculated at INR 388 per day (Average calendar day per month is considered as 30 days. In case the Executive resigns in middle of any month the number of days worked in that month would be considered for calculating the % of salary amount deductible)
 - c. 50% of total computer time utilized which is calculated at INR 625 per day (Average working day per month is considered as 22 days. In case the Executive resigns in the middle of any month the number of days worked in that month would be considered for the calculation).
6. The Executive, Company and Surety accept, agree and admit that the amounts calculated on the a forementioned basis is a genuine, fair and reasonable estimate of the damages, loss and expenses that the company would suffer on providing the training to the Executive.
7. The Executive agrees that he / she shall faithfully and diligently undergo and imbibe the training prescribed as per the FPT. The Executive acknowledges that failure to the complete FPT successfully or leaving the Company within the service period shall mean and include:
- a) Failure to complete FPT by being absent for any reason(s) whatsoever from the Company;
 - b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate training or any other purpose during the Service Period.
 - c) Dismissal of Executive by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response of the Executive during the Service Period.
8. The Surety hereby undertakes and accepts that his / her liability is co-extensive with that of the Executive. The Surety shall be jointly and severally liable with the Executive for payment of all amounts that may become due and payable under this Service Agreement. The Surety hereby acknowledges that he/she is aware and accepts the special nature and character of deputation of the Executive as well as the manner of computation of damages /compensation enumerated in clause 5 of this Service Agreement. The Surety hereby agrees and accepts that the Company shall be at liberty to enforce this guarantee furnished by him/her without necessarily seeking to enforce the same against the Executive in the first instance. The Surety hereby agrees and accepts that the Company shall be entitled to proceed either against the Executive or Surety or both for recovery of any amounts due under this Service Agreement. The Surety hereby agrees and accepts that any demand made on the Executive under this Service Agreement shall be deemed to be sufficient notice of such demand to the Surety also. The Surety and Executive hereby state that they have entered into this Service Agreement voluntarily and after being fully aware of all legal consequences arising out of this Service Agreement. IN WITNESSES WHEREOF the parties have signed this Service Agreement on the date, month and year first above written before the following witnesses:



 COMPANY

 EXECUTIVE

 SURETY

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WITNESSES:

WITNESS 1

WITNESS 2

WITNESS 3

[Handwritten Signature]

COMPANY

EXECUTIVE

SURETY

NOTARY:

(Please tick the appropriate box and initial / sign against the chosen option)

- The Executive has signed before me
- The Surety has signed before me
- The Executive & Surety have signed before me

[Handwritten Signature]
COMPANY

EXECUTIVE

SURETY

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Exhibit A

The Foundation Program Training (FPT)

The FPT may consist of several training modules (hereinafter the terms "module" and "program" are used interchangeably).

Currently there are two training modules, namely:

- (i) Technical Training; and
- (ii) Management Skills Training

Technical Training further comprises of 2 distinct modules

- (i) Generic Stream; and
- (ii) Technology Specific Stream

All references to "Technical Training" shall include both Generic Stream and Technology Specific Stream.

I. Technical Training:

The Executive would be required to undergo Technical Training in all or any of the following Company designed courses as a specified program. The curriculum may be modified based on the Company's requirement from time to time. At present there are two modules (also called stream programs) of technical training as enumerated below:

- a) Generic Stream Program: programming principles, database concepts, quality systems concepts, computer hardware & software, UI design issues and other subjects.
- b) Technology Specific Stream Program: mainframe systems or internet based systems or open systems or AS400 systems, stream project and other subjects.

II. Management Skills Training:

Every Executive shall undergo pre-determined management skills Program during and as a part of the FPT. These Programs would cover communication skills and business skills and such other components as the Company may determine from time to time depending upon varying business requirements of the Company.

It is mandatory that every Executive qualifies in the manner specified both in Technical Training and Management Skills Training. All evaluation criteria and training process / methodology shall be exclusively determined by the Company and may be reviewed by the Company from time to time.

COMPANY

EXECUTIVE

SURETY

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HRD/2T/12321186/18-19

Ms. Muskan Gulati
Candidate ID: 12321186
1155/6 Talkies Road,
Ambala City
Ambala City - 134003
Haryana
India
Ph: (91) 81684 71053

June 29, 2018

Dear Muskan,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our renewed journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP - Head HR

INFOSYS LIMITED
CIN: L00110KA1983PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0251
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2018.06.29 11:00:30 +05:30
Reason: Offer Letter
Location: Bangalore

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HRD/21/12321186/18-19

Ms. Muskan Gulati
Candidate ID: 12321186
1155/6 Talkies Road,
Ambala City
Ambala City - 134003
Haryana
India
Ph: (91) 81684 71053

June 29, 2018

Dear Muskan,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **July 23, 2018**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training

INFOSYS LIMITED
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Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure – III.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

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Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be **INR 18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at **20%** of the sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2018-19 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. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to 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 – III 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 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

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Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background checks

The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks. Please see the "Offer Annexure for India" for the documents that you are required to submit in this regard.

The Company, at its discretion, may request further validation of the details provided by you. If the outcome of the background check is found to be unsatisfactory, we reserve the right, in our sole discretion, to withdraw this offer without notice nor 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, we may at our sole discretion, ask you for further information, to substantiate the details that you have earlier provided to us, 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, the cost of which will need to be borne by you.

Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment programme 2017-2018. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

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This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP - Head HR

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20____

Sign your name

Print your name Location

Enclosures: Annexure - I (Compensation)

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**ANNEXURE -I
(Compensation)**

COMPENSATION DETAILS (All figures in INR, per month)	
NAME	Ms. Muskan Gulati
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	5580
FIXED DEARNESS ALLOWANCE (FDA)	1100
BASKET OF ALLOWANCES (HRA, LTA, Medical Allowance, Children's Education Allowance, Transport / Allowance, Miscellaneous Allowance)	9442
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1269
MONTHLY GROSS SALARY	17,391

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)	67

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + FDA)	802
GRATUITY - 4.81% of (Basic + FDA)*	321
FIXED GROSS SALARY (1+2+3)	18,581
TOTAL GROSS SALARY	18,581

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
SALARY LOAN (Subject to submission of Trainee Agreement)	12,000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.



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ANNEXURE - IV INFORMATION SHEET

Name :
Candidate ID :

1. Role and Competency Based Organization

Infosys Limited ("Infosys" or "Company") has a role and competency based structure. A 'role' is defined as a set of responsibilities and accountabilities assigned to or expected to be carried out by a person or group.

All HR processes such as selection, training requirements, career planning, growth and compensation and benefits are based on this structure.

At Infosys, for senior management, there are titles such as Associate Vice President, Vice President, Senior Vice President and Executive Vice President. For employees holding such titles, all policies related to compensation and benefits are based on the title and role of the individual.

2. Probation period and confirmation as a permanent employee

You will be on probation for a period of 12 months post completion of your training and allocation to the Unit. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company.

In addition to your performance during the probationary period, your confirmation as a permanent employee is subject to your submitting the documents required by the Company. Two copies of the following (To be provided on the date of your joining the Company. Please refer to the clause on 'Background Checks' for further details) will constitute the required documents:

1. Class 10 (or equivalent) Marks Sheet/s
2. Class 12 (or equivalent) Marks Sheet/s
3. Graduation Marks Sheet/s
4. Final Graduation Degree Certificate
5. Post-Graduation Marks Sheet/s (if applicable)
6. Diploma Certificate (if applicable)
7. Relieving letter / experience letter (in case you are already employed) from all previous employers (as applicable)
8. Passport
9. National Skills Registry
10. PAN Card (*Under Income Tax laws, disclosure of your Permanent Account Number (PAN) to Infosys Limited is mandatory. Please disclose your PAN to Infosys on or before 30 days from the day of joining and note that disclosure of PAN is a pre-condition for your confirmation into the system).

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3. Leave

You will be eligible for 15 working days of Earned Leave annually during your probation and for 1st and 2nd year of your service. This shall be credited on a quarterly basis as per the table below:

Year / Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Days	4	4	4	3	15

Please note that in above table quarter 1 denotes the quarter you have joined and should not be read by fiscal year quarter definition.

Illustration:

If an employee joins the Company in quarter two of the fiscal year 2018-19, the quarter two of the fiscal year 2018-19 will be considered as the first quarter for the purpose of leave credit. Please note that leave days shall be credited on a pro-rata basis in the first quarter of your employment.

You will be eligible for 20 working days of leave annually, post your confirmation and completion of two years with the Company. The same will be credited from the quarter following your confirmation, in the below pattern:

Year / Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Days	5	5	5	5	20

Further details will be provided to you at the time of joining.

4. Business Related Expenses

You will be required to claim all business related expenses and settle all dues within 30 days of incurring the expenditure. Expense claims, which are received after 30 days from the date of incurring the expenditure, will be deemed to be unauthorized. Also, any unsettled dues post the aforementioned period would be deducted from the salary.

5. Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet of this letter. The mode of payment for Financial Year 2018-19 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. The mode of payment for each Financial Year will be determined at the beginning of the same.

Illustration:

Bonus amount mentioned in the Compensation Details sheet (at 100%) for a certain employee is INR. 1,000 per month. 95% of this amount, i.e. INR. 950, would be paid out to the employee per month. The balance amount of INR 50 per month shall be consolidated and paid out at the end of the fiscal year.

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6. Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to your preferences and income tax plans.

7. National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. Any contribution made by an employer to the employee's Tier 1 NPS account will be exempt from taxes for the employee. This would be over and above the INR 1.5 lakh exemption limit defined under section 80C of the IT Act. The exemption from taxes is available for a maximum contribution of 10% of Basic + Fixed Dearness Allowance (FDA) of the employee in a Financial Year.

Details

Your contribution to NPS will be carved out of your Basket of Allowances (BOA) as a separate component and will be equal to the amount you intend to allocate under NPS. This amount will be directly remitted to the POP* Bank associated with Infosys. BOA less NPS will continue to be paid through monthly payroll.

A maximum of 20% of your salary (Basic + FDA) can be allocated towards NPS. A minimum contribution of INR 6,000 is required annually and INR 500 per contribution.

You can open a Tier 1 account with ICICI Bank if you wish to contribute to NPS. If you already have an existing Tier 1 account with any other bank, you will need to transfer the same to ICICI Bank as that is the Point of Presence Bank for Infosys employees.

You can read the Policy, FAQs and the process document available on our Intranet for all the details once you join. The ICICI branches on our campuses will also help you with your queries.

8. Information Security

The role and responsibilities related to Information Security for all employees are outlined in the Information Security Policy of Infosys, which every employee is expected to abide by. All Information Security standards and guidelines will also be applicable to you. In addition, for roles that are privy to more sensitive information, specific Information Security responsibilities will be communicated at the time of joining.

9. Extension of Date of Joining

As per the Company policy, extension in Date of Joining will be granted only once based on medical exigencies. The request for extension must be supported with documentary evidence (Medical records and certificate). The request for extension can be sent to offer_extension@infosys.com at least a week before the initial date of joining. Granting this extension is solely at the discretion of the Company.

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10. National Skills Registry

Infosys has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service and quality, and in order to do this, we have maintained a strong focus on compliance. The "National Skills Registry" of NASSCOM, ensures more effective information security standards. In case you have not registered yourself with National Skills Registry, you would be required to do so prior to your joining Infosys Ltd irrespective of the nature of your role with us. The cost of your registration with National Skills Registry will have to be borne by you. For more information on national skills registry for registration, please visit www.nationalskillsregistry.com. This kit contains the document on steps/procedures for NSR registration.

Note: This document only gives indicative details of the different plans and procedures applicable to employees. The implementation of the plans mentioned here is governed by policies of Infosys and applicable legal agencies, and may change from time to time without prior notice. Latest details and specifics of each plan are available with the Human Resources department.

11. Linkage of UAN and AADHAR Card Number

As per the directions of the Employees Provident Fund Organization ("EPFO") it is mandatory KYC requirement for all employees to link their Aadhaar card number with their provident fund Universal Account Number ("UAN"). Hence, to comply with the obligations under the Employees Provident Funds and Miscellaneous Provisions Act 1952 ("EPF Act") and also for availing the benefits under the EPF Act, you are required to disclose either your Aadhaar card number or the Aadhaar enrollment number as applicable, at the time of joining. Please note that Infosys Limited would not be liable for your inability to avail the benefits provided under the EPF Act due to the non-linkage of your Aadhaar card number to your UAN.

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Instruction to be followed by the Trainees:

Activity 1:

Please go through the service agreement attached in the service agreement kit.

Activity 2:

- a. You need to take the service agreement printed on the Legal Sheet (A6 sheet)
- b. Get the Legal sheet stamped (franked) with the stamp duty of Rs. 200.
- c. If you are unable to get the legal sheets, kindly get the service agreement contents completely typed in the stamp paper with total value of Rs. 200. Please do ensure that the Company signature is not missing in the print out

Activity 3:

- a. Please get all the pages in the service agreement signed by you and your Surety.
- b. Kindly note that the agreement would have 6 pages. Get these printed as per Activity 2 and also make a copy of the same self. **Self copy is mandatory.**
- c. Please ensure that, there should be 12 signatures of self (YOU) and Surety. (Original and copy)
- d. **Witness Signatures** (3+3 Signatures on the 4th page of Service Agreement). (Original and copy)
 - The first witness should be from HRD. Get it signed on your Date of Joining on both original and copy.
 - The second witness can be your Family member / Blood relative.
 - The third witness has to necessarily be friend or colleague.

Activity 4:

The completed service agreement should be notarized and carried along with you on the DOJ. Notarization facility is also available in Infosys Mysore campus, in case you are unable to get it notarized before joining.

Activity 5: You are required to fill the dotted lines/ blank spaces appearing on the page 1 of the Service Agreement. In the first paragraph, you are required to fill in your date of joining as communicated to you by Infosys. The format for the same is as given below:

- If your date of joining is 1-Jan-2018 then you have to write it as 1st day of January 2018.
- b. In the second paragraph, you are required to fill in your name and followed by Surety's name, relationship and surety's age.
 - c. In the third paragraph, you are required to fill in your Surety's name. You have to mention the name of the Surety, Surety's Father's name and the permanent address of your Surety.
Please note: If Surety's Father is deceased then you can put (Late) before the name of surety's father.
 - d. Given below is the format in which the name and address has to be filled. Please ensure that you will fill the agreement in same format.

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Format for Name:

- Complete name has to be given expanding all the initials.
- First name should come first, then middle name and last would be the surname. There should be a gap in-between each word.
- If there are any initials which cannot be expanded then the same has to be given at the end and not the beginning. There should be a dot after the initial.

Eg: Pratibha Narayanan
Prakash Sundar Sharma

Format for Address:

- Complete address has to be given of the surety..
- There should be a comma separator in-between each field.
- Pin code has to be mentioned. One hyphen has to be put in between name of the town/city and pin code. 6 digit pin code has to be separated by a space with 3 digit being continuous.

Eg: #2, II Cross, Jayanagar, Bangalore - 560 002
#1, III Cross, Girinagar, Bangalore - 560 001

PLEASE NOTE:

COMPANY AT ITS DISCRETION MAY SHIFT YOUR DATE OF JOINING IN CASE YOU FAIL TO GET THE ADEQUATELY STAMPED AND SIGNED (BY ALL NECESSARY PARTIES) SERVICE AGREEMENT ON THE DATE OF JOINING.

IN THE EVENT IT IS NOTICED THAT THE CONTENTS OF THE SERVICE AGREEMENT IS TAMPERED WITH BY THE TRAINEE, THE COMPANY MAY INITIATE ANY APPROPRIATE ACTION(S) AGAINST SUCH TRAINEE(S).

FAQ's on Service Agreement

1. What is the validity period of the Agreement?

The agreement is valid from the date of joining up to a period of 12 months from the Date of Allocation to a Practice Unit at the Company.

2. How many agreements should you bring along on date of joining?

One original agreement would be sufficient. You can retain a photocopy of the agreement need be.

3. Who are the parties to this Agreement?

The Agreement involves three parties - the Company, the Employee and the Surety.

4. Who can be a Surety?

Either the employee's father /mother / Husband / Wife can stand surety to the Agreement.

5. Is there any specific order to be followed while signing the Agreement?

The employee and his/ her sureties have to sign on all the pages.. The order has been given below.

- a) The Company
- b) The Trainee
- c) The Surety

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6. Who can sign as witness?

There are 3 witnesses' signatures that are required.

- a. The first witness will be from HRD.
- b. The second witness can be your Family member / Blood relative.
- c. The third witness has to necessarily be friend or colleague.

7. If both, my father and my mother are not alive, in such a case, who can stand Surety to the Agreement?

Your immediate guardian can be the surety (brother/ sister/ uncle/aunt) needs to be of legal age.

8. My mother is the Surety and our relatives are living far away from our native place. In this case who will be the witness for my surety?

You can speak to your relatives over phone and send the Agreement with complete instructions for the witness signature. But the witness signature has to be necessarily that of a family member.

9. Are witnesses also required to sign on all the pages?

No. There is no need to sign on all the pages. They have to sign only where the witness is mentioned. This is to be done on Original.

10. What is notarization?

Notarization is the process of certifying or attesting the validity of a document, deed, contract etc. by a Notary

11. Who is a notary?

The person who does the notarization is called notary. The notary should be an advocate. All advocates are not notaries. But a notary should be advocate.

12. Is the witness also required to sign in the presence of the notary?

No.

13. Should we get the notarization done?

Notarization should be done even before joining Infosys. In case you are unable to get it notarized before joining Infosys, then you can get it done in Infosys Mysore Campus.

14. Can we use the stamps instead of service agreement?

Only Non Judicial stamps will be allowed.

15. Should the stamp duty need to be Rs. 200 or sum of Rs. 200?

The stamp duty can be of any denomination but the total sum needs to be Rs. 200.

16. Should I get the surety and second witness signature before joining?

Yes, this can be done before the date of joining.

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ANNEXURE - II

NON-COMPETE AGREEMENT

I, _____ do hereby acknowledge and confirm the following:-

(1) I am accepting employment with Infosys Limited ("Infosys"). Now, as per the presents below, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with Infosys Limited.

(2) I am required, on behalf of Infosys, to provide services to, or solicit business from, various clients of Infosys for whom I performed services as a Company employee (each such client hereinafter referred to as a "Customer").

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys for any reason, I will not:

a. accept any Offer of Employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with Infosys;

b. accept any Offer of Employment from a Named Competitor of Infosys, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys.

For the purposes of this Non Compete Agreement, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:-

- i. Tata Consultancy Services Limited
- ii. Accenture Limited
- iii. International Business Machines Corporation
- iv. Cognizant Technology Solutions Corporation
- v. Wipro Limited

Place:

Employee Signature:

Date:

Employee Name:

Acknowledged by Infosys Limited:

Serial Number:

Candidate ID:

Employee No:

Year: FY 201_ - 201_

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INFOSYS LIMITED

SERVICE AGREEMENT

THIS SERVICE AGREEMENT is executed on [date of signing] with effect from date of Joining <<date in DD/MM/YY format>> to the successful completion of Foundation Program Training and up to a period of 12 months from the Date of Allocation to a Practice Unit at Infosys Limited (hereinafter referred to as the "Service Period")

BETWEEN:

M/s. Infosys Limited a Company incorporated under the Companies Act, 1956, having its registered office at Plot Nos. 44 & 97 A, 3rd Cross, P.O. Electronics City, Hosur Road, Bangalore - 560 100, represented by its Vice President - HRD Mr. Nanjappa B.S, hereinafter referred to as the COMPANY (which term shall unless repugnant to the context mean and include its successors-in-interest and permitted assignees) of the ONE PART:

AND:

Mr./Ms. <<Name>>
<< Daughter/Son/Husband/Wife>> of <<Mr./Ms.>>
aged about <<Age>> years, currently residing at Infosys Limited , Mysore, after Referred to as the EXECUTIVE (which term shall unless repugnant to the context mean and include his/her heirs, legal representatives, assigns, executors and administrators) of the SECOND PART:

AND:

<< Mr./Ms.>> <<Surety Name>> son/daughter of <<Surety's Dad / Mother's Name>> aged about <<Age>> Years, currently residing
at
..... hereinafter referred to as the SURETY(which term shall unless repugnant to the context mean and include his/her heirs, legal representatives, assigns,executors and administrators) of the THIRD PART

DEFINITIONS:

The following terms shall have the following meanings for the purpose of this Service Agreement:

1. Date of Allocation: Is the date when the Executive is allocated to a Practice Unit for On the Job Training.
2. Practice Unit: Practice Unit refers to individual business unit /horizontal business unit /department where the Executive is posted, usually after the completion of Foundation Program Training. A Practice Unit may be a delivery unit or business enabler function / department.
3. On-the-Job training: Training imparted to the Executive on allocation to a Practice Unit.

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WHEREAS

The Executive applied to the Company for the designation of Operations Executive Trainee. Pursuant to such application, the Company appointed him/her as an Operations Executive Trainee on the terms and conditions contained in the offer letter together with this Service Agreement, under which he/she is required to undergo training as may be determined by the Company;

AND WHEREAS the Executive recognizes and accepts that at the time of appointment as Operations Executive Trainee, except exposure to academic knowledge, he/she has received no formal, effective, technical or practical training to independently function as an Operations Executive Trainee who is commercially viable to the Company;

AND WHEREAS the Executive further recognizes and accepts that prior to and at the time of joining the Company, he/she has not been exposed to and, therefore, has not acquired any management or communication skills, which are essential to for performance of duties by the Executive which meet the current business needs, parameters, standards and efficiency levels required by the Company;

AND WHEREAS consequently and in order for the Company to utilize the skills of the Executive, the Executive would need to undergo formal and extensive training in accordance with courses, modules and programs prescribed or conducted by the Company;

AND WHEREAS the Executive is aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing him/her as Operations Executive Trainee and thereafter imparting training to such Executive;

AND WHEREAS the Executive recognizes and accepts that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, computer time etc. in the event the Executive fails to complete the training as prescribed hereunder and/or leaves the Company during the Service Period. In such event, the Executive hereby agrees to reimburse and compensate the Company in the manner enumerated in clause 5 of this Service Agreement;

NOW THIS SERVICE AGREEMENT WITNESSES AS FOLLOWS:

1. The Executive has been appointed as a Operations Executive Trainee on training with the Company. The Trainee will undergo Foundation Programmed Training ("the FPT") as detailed in Clause 3 of this agreement at the Company's location at Mysore, India which will commence on the Trainee joining the Company. The Service Period also includes the FPT as detailed in Clause 3. If the Executive takes leaves on loss of pay ("LOP"), such leave period shall not be included within the meaning of Service Period. The Executive hereby acknowledges and agrees that his/her Service Period shall be extended by the number days of leave taken on LOP.
2. The Executive shall be paid a total monthly fixed compensation of INR 17,458/- As follows:

a) Basic Salary	:INR 5,580/-
b) Dearness Allowance	:INR 1,100/-
c) Basket of Allowances	:INR 9,442/-
d) Bonus / Ex-Gratia	:INR 1,336/-

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- 3. The Executive agrees to undergo training immediately upon joining. The objectives, methodology, content and evaluation procedures of the FPT are detailed in the assessment and evaluation policy which is available to the Executive for inspection with the Education & Research ("E&R") department. The duration of the FPT would normally range up to a period of 9 weeks unless otherwise expressly prescribed by the Company. FPT period will be determined by the Company on the basis of educational qualification of the Executive at the time of entry into the Company and business requirements of the Company. The Executive is expected to qualify in the FPT, which is intended to render him / her competent to undertake software development tasks that may be subsequently assigned to him / her. All modules of the FPT are compulsory.

Upon successful qualification in the FPT, the Executive may, at the sole discretion of the Company, be deputed for On-the-Job training to a Practice unit for such period as may be specified by the Company.

Notwithstanding any other provision, in certain cases, based on the business requirements of the Company, the Company shall depute the Executive for "On-the-Job" training before undergoing or prior to completion of the FPT. However, within one year of the Executive's date of joining the Company, the Executive will be provided with the opportunity to undergo and complete the FPT.

- 4. Operations undergoing training are required to peruse the assessment and evaluation policy which is available with the E&R department. The content shall be presumed to be within the knowledge of the Executive upon reporting for training.
- 5. The Executive accepts, agrees and admits that the Company has incurred expenses and costs in the process of recruitment, such expenses being in the nature of advertisements, implementation of selection procedures, interviews, travel, etc. The Executive is aware that in the event of his/her not completing the Service Period the Company would, without option, be constrained once again to incur, similar expenses, which would be a direct result of him/her leaving the Company prematurely. The Executive further accepts, agrees and admits that the nature, quality, intensity and content of training ("Exhibit A") to be imparted by the Company is not available or imparted by any other company of a similar nature. The FPT is designed to satisfy the exclusive requirements of the Company and that the opportunity to be trained in computers, with provision for exclusive working on computers is not available with or provided by any other company of similar nature. The Executive is further aware that the Company would have earned considerable revenue by hiring out computer time instead of imparting such FPT training thereon to the Trainee. The Executive admits and recognizes that the technical and management training involves substantial training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

The Executive, therefore, agrees that in the event of his / her leaving the Company before completion of the Service Agreement period with the company for any reason whatsoever, he /she shall be liable to pay to the company compensation /damages calculated as follows and / or reimburse all costs and expenses incurred in or connected with the training:



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- a. Fixed cost of INR 16,000 which includes INR 10,000 Recruitment cost and INR 6,000 Training cost.
- b. 75% of fixed salary (Excluding PF and Gratuity) paid by the Company to the Trainee during the FPT period, which is calculated at INR 388 per day (Average calendar day per month is considered as 30 days. In case the Executive resigns in middle of any month the number of days worked in that month would be considered for calculating the % of salary amount deductible)
- c. 50% of total computer time utilized which is calculated at INR 625 per day (Average working day per month is considered as 22 days. In case the Executive resigns in the middle of any month the number of days worked in that month would be considered for the calculation).
- 6. The Executive, Company and Surety accept, agree and admit that the amounts calculated on the a forementioned basis is a genuine, fair and reasonable estimate of the damages, loss and expenses that the company would suffer on providing the training to the Executive.
- 7. The Executive agrees that he / she shall faithfully and diligently undergo and imbibe the training prescribed as per the FPT. The Executive acknowledges that failure to the complete FPT successfully or leaving the Company within the service period shall mean and include:
 - a) Failure to complete FPT by being absent for any reason(s) whatsoever from the Company;
 - b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate training or any other purpose during the Service Period.
 - c) Dismissal of Executive by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response of the Executive during the Service Period.
- 8. The Surety hereby undertakes and accepts that his / her liability is co-extensive with that of the Executive. The Surety shall be jointly and severally liable with the Executive for payment of all amounts that may become due and payable under this Service Agreement. The Surety hereby acknowledges that he/she is aware and accepts the special nature and character of deputation of the Executive as well as the manner of computation of damages /compensation enumerated in clause 5 of this Service Agreement. The Surety hereby agrees and accepts that the Company shall be at liberty to enforce this guarantee furnished by him/her without necessarily seeking to enforce the same against the Executive in the first instance. The Surety hereby agrees and accepts that the Company shall be entitled to proceed either against the Executive or Surety or both for recovery of any amounts due under this Service Agreement. The Surety hereby agrees and accepts that any demand made on the Executive under this Service Agreement shall be deemed to be sufficient notice of such demand to the Surety also. The Surety and Executive hereby state that they have entered into this Service Agreement voluntarily and after being fully aware of all legal consequences arising out of this Service Agreement. IN WITNESSES WHEREOF the parties have signed this Service Agreement on the date, month and year first above written before the following witnesses:



 COMPANY

 EXECUTIVE

 SURETY

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WITNESSES:

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[Handwritten Signature]

WITNESS 1

COMPANY

WITNESS 2

EXECUTIVE

WITNESS 3

SURETY

NOTARY:

(Please tick the appropriate box and initial / sign against the chosen option)

- The Executive has signed before me
- The Surety has signed before me
- The Executive & Surety have signed before me,

[Handwritten Signature]

COMPANY

EXECUTIVE

SURETY

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Exhibit A

The Foundation Program Training (FPT)

The FPT may consist of several training modules (hereinafter the terms "module" and "program" are used interchangeably).

Currently there are two training modules, namely:

- (i) Technical Training; and
- (ii) Management Skills Training

Technical Training further comprises of 2 distinct modules

- (i) Generic Stream; and
- (ii) Technology Specific Stream

All references to "Technical Training" shall include both Generic Stream and Technology Specific Stream.

I. Technical Training:

The Executive would be required to undergo Technical Training in all or any of the following Company designed courses as a specified program. The curriculum may be modified based on the Company's requirement from time to time. At present there are two modules (also called stream programs) of technical training as enumerated below:

- a) Generic Stream Program: programming principles, database concepts, quality systems concepts, computer hardware & software, UI design issues and other subjects.
- b) Technology Specific Stream Program: mainframe systems or internet based systems or open systems or AS400 systems, stream project and other subjects.

II. Management Skills Training:

Every Executive shall undergo pre-determined management skills Program during and as a part of the FPT. These Programs would cover communication skills and business skills and such other components as the Company may determine from time to time depending upon varying business requirements of the Company.

It is mandatory that every Executive qualifies in the manner specified both in Technical Training and Management Skills Training. All evaluation criteria and training process / methodology shall be exclusively determined by the Company and may be reviewed by the Company from time to time.

COMPANY

EXECUTIVE

SURETY

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HRD/2T/12321347/18-19

Ms. Harshita Sharma
Candidate ID: 12321347
#6741/4, Kalal Mazri,
Ambala City,
Ambala City - 134003
Haryana
India
Ph: (91) 89508 40497

June 29, 2018

Dear Harshita,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our renewed journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP - Head HR

INFOSYS LIMITED
CIN: L8510KA1981PLC013110
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0201
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2018.07.02 11:19:27 +05:30
Reason: Offer Letter
Location: Bangalore

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HRD/2T/12321347/18-19

Ms. Harshita Sharma
Candidate ID: 12321347
#6741/4, Kalai Mazri,
Ambala City,
Ambala City - 134003
Haryana
India
Ph: (91) 89508 40497

June 29, 2018

Dear Harshita,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **July 23, 2018**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

Training Period

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training

INFOSYS LIMITED
CIN: L02510KA1981PLC013115
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

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Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - III.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at **20%** of the sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2018-19 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. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to 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 - III 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 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

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Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice

Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment programme 2017-2018. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

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Infosys®

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP - Head HR

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20____

Sign your name

Print your name Location

Enclosures: Annexure - I (Compensation)

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**ANNEXURE -I
(Compensation)**

COMPENSATION DETAILS (All figures in INR, per month)	
NAME	Ms. Harshita Sharma
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	
FIXED DEARNESS ALLOWANCE (FDA)	5580
BASKET OF ALLOWANCES (HRA, LTA, Medical Allowance, Children's Education Allowance, Transport / Allowance, Miscellaneous Allowance)	1100
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	9442
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1269
MONTHLY GROSS SALARY	17,391

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)	67

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + FDA)	802
GRATUITY - 4.81% of (Basic + FDA)*	321
FIXED GROSS SALARY (1+2+3)	18,581
TOTAL GROSS SALARY	18,581

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
SALARY LOAN (Subject to submission of Trainee Agreement)	12,000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.



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Serial Number:
Candidate ID:
Employee No:
Year: FY 201_ - 201_

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INFOSYS LIMITED
SERVICE AGREEMENT

THIS SERVICE AGREEMENT is executed on [date of signing] with effect from date of Joining < <date in DD/MM/YY format> > to the successful completion of Foundation Program Training and up to a period of 12 months from the Date of Allocation to a Practice Unit at Infosys Limited (hereinafter referred to as the "Service Period")

BETWEEN:

M/s. Infosys Limited a Company incorporated under the Companies Act, 1956, having its registered office at Plot Nos. 44 & 97 A, 3rd Cross, P.O. Electronics City, Hosur Road, Bangalore - 560 100, represented by its Vice President - HRD Mr. Nanjappa B.S. hereinafter referred to as the COMPANY (which term shall unless repugnant to the context mean and include its successors-in-interest and permitted assignees) of the ONE PART:

AND:

Mr./Ms. << Name >>
<< Daughter/Son/Husband/Wife >> of << Mr./Ms. >>
aged about << Age >> years, currently residing at Infosys Limited, Mysore, after Referred to as the EXECUTIVE (which term shall unless repugnant to the context mean and include his/her heirs, legal representatives, assigns, executors and administrators) of the SECOND PART:

AND:

<< Mr./Ms. >> << Surety Name >> son/daughter of << Surety's Dad / Mother's Name >> aged about << Age >> Years, currently residing at
..... hereinafter referred to as the SURETY (which term shall unless repugnant to the context mean and include his/her heirs, legal representatives, assigns, executors and administrators) of the THIRD PART

DEFINITIONS:

The following terms shall have the following meanings for the purpose of this Service Agreement:

1. Date of Allocation: Is the date when the Executive is allocated to a Practice Unit for On the Job Training.
2. Practice Unit: Practice Unit refers to individual business unit /horizontal business unit /department where the Executive is posted, usually after the completion of Foundation Program Training. A Practice Unit may be a delivery unit or business enabler function / department.
3. On-the-Job training: Training imparted to the Executive on allocation to a Practice Unit.



COMPANY

EXECUTIVE

SURETY

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WHEREAS

The Executive applied to the Company for the designation of Operations Executive Trainee. Pursuant to such application, the Company appointed him/her as an Operations Executive Trainee on the terms and conditions contained in the offer letter together with this Service Agreement, under which he/she is required to undergo training as may be determined by the Company;

AND WHEREAS the Executive recognizes and accepts that at the time of appointment as Operations Executive Trainee, except exposure to academic knowledge, he/she has received no formal, effective, technical or practical training to independently function as an Operations Executive Trainee who is commercially viable to the Company;

AND WHEREAS the Executive further recognizes and accepts that prior to and at the time of joining the Company, he/she has not been exposed to and, therefore, has not acquired any management or communication skills, which are essential to for performance of duties by the Executive which meet the current business needs, parameters, standards and efficiency levels required by the Company;

AND WHEREAS consequently and in order for the Company to utilize the skills of the Executive, the Executive would need to undergo formal and extensive training in accordance with courses, modules and programs prescribed or conducted by the Company;

AND WHEREAS the Executive is aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing him/her as Operations Executive Trainee and thereafter imparting training to such Executive;

AND WHEREAS the Executive recognizes and accepts that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, computer time etc. in the event the Executive fails to complete the training as prescribed hereunder and/or leaves the Company during the Service Period. In such event, the Executive hereby agrees to reimburse and compensate the Company in the manner enumerated in clause 5 of this Service Agreement;

NOW THIS SERVICE AGREEMENT WITNESSES AS FOLLOWS:

1. The Executive has been appointed as a Operations Executive Trainee on training with the Company. The Trainee will undergo Foundation Programmed Training ("the FPT") as detailed in Clause 3 of this agreement at the Company's location at Mysore, India which will commence on the Trainee joining the Company. The Service Period also includes the FPT as detailed in Clause 3. If the Executive takes leaves on loss of pay ("LOP"), such leave period shall not be included within the meaning of Service Period. The Executive hereby acknowledges and agrees that his/her Service Period shall be extended by the number days of leave taken on LOP.
2. The Executive shall be paid a total monthly fixed compensation of INR 17,458/- As follows:

a) Basic Salary	:INR 5,580/-
b) Dearness Allowance	:INR 1,100/-
c) Basket of Allowances	:INR 9,442/-
d) Bonus / Ex-Gratia	:INR 1,336/-

COMPANY

EXECUTIVE

SURETY

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3. The Executive agrees to undergo training immediately upon joining. The objectives, methodology, content and evaluation procedures of the FPT are detailed in the assessment and evaluation policy which is available to the Executive for inspection with the Education & Research ("E&R") department. The duration of the FPT would normally range up to a period of 9 weeks unless otherwise expressly prescribed by the Company. FPT period will be determined by the Company on the basis of educational qualification of the Executive at the time of entry into the Company and business requirements of the Company. The Executive is expected to qualify in the FPT, which is intended to render him / her competent to undertake software development tasks that may be subsequently assigned to him / her. All modules of the FPT are compulsory.

Upon successful qualification in the FPT, the Executive may, at the sole discretion of the Company, be deputed for On-the-Job training to a Practice unit for such period as may be specified by the Company.

Notwithstanding any other provision, in certain cases, based on the business requirements of the Company, the Company shall depute the Executive for "On-the-Job" training before undergoing or prior to completion of the FPT. However, within one year of the Executive's date of joining the Company, the Executive will be provided with the opportunity to undergo and complete the FPT.

4. Operations undergoing training are required to peruse the assessment and evaluation policy which is available with the E&R department. The content shall be presumed to be within the knowledge of the Executive upon reporting for training.
5. The Executive accepts, agrees and admits that the Company has incurred expenses and costs in the process of recruitment, such expenses being in the nature of advertisements, implementation of selection procedures, interviews, travel, etc. The Executive is aware that in the event of his/her not completing the Service Period the Company would, without option, be constrained once again to incur, similar expenses, which would be a direct result of him/her leaving the Company prematurely. The Executive further accepts, agrees and admits that the nature, quality, intensity and content of training ("Exhibit A") to be imparted by the Company is not available or imparted by any other company of a similar nature. The FPT is designed to satisfy the exclusive requirements of the Company and that the opportunity to be trained in computers, with provision for exclusive working on computers is not available with or provided by any other company of similar nature. The Executive is further aware that the Company would have earned considerable revenue by hiring out computer time instead of imparting such FPT training thereon to the Trainee. The Executive admits and recognizes that the technical and management training involves substantial training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

The Executive, therefore, agrees that in the event of his / her leaving the Company before completion of the Service Agreement period with the company for any reason whatsoever, he / she shall be liable to pay to the company compensation / damages calculated as follows and / or reimburse all costs and expenses incurred in or connected with the training:



COMPANY

EXECUTIVE

SURETY

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- a. Fixed cost of INR 16,000 which includes INR 10,000 Recruitment cost and INR 6,000 Training cost.
 - b. 75% of fixed salary (Excluding PF and Gratuity) paid by the Company to the Trainee during the FPT period, which is calculated at INR 388 per day (Average calendar day per month is considered as 30 days, In case the Executive resigns in middle of any month the number of days worked in that month would be considered for calculating the % of salary amount deductible)
 - c. 50% of total computer time utilized which is calculated at INR 625 per day (Average working day per month is considered as 22 days, In case the Executive resigns in the middle of any month the number of days worked in that month would be considered for the calculation).
6. The Executive, Company and Surety accept, agree and admit that the amounts calculated on the a forementioned basis is a genuine, fair and reasonable estimate of the damages, loss and expenses that the company would suffer on providing the training to the Executive.
7. The Executive agrees that he / she shall faithfully and diligently undergo and imbibe the training prescribed as per the FPT. The Executive acknowledges that failure to the complete FPT successfully or leaving the Company within the service period shall mean and include:
- a) Failure to complete FPT by being absent for any reason(s) whatsoever from the Company;
 - b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate training or any other purpose during the Service Period.
 - c) Dismissal of Executive by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response of the Executive during the Service Period.
8. The Surety hereby undertakes and accepts that his / her liability is co-extensive with that of the Executive. The Surety shall be jointly and severally liable with the Executive for payment of all amounts that may become due and payable under this Service Agreement. The Surety hereby acknowledges that he/she is aware and accepts the special nature and character of deputation of the Executive as well as the manner of computation of damages /compensation enumerated in clause 5 of this Service Agreement. The Surety hereby agrees and accepts that the Company shall be at liberty to enforce this guarantee furnished by him/her without necessarily seeking to enforce the same against the Executive in the first instance. The Surety hereby agrees and accepts that the Company shall be entitled to proceed either against the Executive or Surety or both for recovery of any amounts due under this Service Agreement. The Surety hereby agrees and accepts that any demand made on the Executive under this Service Agreement shall be deemed to be sufficient notice of such demand to the Surety also. The Surety and Executive hereby state that they have entered into this Service Agreement voluntarily and after being fully aware of all legal consequences arising out of this Service Agreement. IN WITNESSES WHEREOF the parties have signed this Service Agreement on the date, month and year first above written before the following witnesses:

COMPANY

EXECUTIVE

SURETY

232

233

WITNESSES:

WITNESS 1

WITNESS 2

WITNESS 3



COMPANY

EXECUTIVE

SURETY

NOTARY:

(Please tick the appropriate box and initial / sign against the chosen option)

- The Executive has signed before me
- The Surety has signed before me
- The Executive & Surety have signed before me



COMPANY

EXECUTIVE

SURETY

234

80

Exhibit A

The Foundation Program Training (FPT)

The FPT may consist of several training modules (hereinafter the terms "module" and "program" are used interchangeably).

Currently there are two training modules, namely:

- (i) Technical Training; and
- (ii) Management Skills Training

Technical Training further comprises of 2 distinct modules

- (i) Generic Stream; and
- (ii) Technology Specific Stream

All references to "Technical Training" shall include both Generic Stream and Technology Specific Stream.

I. Technical Training:

The Executive would be required to undergo Technical Training in all or any of the following Company designed courses as a specified program. The curriculum may be modified based on the Company's requirement from time to time. At present there are two modules (also called stream programs) of technical training as enumerated below:

- a) Generic Stream Program: programming principles, database concepts, quality systems concepts, computer hardware & software, UI design issues and other subjects.
- b) Technology Specific Stream Program: mainframe systems or internet based systems or open systems or AS400 systems, stream project and other subjects.

II. Management Skills Training:

Every Executive shall undergo pre-determined management skills Program during and as a part of the FPT. These Programs would cover communication skills and business skills and such other components as the Company may determine from time to time depending upon varying business requirements of the Company.

It is mandatory that every Executive qualifies in the manner specified both in Technical Training and Management Skills Training. All evaluation criteria and training process / methodology shall be exclusively determined by the Company and may be reviewed by the Company from time to time.



COMPANY

EXECUTIVE

SURETY

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ANNEXURE - II

NON-COMPETE AGREEMENT

I, _____ do hereby acknowledge and confirm the following:-

(1) I am accepting employment with Infosys Limited ("Infosys"). Now, as per the presents below, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with Infosys Limited.

(2) I am required, on behalf of Infosys, to provide services to, or solicit business from, various clients of Infosys for whom I performed services as a Company employee (each such client hereinafter referred to as a "Customer").

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys for any reason, I will not:

a. accept any Offer of Employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with Infosys;

b. accept any Offer of Employment from a Named Competitor of Infosys, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys.

For the purposes of this Non Compete Agreement, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:-

- i. Tata Consultancy Services Limited
- ii. Accenture Limited
- iii. International Business Machines Corporation
- iv. Cognizant Technology Solutions Corporation
- v. Wipro Limited

Place:

Employee Signature:

Date:

Employee Name:

Acknowledged by Infosys Limited:

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Instruction to be followed by the Trainees:

Activity 1:

Please go through the service agreement attached in the service agreement kit.

Activity 2:

- You need to take the service agreement printed on the Legal Sheet (A6 sheet)
- Get the Legal sheet stamped (franked) with the stamp duty of Rs. 200.
- If you are unable to get the legal sheets, kindly get the service agreement contents completely typed in the stamp paper with total value of Rs. 200. Please do ensure that the Company signature is not missing in the print out

Activity 3:

- Please get all the pages in the service agreement signed by you and your Surety.
- Kindly note that the agreement would have 6 pages. Get these printed as per Activity 2 and also make a copy of the same self. **Self copy is mandatory.**
- Please ensure that, there should be 12 signatures of self (YOU) and Surety. (Original and copy)
- Witness Signatures** (3+3 Signatures on the 4th page of Service Agreement). (Original and copy)
 - The first witness should be from HRD. Get it signed on your Date of Joining on both original and copy.
 - The second witness can be your Family member / Blood relative.
 - The third witness has to necessarily be friend or colleague.

Activity 4:

The completed service agreement should be notarized and carried along with you on the DOJ. Notarization facility is also available in Infosys Mysore campus, in case you are unable to get it notarized before joining.

Activity 5: You are required to fill the dotted lines/ blank spaces appearing on the page 1 of the Service Agreement. In the first paragraph, you are required to fill in your date of joining as communicated to you by Infosys. The format for the same is as given below:

- If your date of joining is 1-Jan-2018 then you have to write it as 1st day of January 2018.
- In the second paragraph, you are required to fill in your name and followed by Surety's name, relationship and surety's age.
 - In the third paragraph, you are required to fill in your Surety's name. You have to mention the name of the Surety, Surety's Father's name and the permanent address of your Surety.
Please note: If Surety's Father is deceased then you can put (Late) before the name of surety's father.
 - Given below is the format in which the name and address has to be filled. Please ensure that you will fill the agreement in same format.

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Format for Name:

- Complete name has to be given expanding all the initials.
- First name should come first, then middle name and last would be the surname. There should be a gap in-between each word.
- If there are any initials which cannot be expanded then the same has to be given at the end and not the beginning. There should be a dot after the initial.

Eg: Pratibha Narayanan
Prakash Sundar Sharma

Format for Address:

- Complete address has to be given of the surety..
- There should be a comma separator in-between each field.
- Pin code has to be mentioned. One hyphen has to be put in between name of the town/city and pin code. 6 digit pin code has to be separated by a space with 3 digit being continuous.

Eg: #2, II Cross, Jayanagar, Bangalore - 560 002
#1, III Cross, Girinagar, Bangalore - 560 001

PLEASE NOTE:

COMPANY AT ITS DISCRETION MAY SHIFT YOUR DATE OF JOINING IN CASE YOU FAIL TO GET THE ADEQUATELY STAMPED AND SIGNED (BY ALL NECESSARY PARTIES) SERVICE AGREEMENT ON THE DATE OF JOINING.

IN THE EVENT IT IS NOTICED THAT THE CONTENTS OF THE SERVICE AGREEMENT IS TAMPERED WITH BY THE TRAINEE, THE COMPANY MAY INITIATE ANY APPROPRIATE ACTION(S) AGAINST SUCH TRAINEE(S).

FAQ's on Service Agreement

1. What is the validity period of the Agreement?
The agreement is valid from the date of joining up to a period of 12 months from the Date of Allocation to a Practice Unit at the Company.
2. How many agreements should you bring along on date of joining?
One original agreement would be sufficient. You can retain a photocopy of the agreement need be.
3. Who are the parties to this Agreement?
The Agreement involves three parties - the Company, the Employee and the Surety.
4. Who can be a Surety?
Either the employee's father /mother / Husband / Wife can stand surety to the Agreement.
5. Is there any specific order to be followed while signing the Agreement?
The employee and his/ her sureties have to sign on all the pages. The order has been given below.
 - a) The Company
 - b) The Trainee
 - c) The Surety

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6. Who can sign as witness?

There are 3 witnesses' signatures that are required.

- a. The first witness will be from HRD.
- b. The second witness can be your Family member / Blood relative.
- c. The third witness has to necessarily be friend or colleague.

7. If both, my father and my mother are not alive, in such a case, who can stand Surety to the Agreement?

Your immediate guardian can be the surety (brother/ sister/ uncle/aunt) needs to be of legal age.

8. My mother is the Surety and our relatives are living far away from our native place. In this case who will be the witness for my surety?

You can speak to your relatives over phone and send the Agreement with complete instructions for the witness signature. But the witness signature has to be necessarily that of a family member.

9. Are witnesses also required to sign on all the pages?

No. There is no need to sign on all the pages. They have to sign only where the witness is mentioned. This is to be done on Original.

10. What is notarization?

Notarization is the process of certifying or attesting the validity of a document, deed, contract etc. by a Notary

11. Who is a notary?

The person who does the notarization is called notary. The notary should be an advocate. All advocates are not notaries. But a notary should be advocate.

12. Is the witness also required to sign in the presence of the notary?

No.

13. Should we get the notarization done?

Notarization should be done even before joining Infosys. In case you are unable to get it notarized before joining Infosys, then you can get it done in Infosys Mysore Campus

14. Can we use the stamps instead of service agreement?

Only Non Judicial stamps will be allowed.

15. Should the stamp duty need to be Rs. 200 or sum of Rs. 200?

The stamp duty can be of any denomination but the total sum needs to be Rs. 200.

16. Should I get the surety and second witness signature before joining?

Yes, this can be done before the date of joining.

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ANNEXURE - IV
INFORMATION SHEET

Name :
Candidate ID :

1. Role and Competency Based Organization

Infosys Limited ("Infosys" or "Company") has a role and competency based structure. A 'role' is defined as a set of responsibilities and accountabilities assigned to or expected to be carried out by a person or group.

All HR processes such as selection, training requirements, career planning, growth and compensation and benefits are based on this structure.

At Infosys, for senior management, there are titles such as Associate Vice President, Vice President, Senior Vice President and Executive Vice President. For employees holding such titles, all policies related to compensation and benefits are based on the title and role of the individual.

2. Probation period and confirmation as a permanent employee

You will be on probation for a period of 12 months post completion of your training and allocation to the Unit. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company.

In addition to your performance during the probationary period, your confirmation as a permanent employee is subject to your submitting the documents required by the Company. Two copies of the following (To be provided on the date of your joining the Company. Please refer to the clause on 'Background Checks' for further details) will constitute the required documents:

1. Class 10 (or equivalent) Marks Sheet/s
2. Class 12 (or equivalent) Marks Sheet/s
3. Graduation Marks Sheet/s
4. Final Graduation Degree Certificate
5. Post-Graduation Marks Sheet/s (if applicable)
6. Diploma Certificate (if applicable)
7. Relieving letter / experience letter (in case you are already employed) from all previous employers (as applicable)
8. Passport
9. National Skills Registry
10. PAN Card ("Under Income Tax laws, disclosure of your Permanent Account Number (PAN) to Infosys Limited is mandatory. Please disclose your PAN to Infosys on or before 30 days from the day of joining and note that disclosure of PAN is a pre-condition for your confirmation into the system").

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3. Leave

You will be eligible for 15 working days of Earned Leave annually during your probation and for 1st and 2nd year of your service. This shall be credited on a quarterly basis as per the table below:

Year / Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Days	4	4	4	3	15

Please note that in above table quarter 1 denotes the quarter you have joined and should not be read by fiscal year quarter definition.

Illustration:

If an employee joins the Company in quarter two of the fiscal year 2018-19, the quarter two of the fiscal year 2018-19 will be considered as the first quarter for the purpose of leave credit. Please note that leave days shall be credited on a pro-rata basis in the first quarter of your employment.

You will be eligible for 20 working days of leave annually, post your confirmation and completion of two years with the Company. The same will be credited from the quarter following your confirmation, in the below pattern:

Year / Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Days	5	5	5	5	20

Further details will be provided to you at the time of joining.

4. Business Related Expenses

You will be required to claim all business related expenses and settle all dues within 30 days of incurring the expenditure. Expense claims, which are received after 30 days from the date of incurring the expenditure, will be deemed to be unauthorized. Also, any unsettled dues post the aforementioned period would be deducted from the salary.

5. Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet of this letter. The mode of payment for Financial Year 2018-19 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. The mode of payment for each Financial Year will be determined at the beginning of the same.

Illustration:

Bonus amount mentioned in the Compensation Details sheet (at 100%) for a certain employee is INR. 1,000 per month. 95% of this amount, i.e. INR. 950, would be paid out to the employee per month. The balance amount of INR 50 per month shall be consolidated and paid out at the end of the fiscal year.

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6. Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to your preferences and income tax plans.

7. National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. Any contribution made by an employer to the employee's Tier 1 NPS account will be exempt from taxes for the employee. This would be over and above the INR 1.5 lakh exemption limit defined under section 80C of the IT Act. The exemption from taxes is available for a maximum contribution of 10% of Basic + Fixed Dearness Allowance (FDA) of the employee in a Financial Year.

Details

Your contribution to NPS will be carved out of your Basket of Allowances (BOA) as a separate component and will be equal to the amount you intend to allocate under NPS. This amount will be directly remitted to the POP* Bank associated with Infosys. BOA less NPS will continue to be paid through monthly payroll.

A maximum of 20% of your salary (Basic + FDA) can be allocated towards NPS. A minimum contribution of INR 6,000 is required annually and INR 500 per contribution.

You can open a Tier 1 account with ICICI Bank if you wish to contribute to NPS. If you already have an existing Tier 1 account with any other bank, you will need to transfer the same to ICICI Bank as that is the Point of Presence Bank for Infosys employees.

You can read the Policy, FAQs and the process document available on our Intranet for all the details once you join. The ICICI branches on our campuses will also help you with your queries.

8. Information Security

The role and responsibilities related to Information Security for all employees are outlined in the Information Security Policy of Infosys, which every employee is expected to abide by. All Information Security standards and guidelines will also be applicable to you. In addition, for roles that are privy to more sensitive information, specific Information Security responsibilities will be communicated at the time of joining.

9. Extension of Date of Joining

As per the Company policy, extension in Date of Joining will be granted only once based on medical exigencies. The request for extension must be supported with documentary evidence (Medical records and certificate). The request for extension can be sent to offer_extension@infosys.com at least a week before the initial date of joining. Granting this extension is solely at the discretion of the Company.

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10. National Skills Registry

Infosys has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service and quality, and in order to do this, we have maintained a strong focus on compliance. The "National Skills Registry" of NASSCOM, ensures more effective information security standards. In case you have not registered yourself with National Skills Registry, you would be required to do so prior to your joining Infosys Ltd irrespective of the nature of your role with us. The cost of your registration with National Skills Registry will have to be borne by you. For more information on national skills registry for registration, please visit www.nationalskillsregistry.com. This kit contains the document on steps/procedures for NSR registration.

Note: This document only gives indicative details of the different plans and procedures applicable to employees. The implementation of the plans mentioned here is governed by policies of Infosys and applicable legal agencies, and may change from time to time without prior notice. Latest details and specifics of each plan are available with the Human Resources department.

11. Linkage of UAN and AADHAR Card Number

As per the directions of the Employees Provident Fund Organization ("EPFO") it is mandatory KYC requirement for all employees to link their Aadhaar card number with their provident fund Universal Account Number ("UAN"). Hence, to comply with the obligations under the Employees Provident Funds and Miscellaneous Provisions Act 1952 ("EPF Act") and also for availing the benefits under the EPF Act, you are required to disclose either your Aadhaar card number or the Aadhaar enrollment number as applicable, at the time of joining. Please note that Infosys Limited would not be liable for your inability to avail the benefits provided under the EPF Act due to the non-linkage of your Aadhaar card number to your UAN.

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HRD/21/12323575/18-19

Ms. Simran Chawla
Candidate ID: 12323575

June 29, 2018

Saharnpur - 247001
Uttar Pradesh
India
Ph: (91) 98781 31485

Dear Simran,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our renewed journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP - Head HR

INFOSYS LIMITED
CIN: L85110KA1581PLC019116
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0201
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2018.06.29 11:22:39 +05:30
Reason: Offer Letter
Location: Bangalore

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HRD/2T/12323575/18-19

Ms. Simran Chawla
Candidate ID: 12323575

June 29, 2018

Saharanpur - 247001
Uttar Pradesh
India
Ph: (91) 98781 31485

Dear Simran,

Congratulations! We are delighted to make you an offer as **Testing Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **July 23, 2018**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

Training Period

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

INFOSYS LIMITED
CIN: L8510KA1981PLC013115
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

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Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure – III.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

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Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be **INR 18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at **20%** of the sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2018-19 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. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to 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 - III 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 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

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Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background checks

The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks. Please see the "Offer Annexure for India" for the documents that you are required to submit in this regard.

The Company, at its discretion, may request further validation of the details provided by you. If the outcome of the background check is found to be unsatisfactory, we reserve the right, in our sole discretion, to withdraw this offer without notice nor 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, we may at our sole discretion, ask you for further information, to substantiate the details that you have earlier provided to us, 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, the cost of which will need to be borne by you.

Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment programme 2017-2018. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

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**ANNEXURE -I
(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Ms. Simran Chawla			
ROLE	Operations Executive			
ROLE DESIGNATION	Testing Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY	5580			
FIXED DEARNESS ALLOWANCE (FDA)	1100			
BASKET OF ALLOWANCES (HRA, LTA, Medical Allowance, Children's Education Allowance, Transport / Allowance, Miscellaneous Allowance)	9442			
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1269			
MONTHLY GROSS SALARY	17,391			
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)	67			
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of (Basic + FDA)	802			
GRATUITY - 4.81% of (Basic + FDA)*	321			
FIXED GROSS SALARY (1+2+3)	18,581			
TOTAL GROSS SALARY	18,581			
OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
SALARY LOAN (Subject to submission of Trainee Agreement)	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				



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Instruction to be followed by the Trainees:

Activity 1:

Please go through the service agreement attached in the service agreement kit.

Activity 2:

- You need to take the service agreement printed on the Legal Sheet (A6 sheet)
- Get the Legal sheet stamped (franked) with the stamp duty of Rs. 200.
- If you are unable to get the legal sheets, kindly get the service agreement contents completely typed in the stamp paper with total value of Rs. 200. Please do ensure that the Company signature is not missing in the print out

Activity 3:

- Please get all the pages in the service agreement signed by you and your Surety.
- Kindly note that the agreement would have 6 pages. Get these printed as per Activity 2 and also make a copy of the same self. **Self copy is mandatory.**
- Please ensure that, there should be 12 signatures of self (YOU) and Surety. (Original and copy)
- Witness Signatures** (3+3 Signatures on the 4th page of Service Agreement). (Original and copy)
 - The first witness should be from HRD. Get it signed on your Date of Joining on both original and copy.
 - The second witness can be your Family member / Blood relative.
 - The third witness has to necessarily be friend or colleague.

Activity 4:

The completed service agreement should be notarized and carried along with you on the DOJ. Notarization facility is also available in Infosys Mysore campus, in case you are unable to get it notarized before joining.

Activity 5: You are required to fill the dotted lines/ blank spaces appearing on the page 1 of the Service Agreement. In the first paragraph, you are required to fill in your date of joining as communicated to you by Infosys. The format for the same is as given below:

- If your date of joining is 1-Jan-2018 then you have to write it as 1st day of January 2018.
- In the second paragraph, you are required to fill in your name and followed by Surety's name, relationship and surety's age.
 - In the third paragraph, you are required to fill in your Surety's name. You have to mention the name of the Surety, Surety's Father's name and the permanent address of your Surety.
Please note: If Surety's Father is deceased then you can put (Late) before the name of surety's father.
 - Given below is the format in which the name and address has to be filled. Please ensure that you will fill the agreement in same format.

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Format for Name:

- Complete name has to be given expanding all the initials.
- First name should come first, then middle name and last would be the surname. There should be a gap in-between each word.
- If there are any initials which cannot be expanded then the same has to be given at the end and not the beginning. There should be a dot after the initial.

Eg: Pratibha Narayanan
Prakash Sundar Sharma

Format for Address:

- Complete address has to be given of the surety..
- There should be a comma separator in-between each field.
- Pin code has to be mentioned. One hyphen has to be put in between name of the town/city and pin code. 6 digit pin code has to be separated by a space with 3 digit being continuous.

Eg: #2, II Cross, Jayanagar, Bangalore - 560 002
#1, III Cross, Girinagar, Bangalore - 560 001

PLEASE NOTE:

COMPANY AT ITS DISCRETION MAY SHIFT YOUR DATE OF JOINING IN CASE YOU FAIL TO GET THE ADEQUETLY STAMPED AND SIGNED (BY ALL NECESSARY PARTIES) SERVICE AGREEMENT ON THE DATE OF JOINING.

IN THE EVENT IT IS NOTICED THAT THE CONTENTS OF THE SERVICE AGREEMENT IS TAMPERED WITH BY THE TRAINEE, THE COMPANY MAY INITIATE ANY APPROPRIATE ACTION(S) AGAINST SUCH TRAINEE(S).

FAQ's on Service Agreement

1. What is the validity period of the Agreement?

The agreement is valid from the date of joining up to a period of 12 months from the Date of Allocation to a Practice Unit at the Company.

2. How many agreements should you bring along on date of joining?

One original agreement would be sufficient. You can retain a photocopy of the agreement need be.

3. Who are the parties to this Agreement?

The Agreement involves three parties - the Company, the Employee and the Surety.

4. Who can be a Surety?

Either the employee's father /mother / Husband / Wife can stand surety to the Agreement.

5. Is there any specific order to be followed while signing the Agreement?

The employee and his/ her sureties have to sign on all the pages. The order has been given below.

- The Company
- The Trainee
- The Surety

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6. Who can sign as witness?

There are 3 witnesses' signatures that are required.

- a. The first witness will be from HRD.
- b. The second witness can be your Family member / Blood relative.
- c. The third witness has to necessarily be friend or colleague.

7. If both, my father and my mother are not alive, in such a case, who can stand Surety to the Agreement?

Your immediate guardian can be the surety (brother/ sister/ uncle/aunt) needs to be of legal age.

8. My mother is the Surety and our relatives are living far away from our native place. In this case who will be the witness for my surety?

You can speak to your relatives over phone and send the Agreement with complete instructions for the witness signature. But the witness signature has to be necessarily that of a family member.

9. Are witnesses also required to sign on all the pages?

No. There is no need to sign on all the pages. They have to sign only where the witness is mentioned. This is to be done on Original.

10. What is notarization?

Notarization is the process of certifying or attesting the validity of a document, deed, contract etc. by a Notary

11. Who is a notary?

The person who does the notarization is called notary. The notary should be an advocate. All advocates are not notaries. But a notary should be advocate.

12. Is the witness also required to sign in the presence of the notary?

No.

13. Should we get the notarization done?

Notarization should be done even before joining Infosys. In case you are unable to get it notarized before joining Infosys, then you can get it done in Infosys Mysore Campus

14. Can we use the stamps instead of service agreement?

Only Non Judicial stamps will be allowed.

15. Should the stamp duty need to be Rs. 200 or sum of Rs. 200?

The stamp duty can be of any denomination but the total sum needs to be Rs. 200.

16. Should I get the surety and second witness signature before joining?

Yes, this can be done before the date of joining.

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ANNEXURE - IV
INFORMATION SHEET

Name :
Candidate ID :

1. Role and Competency Based Organization

Infosys Limited ("Infosys" or "Company") has a role and competency based structure. A 'role' is defined as a set of responsibilities and accountabilities assigned to or expected to be carried out by a person or group.

All HR processes such as selection, training requirements, career planning, growth and compensation and benefits are based on this structure.

At Infosys, for senior management, there are titles such as Associate Vice President, Vice President, Senior Vice President and Executive Vice President. For employees holding such titles, all policies related to compensation and benefits are based on the title and role of the individual.

2. Probation period and confirmation as a permanent employee

You will be on probation for a period of 12 months post completion of your training and allocation to the Unit. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company.

In addition to your performance during the probationary period, your confirmation as a permanent employee is subject to your submitting the documents required by the Company. Two copies of the following (To be provided on the date of your joining the Company. Please refer to the clause on 'Background Checks' for further details) will constitute the required documents:

1. Class 10 (or equivalent) Marks Sheet/s
2. Class 12 (or equivalent) Marks Sheet/s
3. Graduation Marks Sheet/s
4. Final Graduation Degree Certificate
5. Post-Graduation Marks Sheet/s (if applicable)
6. Diploma Certificate (if applicable)
7. Relieving letter / experience letter (in case you are already employed) from all previous employers (as applicable)
8. Passport
9. National Skills Registry
10. PAN Card ("Under Income Tax laws, disclosure of your Permanent Account Number (PAN) to Infosys Limited is mandatory. Please disclose your PAN to Infosys on or before 30 days from the day of joining and note that disclosure of PAN is a pre-condition for your confirmation into the system").

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3. Leave

You will be eligible for 15 working days of Earned Leave annually during your probation and for 1st and 2nd year of your service. This shall be credited on a quarterly basis as per the table below:

Year / Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Days	4	4	4	3	15

Please note that in above table quarter 1 denotes the quarter you have joined and should not be read by fiscal year quarter definition.

Illustration:

If an employee joins the Company in quarter two of the fiscal year 2018-19, the quarter two of the fiscal year 2018-19 will be considered as the first quarter for the purpose of leave credit. Please note that leave days shall be credited on a pro-rata basis in the first quarter of your employment.

You will be eligible for 20 working days of leave annually, post your confirmation and completion of two years with the Company. The same will be credited from the quarter following your confirmation, in the below pattern:

Year / Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Days	5	5	5	5	20

Further details will be provided to you at the time of joining.

4. Business Related Expenses

You will be required to claim all business related expenses and settle all dues within 30 days of incurring the expenditure. Expense claims, which are received after 30 days from the date of incurring the expenditure, will be deemed to be unauthorized. Also, any unsettled dues post the aforementioned period would be deducted from the salary.

5. Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet of this letter. The mode of payment for Financial Year 2018-19 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. The mode of payment for each Financial Year will be determined at the beginning of the same.

Illustration:

Bonus amount mentioned in the Compensation Details sheet (at 100%) for a certain employee is INR. 1,000 per month. 95% of this amount, i.e. INR. 950, would be paid out to the employee per month. The balance amount of INR 50 per month shall be consolidated and paid out at the end of the fiscal year.

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6. Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to your preferences and income tax plans.

7. National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. Any contribution made by an employer to the employee's Tier 1 NPS account will be exempt from taxes for the employee. This would be over and above the INR 1.5 lakh exemption limit defined under section 80C of the IT Act. The exemption from taxes is available for a maximum contribution of 10% of Basic + Fixed Dearness Allowance (FDA) of the employee in a Financial Year.

Details

Your contribution to NPS will be carved out of your Basket of Allowances (BOA) as a separate component and will be equal to the amount you intend to allocate under NPS. This amount will be directly remitted to the POP* Bank associated with Infosys. BOA less NPS will continue to be paid through monthly payroll.

A maximum of 20% of your salary (Basic + FDA) can be allocated towards NPS. A minimum contribution of INR 6,000 is required annually and INR 500 per contribution.

You can open a Tier 1 account with ICICI Bank if you wish to contribute to NPS. If you already have an existing Tier 1 account with any other bank, you will need to transfer the same to ICICI Bank as that is the Point of Presence Bank for Infosys employees.

You can read the Policy, FAQs and the process document available on our Intranet for all the details once you join. The ICICI branches on our campuses will also help you with your queries.

8. Information Security

The role and responsibilities related to Information Security for all employees are outlined in the Information Security Policy of Infosys, which every employee is expected to abide by. All Information Security standards and guidelines will also be applicable to you. In addition, for roles that are privy to more sensitive information, specific Information Security responsibilities will be communicated at the time of joining.

9. Extension of Date of Joining

As per the Company policy, extension in Date of Joining will be granted only once based on medical exigencies. The request for extension must be supported with documentary evidence (Medical records and certificate). The request for extension can be sent to offer_extension@infosys.com at least a week before the initial date of joining. Granting this extension is solely at the discretion of the Company.

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10. National Skills Registry

Infosys has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service and quality, and in order to do this, we have maintained a strong focus on compliance. The "National Skills Registry" of NASSCOM, ensures more effective information security standards. In case you have not registered yourself with National Skills Registry, you would be required to do so prior to your joining Infosys Ltd irrespective of the nature of your role with us. The cost of your registration with National Skills Registry will have to be borne by you. For more information on national skills registry for registration, please visit www.nationalskillsregistry.com. This kit contains the document on steps/procedures for NSR registration.

Note: This document only gives indicative details of the different plans and procedures applicable to employees. The implementation of the plans mentioned here is governed by policies of Infosys and applicable legal agencies, and may change from time to time without prior notice. Latest details and specifics of each plan are available with the Human Resources department.

11. Linkage of UAN and AADHAR Card Number

As per the directions of the Employees Provident Fund Organization ("EPFO") it is mandatory KYC requirement for all employees to link their Aadhaar card number with their provident fund Universal Account Number ("UAN"). Hence, to comply with the obligations under the Employees Provident Funds and Miscellaneous Provisions Act 1952 ("EPF Act") and also for availing the benefits under the EPF Act, you are required to disclose either your Aadhaar card number or the Aadhaar enrollment number as applicable, at the time of joining. Please note that Infosys Limited would not be liable for your inability to avail the benefits provided under the EPF Act due to the non-linkage of your Aadhaar card number to your UAN.

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ANNEXURE - II

NON-COMPETE AGREEMENT

I, _____ do hereby acknowledge and confirm the following:-

(1) I am accepting employment with Infosys Limited ("Infosys"). Now, as per the presents below, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with Infosys Limited.

(2) I am required, on behalf of Infosys, to provide services to, or solicit business from, various clients of Infosys for whom I performed services as a Company employee (each such client hereinafter referred to as a "Customer").

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys for any reason, I will not:

a. accept any Offer of Employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with Infosys;

b. accept any Offer of Employment from a Named Competitor of Infosys, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys.

For the purposes of this Non Compete Agreement, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:-

- i. Tata Consultancy Services Limited
- ii. Accenture Limited
- iii. International Business Machines Corporation
- iv. Cognizant Technology Solutions Corporation
- v. Wipro Limited

Place:

Employee Signature:

Date:

Employee Name:

Acknowledged by Infosys Limited:

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Serial Number:
Candidate ID:
Employee No:
Year: FY 201_ - 201_

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INFOSYS LIMITED
SERVICE AGREEMENT

THIS SERVICE AGREEMENT is executed on [date of signing] with effect from date of Joining <<date in DD/MM/YY format>> to the successful completion of Foundation Program Training and up to a period of 12 months from the Date of Allocation to a Practice Unit at Infosys Limited (hereinafter referred to as the "Service Period")

BETWEEN:

M/s. Infosys Limited a Company incorporated under the Companies Act, 1956, having its registered office at Plot Nos. 44 & 97 A, 3rd Cross, P.O. Electronics City, Hosur Road, Bangalore - 560 100, represented by its Vice President - HRD Mr. Nanjappa B.S. hereinafter referred to as the COMPANY (which term shall unless repugnant to the context mean and include its successors-in-interest and permitted assignees) of the ONE PART;

AND:

Mr./Ms. <<Name>>
<<Daughter/Son/Husband/Wife>> of <<Mr./Ms.>>
aged about <<Age>> years, currently residing at Infosys Limited, Mysore, after Referred to as the EXECUTIVE (which term shall unless repugnant to the context mean and include his/her heirs, legal representatives, assigns, executors and administrators) of the SECOND PART;

AND:

<<Mr./Ms.>> <<Surety Name>> son/daughter of <<Surety's Dad / Mother's Name>> aged about <<Age>> Years, currently residing at hereinafter referred to as the SURETY (which term shall unless repugnant to the context mean and include his/her heirs, legal representatives, assigns, executors and administrators) of the THIRD PART

DEFINITIONS:

The following terms shall have the following meanings for the purpose of this Service Agreement:

1. Date of Allocation: Is the date when the Executive is allocated to a Practice Unit for On the Job Training.
2. Practice Unit: Practice Unit refers to individual business unit /horizontal business unit /department where the Executive is posted, usually after the completion of Foundation Program Training. A Practice Unit may be a delivery unit or business enabler function / department.
3. On-the-Job training: Training imparted to the Executive on allocation to a Practice Unit.


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WHEREAS

The Executive applied to the Company for the designation of Testing Executive Trainee. Pursuant to such application, the Company appointed him/her as a Testing Executive Trainee on the terms and conditions contained in the offer letter together with this Service Agreement, under which he/she is required to undergo training as may be determined by the Company;

AND WHEREAS the Executive recognizes and accepts that at the time of appointment as Testing Executive Trainee, except exposure to academic knowledge, he/she has received no formal, effective, technical or practical training to independently function as a Testing Executive Trainee who is commercially viable to the Company;

AND WHEREAS the Executive further recognizes and accepts that prior to and at the time of joining the Company, he/she has not been exposed to and, therefore, has not acquired any management or communication skills, which are essential to for performance of duties by the Executive which meet the current business needs, parameters, standards and efficiency levels required by the Company;

AND WHEREAS consequently and in order for the Company to utilize the skills of the Executive, the Executive would need to undergo formal and extensive training in accordance with courses, modules and programs prescribed or conducted by the Company;

AND WHEREAS the Executive is aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing him/her as Testing Executive Trainee and thereafter imparting training to such Executive;

AND WHEREAS the Executive recognizes and accepts that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, computer time etc., in the event the Executive fails to complete the training as prescribed hereunder and/or leaves the Company during the Service Period. In such event, the Executive hereby agrees to reimburse and compensate the Company in the manner enumerated in clause 5 of this Service Agreement;

NOW THIS SERVICE AGREEMENT WITNESSES AS FOLLOWS:

1. The Executive has been appointed as a Testing Executive Trainee on training with the Company. The Trainee will undergo Foundation Programmed Training ("the FPT") as detailed in Clause 3 of this agreement at the Company's location at Mysore, India which will commence on the Trainee joining the Company. The Service Period also includes the FPT as detailed in Clause 3. If the Executive takes leaves on loss of pay ("LOP"), such leave period shall not be included within the meaning of Service Period. The Executive hereby acknowledges and agrees that his/her Service Period shall be extended by the number days of leave taken on LOP.

2. The Executive shall be paid a total monthly fixed compensation of INR 17,458/- As follows:

- a) Basic Salary :INR 5,580/-
- b) Dearness Allowance :INR 1,100/-
- c) Basket of Allowances :INR 9,442/-
- d) Bonus / Ex-Gratia :INR 1,336/-

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- 3. The Executive agrees to undergo training immediately upon joining. The objectives, methodology, content and evaluation procedures of the FPT are detailed in the assessment and evaluation policy which is available to the Executive for inspection with the Education & Research ("E&R") department. The duration of the FPT would normally range up to a period of 9 weeks unless otherwise expressly prescribed by the Company. FPT period will be determined by the Company on the basis of educational qualification of the Executive at the time of entry into the Company and business requirements of the Company. The Executive is expected to qualify in the FPT, which is intended to render him / her competent to undertake software development tasks that may be subsequently assigned to him / her. All modules of the FPT are compulsory.

Upon successful qualification in the FPT, the Executive may, at the sole discretion of the Company, be deputed for On-the-Job training to a Practice unit for such period as may be specified by the Company.

Notwithstanding any other provision, in certain cases, based on the business requirements of the Company, the Company shall depute the Executive for "On-the-Job" training before undergoing or prior to completion of the FPT. However, within one year of the Executive's date of joining the Company, the Executive will be provided with the opportunity to undergo and complete the FPT.

- 4. Operations undergoing training are required to peruse the assessment and evaluation policy which is available with the E&R department. The content shall be presumed to be within the knowledge of the Executive upon reporting for training.
- 5. The Executive accepts, agrees and admits that the Company has incurred expenses and costs in the process of recruitment, such expenses being in the nature of advertisements, implementation of selection procedures, interviews, travel, etc. The Executive is aware that in the event of his/her not completing the Service Period the Company would, without option, be constrained once again to incur, similar expenses, which would be a direct result of him/her leaving the Company prematurely. The Executive further accepts, agrees and admits that the nature, quality, intensity and content of training ("Exhibit A") to be imparted by the Company is not available or imparted by any other company of a similar nature. The FPT is designed to satisfy the exclusive requirements of the Company and that the opportunity to be trained in computers, with provision for exclusive working on computers is not available with or provided by any other company of similar nature. The Executive is further aware that the Company would have earned considerable revenue by hiring out computer time instead of imparting such FPT training thereon to the Trainee. The Executive admits and recognizes that the technical and management training involves substantial training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

The Executive, therefore, agrees that in the event of his / her leaving the Company before completion of the Service Agreement period with the company for any reason whatsoever, he /she shall be liable to pay to the company compensation /damages calculated as follows and / or reimburse all costs and expenses incurred in or connected with the training:



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- a. Fixed cost of INR 16,000 which includes INR 10,000 Recruitment cost and INR 6,000 Training cost.
 - b. 75% of fixed salary (Excluding PF and Gratuity) paid by the Company to the Trainee during the FPT period, which is calculated at INR 388 per day (Average calendar day per month is considered as 30 days. In case the Executive resigns in middle of any month the number of days worked in that month would be considered for calculating the % of salary amount deductible)
 - c. 50% of total computer time utilized which is calculated at INR 625 per day (Average working day per month is considered as 22 days. In case the Executive resigns in the middle of any month the number of days worked in that month would be considered for the calculation).
6. The Executive, Company and Surety accept, agree and admit that the amounts calculated on the a forementioned basis is a genuine, fair and reasonable estimate of the damages, loss and expenses that the company would suffer on providing the training to the Executive.
7. The Executive agrees that he / she shall faithfully and diligently undergo and imbibe the training prescribed as per the FPT. The Executive acknowledges that failure to the complete FPT successfully or leaving the Company within the service period shall mean and include:
- a] Failure to complete FPT by being absent for any reason(s) whatsoever from the Company;
 - b] Leaving the Company for the purpose of higher studies, research, alternate employment, alternate training or any other purpose during the Service Period.
 - c] Dismissal of Executive by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response of the Executive during the Service Period.
8. The Surety hereby undertakes and accepts that his / her liability is co-extensive with that of the Executive. The Surety shall be jointly and severally liable with the Executive for payment of all amounts that may become due and payable under this Service Agreement. The Surety hereby acknowledges that he/she is aware and accepts the special nature and character of deputation of the Executive as well as the manner of computation of damages /compensation enumerated in clause 5 of this Service Agreement. The Surety hereby agrees and accepts that the Company shall be at liberty to enforce this guarantee furnished by him/her without necessarily seeking to enforce the same against the Executive in the first instance. The Surety hereby agrees and accepts that the Company shall be entitled to proceed either against the Executive or Surety or both for recovery of any amounts due under this Service Agreement. The Surety hereby agrees and accepts that any demand made on the Executive under this Service Agreement shall be deemed to be sufficient notice of such demand to the Surety also. The Surety and Executive hereby state that they have entered into this Service Agreement voluntarily and after being fully aware of all legal consequences arising out of this Service Agreement. IN WITNESSES WHEREOF the parties have signed this Service Agreement on the date, month and year first above written before the following witnesses:

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WITNESSES:

WITNESS 1



COMPANY

WITNESS 2

EXECUTIVE

WITNESS 3

SURETY

NOTARY:

(Please tick the appropriate box and initial / sign against the chosen option)

- The Executive has signed before me
- The Surety has signed before me
- The Executive & Surety have signed before me.



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Exhibit A

The Foundation Program Training (FPT)

The FPT may consist of several training modules (hereinafter the terms "module" and "program" are used interchangeably).

Currently there are two training modules, namely:

- (i) Technical Training; and
- (ii) Management Skills Training

Technical Training further comprises of 2 distinct modules:

- (i) Generic Stream; and
- (ii) Technology Specific Stream

All references to "Technical Training" shall include both Generic Stream and Technology Specific Stream.

I. Technical Training:

The Executive would be required to undergo Technical Training in all or any of the following Company designed courses as a specified program. The curriculum may be modified based on the Company's requirement from time to time. At present there are two modules (also called stream programs) of technical training as enumerated below:

- a) Generic Stream Program: programming principles, database concepts, quality systems concepts, computer hardware & software, UI design issues and other subjects.
- b) Technology Specific Stream Program: mainframe systems or internet based systems or open systems or AS400 systems, stream project and other subjects.

II. Management Skills Training:

Every Executive shall undergo pre-determined management skills Program during and as a part of the FPT. These Programs would cover communication skills and business skills and such other components as the Company may determine from time to time depending upon varying business requirements of the Company.

It is mandatory that every Executive qualifies in the manner specified both in Technical Training and Management Skills Training. All evaluation criteria and training process / methodology shall be exclusively determined by the Company and may be reviewed by the Company from time to time.

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EXECUTIVE

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HRD:2T/12323613/18-19

Ms. Nikita
Candidate ID: 12323613

June 29, 2018

Ambala City - 134003
Haryana
India
Ph: (91) 74042 83601

Dear Nikita,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our renewed journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP - Head HR

INFOSYS LIMITED
CIN: L65110KA1981PLC013115
44 Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0201
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2018.06.29 11:22:41 +05:30
Reason: Offer Letter
Location: Bangalore

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HRD/2T/12323613/18-19

Ms. Nikita
Candidate ID: 12323613

June 29, 2018

Ambala City - 134003
Haryana
India
Ph: (91) 74042 83601

Dear Nikita,

Congratulations! We are delighted to make you an offer as **Testing Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **July 23, 2018**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training

INFOSYS LIMITED
CIN: L8510KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0251
F 91 80 2852 0302
askus@infosys.com
www.infosys.com

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Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure – III.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

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Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR 18,581 per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2018-19 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. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to 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 - III 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 4,00,000 per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of INR 6,200,000 of which INR 3,200,000 is covered towards natural death, and INR 3,000,000 towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of INR 250 and fixed monthly contribution of INR 200. The details of the Scheme would be available to you when you join the Company.

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Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice

Background checks

The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks. Please see the "Offer Annexure for India" for the documents that you are required to submit in this regard.

The Company, at its discretion, may request further validation of the details provided by you. If the outcome of the background check is found to be unsatisfactory, we reserve the right, in our sole discretion, to withdraw this offer without notice nor 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, we may at our sole discretion, ask you for further information, to substantiate the details that you have earlier provided to us, 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, the cost of which will need to be borne by you.

Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment programme 2017-2018. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

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**ANNEXURE -1
(Compensation)**

COMPENSATION DETAILS (All figures in INR, per month)				
NAME	Ms. Nikita			
ROLE	Operations Executive			
ROLE DESIGNATION	Testing Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY	5580			
FIXED DEARNESS ALLOWANCE (FDA)	1100			
BASKET OF ALLOWANCES (HRA, LTA, Medical Allowance, Children's Education Allowance, Transport / Allowance, Miscellaneous Allowance)	9442			
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1269			
MONTHLY GROSS SALARY	17,391			
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)	67			
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of (Basic + FDA)	802			
GRATUITY - 4.81% of (Basic + FDA)*	321			
FIXED GROSS SALARY (1+2+3)	18,581			
TOTAL GROSS SALARY	18,581			
OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
SALARY LOAN (Subject to submission of Trainee Agreement)	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				



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ANNEXURE - IV
INFORMATION SHEET

Name :
Candidate ID :

1. Role and Competency Based Organization

Infosys Limited ("Infosys" or "Company") has a role and competency based structure. A 'role' is defined as a set of responsibilities and accountabilities assigned to or expected to be carried out by a person or group.

All HR processes such as selection, training requirements, career planning, growth and compensation and benefits are based on this structure.

At Infosys, for senior management, there are titles such as Associate Vice President, Vice President, Senior Vice President and Executive Vice President. For employees holding such titles, all policies related to compensation and benefits are based on the title and role of the individual.

2. Probation period and confirmation as a permanent employee

You will be on probation for a period of 12 months post completion of your training and allocation to the Unit. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company.

In addition to your performance during the probationary period, your confirmation as a permanent employee is subject to your submitting the documents required by the Company. Two copies of the following (To be provided on the date of your joining the Company. Please refer to the clause on 'Background Checks' for further details) will constitute the required documents:

1. Class 10 (or equivalent) Marks Sheet/s
2. Class 12 (or equivalent) Marks Sheet/s
3. Graduation Marks Sheet/s
4. Final Graduation Degree Certificate
5. Post-Graduation Marks Sheet/s (if applicable)
6. Diploma Certificate (if applicable)
7. Relieving letter / experience letter (in case you are already employed) from all previous employers (as applicable)
8. Passport
9. National Skills Registry
10. PAN Card ("Under Income Tax laws, disclosure of your Permanent Account Number (PAN) to Infosys Limited is mandatory. Please disclose your PAN to Infosys on or before 30 days from the day of joining and note that disclosure of PAN is a pre-condition for your confirmation into the system").

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3. Leave

You will be eligible for 15 working days of Earned Leave annually during your probation and for 1st and 2nd year of your service. This shall be credited on a quarterly basis as per the table below:

Year / Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Days	4	4	4	3	15

Please note that in above table quarter 1 denotes the quarter you have joined and should not be read by fiscal year quarter definition.

Illustration:

If an employee joins the Company in quarter two of the fiscal year 2018-19, the quarter two of the fiscal year 2018-19 will be considered as the first quarter for the purpose of leave credit. Please note that leave days shall be credited on a pro-rata basis in the first quarter of your employment.

You will be eligible for 20 working days of leave annually, post your confirmation and completion of two years with the Company. The same will be credited from the quarter following your confirmation, in the below pattern:

Year / Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Days	5	5	5	5	20

Further details will be provided to you at the time of joining.

4. Business Related Expenses

You will be required to claim all business related expenses and settle all dues within 30 days of incurring the expenditure. Expense claims, which are received after 30 days from the date of incurring the expenditure, will be deemed to be unauthorized. Also, any unsettled dues post the aforementioned period would be deducted from the salary.

5. Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet of this letter. The mode of payment for Financial Year 2018-19 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. The mode of payment for each Financial Year will be determined at the beginning of the same.

Illustration:

Bonus amount mentioned in the Compensation Details sheet (at 100%) for a certain employee is INR. 1,000 per month. 95% of this amount, i.e. INR. 950, would be paid out to the employee per month. The balance amount of INR 50 per month shall be consolidated and paid out at the end of the fiscal year.

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6. Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to your preferences and income tax plans.

7. National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. Any contribution made by an employer to the employee's Tier 1 NPS account will be exempt from taxes for the employee. This would be over and above the INR 1.5 lakh exemption limit defined under section 80C of the IT Act. The exemption from taxes is available for a maximum contribution of 10% of Basic + Fixed Dearness Allowance (FDA) of the employee in a Financial Year.

Details

Your contribution to NPS will be carved out of your Basket of Allowances (BOA) as a separate component and will be equal to the amount you intend to allocate under NPS. This amount will be directly remitted to the POP* Bank associated with Infosys. BOA less NPS will continue to be paid through monthly payroll.

A maximum of 20% of your salary (Basic + FDA) can be allocated towards NPS. A minimum contribution of INR 6,000 is required annually and INR 500 per contribution.

You can open a Tier 1 account with ICICI Bank if you wish to contribute to NPS. If you already have an existing Tier 1 account with any other bank, you will need to transfer the same to ICICI Bank as that is the Point of Presence Bank for Infosys employees.

You can read the Policy, FAQs and the process document available on our Intranet for all the details once you join. The ICICI branches on our campuses will also help you with your queries.

8. Information Security

The role and responsibilities related to Information Security for all employees are outlined in the Information Security Policy of Infosys, which every employee is expected to abide by. All Information Security standards and guidelines will also be applicable to you. In addition, for roles that are privy to more sensitive information, specific Information Security responsibilities will be communicated at the time of joining.

9. Extension of Date of Joining

As per the Company policy, extension in Date of Joining will be granted only once based on medical exigencies. The request for extension must be supported with documentary evidence (Medical records and certificate). The request for extension can be sent to offer_extension@infosys.com at least a week before the initial date of joining. Granting this extension is solely at the discretion of the Company.

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10. National Skills Registry

Infosys has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service and quality, and in order to do this, we have maintained a strong focus on compliance. The "National Skills Registry" of NASSCOM, ensures more effective information security standards. In case you have not registered yourself with National Skills Registry, you would be required to do so prior to your joining Infosys Ltd irrespective of the nature of your role with us. The cost of your registration with National Skills Registry will have to be borne by you. For more information on national skills registry for registration, please visit www.nationalskillsregistry.com. This kit contains the document on steps/procedures for NSR registration.

Note: This document only gives indicative details of the different plans and procedures applicable to employees. The implementation of the plans mentioned here is governed by policies of Infosys and applicable legal agencies, and may change from time to time without prior notice. Latest details and specifics of each plan are available with the Human Resources department.

11. Linkage of UAN and AADHAR Card Number

As per the directions of the Employees Provident Fund Organization ("EPFO") it is mandatory KYC requirement for all employees to link their Aadhaar card number with their provident fund Universal Account Number ("UAN"). Hence, to comply with the obligations under the Employees Provident Funds and Miscellaneous Provisions Act 1952 ("EPF Act") and also for availing the benefits under the EPF Act, you are required to disclose either your Aadhaar card number or the Aadhaar enrollment number as applicable, at the time of joining. Please note that Infosys Limited would not be liable for your inability to avail the benefits provided under the EPF Act due to the non-linkage of your Aadhaar card number to your UAN.

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Instruction to be followed by the Trainers:

Activity 1:

Please go through the service agreement attached in the service agreement kit.

Activity 2:

- a. You need to take the service agreement printed on the Legal Sheet (A6 sheet)
- b. Get the Legal sheet stamped (franked) with the stamp duty of Rs. 200.
- c. If you are unable to get the legal sheets, kindly get the service agreement contents completely typed in the stamp paper with total value of Rs. 200. Please do ensure that the Company signature is not missing in the print out

Activity 3:

- a. Please get all the pages in the service agreement signed by you and your Surety.
- b. Kindly note that the agreement would have 6 pages. Get these printed as per Activity 2 and also make a copy of the same self. **Self copy is mandatory.**
- c. Please ensure that, there should be 12 signatures of self (YOU) and Surety. (Original and copy)
- d. **Witness Signatures** (3+3 Signatures on the 4th page of Service Agreement). (Original and copy)
 - The first witness should be from HRD. Get it signed on your Date of Joining on both original and copy.
 - The second witness can be your Family member / Blood relative.
 - The third witness has to necessarily be friend or colleague.

Activity 4:

The completed service agreement should be notarized and carried along with you on the DOJ. Notarization facility is also available in Infosys Mysore campus, in case you are unable to get it notarized before joining.

Activity 5:

You are required to fill the dotted lines/ blank spaces appearing on the page 1 of the Service Agreement. In the first paragraph, you are required to fill in your date of joining as communicated to you by Infosys. The format for the same is as given below:

- If your date of joining is 1-Jan-2018 then you have to write it as 1st day of January 2018.
- b. In the second paragraph, you are required to fill in your name and followed by Surety's name, relationship and surety's age.
- c. In the third paragraph, you are required to fill in your Surety's name. You have to mention the name of the Surety, Surety's Father's name and the permanent address of your Surety.
Please note: If Surety's Father is deceased then you can put (Late) before the name of surety's father.
- d. Given below is the format in which the name and address has to be filled. Please ensure that you will fill the agreement in same format.

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Format for Name:

- Complete name has to be given expanding all the initials.
- First name should come first, then middle name and last would be the surname. There should be a gap in-between each word.
- If there are any initials which cannot be expanded then the same has to be given at the end and not the beginning. There should be a dot after the initial.

Eg: Pratibha Narayanan
Prakash Sundar Sharma

Format for Address:

- Complete address has to be given of the surety..
- There should be a comma separator in-between each field.
- Pin code has to be mentioned. One hyphen has to be put in between name of the town/city and pin code. 6 digit pin code has to be separated by a space with 3 digit being continuous.

Eg. #2, II Cross, Jayanagar, Bangalore - 560 002
#1, III Cross, Girinagar, Bangalore - 560 001

PLEASE NOTE:

COMPANY AT ITS DISCRETION MAY SHIFT YOUR DATE OF JOINING IN CASE YOU FAIL TO GET THE ADEQUETLY STAMPED AND SIGNED (BY ALL NECESSARY PARTIES) SERVICE AGREEMENT ON THE DATE OF JOINING.

IN THE EVENT IT IS NOTICED THAT THE CONTENTS OF THE SERVICE AGREEMENT IS TAMPERED WITH BY THE TRAINEE, THE COMPANY MAY INITIATE ANY APPROPRIATE ACTION(S) AGAINST SUCH TRAINEE(S).

FAQ's on Service Agreement

1. What is the validity period of the Agreement?
The agreement is valid from the date of joining up to a period of 12 months from the Date of Allocation to a Practice Unit at the Company.
2. How many agreements should you bring along on date of joining?
One original agreement would be sufficient. You can retain a photocopy of the agreement need be.
3. Who are the parties to this Agreement?
The Agreement involves three parties - the Company, the Employee and the Surety.
4. Who can be a Surety?
Either the employee's father /mother / Husband / Wife can stand surety to the Agreement.
5. Is there any specific order to be followed while signing the Agreement?
The employee and his/ her sureties have to sign on all the pages. The order has been given below.
 - a) The Company
 - b) The Trainee
 - c) The Surety

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6. Who can sign as witness?

There are 3 witnesses' signatures that are required.

- a. The first witness will be from HRD.
- b. The second witness can be your Family member / Blood relative.
- c. The third witness has to necessarily be friend or colleague.

7. If both, my father and my mother are not alive, in such a case, who can stand Surety to the Agreement?

Your immediate guardian can be the surety (brother/ sister/ uncle/aunt) needs to be of legal age.

8. My mother is the Surety and our relatives are living far away from our native place. In this case who will be the witness for my surety?

You can speak to your relatives over phone and send the Agreement with complete instructions for the witness signature. But the witness signature has to be necessarily that of a family member.

9. Are witnesses also required to sign on all the pages?

No. There is no need to sign on all the pages. They have to sign only where the witness is mentioned. This is to be done on Original.

10. What is notarization?

Notarization is the process of certifying or attesting the validity of a document, deed, contract etc. by a Notary

11. Who is a notary?

The person who does the notarization is called notary. The notary should be an advocate. All advocates are not notaries. But a notary should be advocate.

12. Is the witness also required to sign in the presence of the notary?

No.

13. Should we get the notarization done?

Notarization should be done even before joining Infosys. In case you are unable to get it notarized before joining Infosys, then you can get it done in Infosys Mysore Campus

14. Can we use the stamps instead of service agreement?

Only Not Judicial stamps will be allowed.

15. Should the stamp duty need to be Rs. 200 or sum of Rs. 200?

The stamp duty can be of any denomination but the total sum needs to be Rs. 200.

16. Should I get the surety and second witness signature before joining?

Yes, this can be done before the date of joining.

ANNEXURE - II

NON-COMPETE AGREEMENT

I, _____ do hereby acknowledge and confirm the following:-

- (1) I am accepting employment with Infosys Limited ("Infosys"). Now, as per the presents below, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with Infosys Limited.
- (2) I am required, on behalf of Infosys, to provide services to, or solicit business from, various clients of Infosys for whom I performed services as a Company employee (each such client hereinafter referred to as a "Customer").
- (3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys for any reason, I will not:
 - a. accept any Offer of Employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with Infosys;
 - b. accept any Offer of Employment from a Named Competitor of Infosys, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys.

For the purposes of this Non Compete Agreement, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:-

- i. Tata Consultancy Services Limited
- ii. Accenture Limited
- iii. International Business Machines Corporation
- iv. Cognizant Technology Solutions Corporation
- v. Wipro Limited

Place:

Employee Signature:

Date:

Employee Name:

Acknowledged by Infosys Limited:

Serial Number:

Candidate ID:

Employee No:

Year: FY 201_ - 201_

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INFOSYS LIMITED

SERVICE AGREEMENT

THIS SERVICE AGREEMENT is executed on [date of signing] with effect from date of Joining <<date in DD/MM/YY format>> to the successful completion of Foundation Program Training and up to a period of 12 months from the Date of Allocation to a Practice Unit at Infosys Limited (hereinafter referred to as the "Service Period")

BETWEEN:

M/s. Infosys Limited a Company incorporated under the Companies Act, 1956, having its registered office at Plot Nos. 44 & 97 A, 3rd Cross, P.O. Electronics City, Hosur Road, Bangalore - 560 100, represented by its Vice President - HRD Mr. Nanjappa B.S. hereinafter referred to as the COMPANY (which term shall unless repugnant to the context mean and include its successors-in-interest and permitted assignees) of the ONE PART;

AND:

Mr./Ms. <<Name>>
<< Daughter/Son/Husband/Wife >> of <<Mr./Ms.>>
aged about <<Age>> years, currently residing at Infosys Limited , Mysore, after Referred to as the EXECUTIVE (which term shall unless repugnant to the context mean and include his/her heirs, legal representatives, assigns, executors and administrators) of the SECOND PART;

AND:

<< Mr./Ms.>> <<Surety Name>> son/daughter of <<Surety's Dad / Mother's Name>> aged about <<Age>>Years, currently residing
at
..... hereinafter referred to as the SURETY(which term shall unless repugnant to the context mean and include his/her heirs, legal representatives, assigns,executors and administrators) of the THIRD PART

DEFINITIONS:

The following terms shall have the following meanings for the purpose of this Service Agreement:

1. Date of Allocation: Is the date when the Executive is allocated to a Practice Unit for On the Job Training.
2. Practice Unit: Practice Unit refers to individual business unit /horizontal business unit /department where the Executive is posted, usually after the completion of Foundation Program Training. A Practice Unit may be a delivery unit or business enabler function / department.
3. On-the-Job training: Training imparted to the Executive on allocation to a Practice Unit.

COMPANY

EXECUTIVE

SURETY

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WHEREAS

The Executive applied to the Company for the designation of Testing Executive Trainee. Pursuant to such application, the Company appointed him/her as a Testing Executive Trainee on the terms and conditions contained in the offer letter together with this Service Agreement, under which he/she is required to undergo training as may be determined by the Company;

AND WHEREAS the Executive recognizes and accepts that at the time of appointment as Testing Executive Trainee, except exposure to academic knowledge, he/she has received no formal, effective, technical or practical training to independently function as a Testing Executive Trainee who is commercially viable to the Company;

AND WHEREAS the Executive further recognizes and accepts that prior to and at the time of joining the Company, he/she has not been exposed to and, therefore, has not acquired any management or communication skills, which are essential to for performance of duties by the Executive which meet the current business needs, parameters, standards and efficiency levels required by the Company;

AND WHEREAS consequently and in order for the Company to utilize the skills of the Executive, the Executive would need to undergo formal and extensive training in accordance with courses, modules and programs prescribed or conducted by the Company;

AND WHEREAS the Executive is aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing him/her as Testing Executive Trainee and thereafter imparting training to such Executive;

AND WHEREAS the Executive recognizes and accepts that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, computer time etc., in the event the Executive fails to complete the training as prescribed hereunder and/or leaves the Company during the Service Period. In such event, the Executive hereby agrees to reimburse and compensate the Company in the manner enumerated in clause 5 of this Service Agreement;

NOW THIS SERVICE AGREEMENT WITNESSES AS FOLLOWS:

1. The Executive has been appointed as a Testing Executive Trainee on training with the Company. The Trainee will undergo Foundation Programmed Training ("the FPT") as detailed in Clause 3 of this agreement at the Company's location at Mysore, India which will commence on the Trainee joining the Company. The Service Period also includes the FPT as detailed in Clause 3. If the Executive takes leaves on loss of pay ("LOP"), such leave period shall not be included within the meaning of Service Period. The Executive hereby acknowledges and agrees that his/her Service Period shall be extended by the number days of leave taken on LOP.
2. The Executive shall be paid a total monthly fixed compensation of INR 17,458/- As follows:

a) Basic Salary	:INR 5,580/-
b) Dearness Allowance	:INR 1,100/-
c) Basket of Allowances	:INR 9,442/-
d) Bonus / Ex-Gratia	:INR 1,336/-



COMPANY

EXECUTIVE
Page 2 of 6

SURETY

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- 3. The Executive agrees to undergo training immediately upon joining. The objectives, methodology, content and evaluation procedures of the FPT are detailed in the assessment and evaluation policy which is available to the Executive for inspection with the Education & Research ("E&R") department. The duration of the FPT would normally range up to a period of 9 weeks unless otherwise expressly prescribed by the Company. FPT period will be determined by the Company on the basis of educational qualification of the Executive at the time of entry into the Company and business requirements of the Company. The Executive is expected to qualify in the FPT, which is intended to render him / her competent to undertake software development tasks that may be subsequently assigned to him / her. All modules of the FPT are compulsory.

Upon successful qualification in the FPT, the Executive may, at the sole discretion of the Company, be deputed for On-the-Job training to a Practice unit for such period as may be specified by the Company.

Notwithstanding any other provision, in certain cases, based on the business requirements of the Company, the Company shall depute the Executive for "On-the-Job" training before undergoing or prior to completion of the FPT. However, within one year of the Executive's date of joining the Company, the Executive will be provided with the opportunity to undergo and complete the FPT.

- 4. Operations undergoing training are required to peruse the assessment and evaluation policy which is available with the E&R department. The content shall be presumed to be within the knowledge of the Executive upon reporting for training.
- 5. The Executive accepts, agrees and admits that the Company has incurred expenses and costs in the process of recruitment, such expenses being in the nature of advertisements, implementation of selection procedures, interviews, travel, etc. The Executive is aware that in the event of his/her not completing the Service Period the Company would, without option, be constrained once again to incur, similar expenses, which would be a direct result of him/her leaving the Company prematurely. The Executive further accepts, agrees and admits that the nature, quality, intensity and content of training ("Exhibit A") to be imparted by the Company is not available or imparted by any other company of a similar nature. The FPT is designed to satisfy the exclusive requirements of the Company and that the opportunity to be trained in computers, with provision for exclusive working on computers is not available with or provided by any other company of similar nature. The Executive is further aware that the Company would have earned considerable revenue by hiring out computer time instead of imparting such FPT training thereon to the Trainee. The Executive admits and recognizes that the technical and management training involves substantial training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

The Executive, therefore, agrees that in the event of his / her leaving the Company before completion of the Service Agreement period with the company for any reason whatsoever, he /she shall be liable to pay to the company compensation /damages calculated as follows and / or reimburse all costs and expenses incurred in or connected with the training:



COMPANY

EXECUTIVE

SURETY

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- a. Fixed cost of INR 16,000 which includes INR 10,000 Recruitment cost and INR 6,000 Training cost.
- b. 75% of fixed salary (Excluding PF and Gratuity) paid by the Company to the Trainee during the FPT period, which is calculated at INR 388 per day (Average calendar day per month is considered as 30 days, In case the Executive resigns in middle of any month the number of days worked in that month would be considered for calculating the % of salary amount deductible)
- c. 50% of total computer time utilized which is calculated at INR 625 per day (Average working day per month is considered as 22 days. In case the Executive resigns in the middle of any month the number of days worked in that month would be considered for the calculation).
- 6. The Executive, Company and Surety accept, agree and admit that the amounts calculated on the a forementioned basis is a genuine, fair and reasonable estimate of the damages, loss and expenses that the company would suffer on providing the training to the Executive.
- 7. The Executive agrees that he / she shall faithfully and diligently undergo and imbibe the training prescribed as per the FPT. The Executive acknowledges that failure to the complete FPT successfully or leaving the Company within the service period shall mean and include:
 - a) Failure to complete FPT by being absent for any reason(s) whatsoever from the Company;
 - b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate training or any other purpose during the Service Period.
 - c) Dismissal of Executive by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response of the Executive during the Service Period.
- 8. The Surety hereby undertakes and accepts that his / her liability is co-extensive with that of the Executive. The Surety shall be jointly and severally liable with the Executive for payment of all amounts that may become due and payable under this Service Agreement. The Surety hereby acknowledges that he/she is aware and accepts the special nature and character of deputation of the Executive as well as the manner of computation of damages /compensation enumerated in clause 5 of this Service Agreement. The Surety hereby agrees and accepts that the Company shall be at liberty to enforce this guarantee furnished by him/her without necessarily seeking to enforce the same against the Executive in the first instance. The Surety hereby agrees and accepts that the Company shall be entitled to proceed either against the Executive or Surety or both for recovery of any amounts due under this Service Agreement. The Surety hereby agrees and accepts that any demand made on the Executive under this Service Agreement shall be deemed to be sufficient notice of such demand to the Surety also. The Surety and Executive hereby state that they have entered into this Service Agreement voluntarily and after being fully aware of all legal consequences arising out of this Service Agreement. IN WITNESSES WHEREOF the parties have signed this Service Agreement on the date, month and year first above written before the following witnesses:



 COMPANY

 EXECUTIVE

 SURETY

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WITNESSES:

WITNESS 1

WITNESS 2

WITNESS 3



COMPANY

EXECUTIVE

SURETY

NOTARY:

(Please tick the appropriate box and initial / sign against the chosen option)

- The Executive has signed before me
- The Surety has signed before me
- The Executive & Surety have signed before me.



COMPANY

EXECUTIVE

SURETY

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Exhibit A

The Foundation Program Training (FPT)

The FPT may consist of several training modules (hereinafter the terms "module" and "program" are used interchangeably).

Currently there are two training modules; namely:

- (i) Technical Training; and
- (ii) Management Skills Training

Technical Training further comprises of 2 distinct modules

- (i) Generic Stream; and
- (ii) Technology Specific Stream

All references to "Technical Training" shall include both Generic Stream and Technology Specific Stream.

I. Technical Training:

The Executive would be required to undergo Technical Training in all or any of the following Company designed courses as a specified program. The curriculum may be modified based on the Company's requirement from time to time. At present there are two modules (also called stream programs) of technical training as enumerated below:

- a) Generic Stream Program: programming principles, database concepts, quality systems concepts, computer hardware & software, UI design issues and other subjects.
- b) Technology Specific Stream Program: mainframe systems or internet based systems or open systems or AS400 systems, stream project and other subjects.

II. Management Skills Training:

Every Executive shall undergo pre-determined management skills Program during and as a part of the FPT. These Programs would cover communication skills and business skills and such other components as the Company may determine from time to time depending upon varying business requirements of the Company.

It is mandatory that every Executive qualifies in the manner specified both in Technical Training and Management Skills Training. All evaluation criteria and training process / methodology shall be exclusively determined by the Company and may be reviewed by the Company from time to time.

COMPANY

EXECUTIVE

SURETY

Final selects Infosys letter

Yogita Batra <ybatraiuac@gmail.com>

M Gmail

Chitkara University: FINAL SELECTS - During Pool Campus Placement drive conducted by Infosys, Bangalore on 1st February 2018 for BCA / B.Sc. students (Batch 2018 pass out).

2 messages

Harsharn Sehgal <harsharn.sehgal@chitkara.edu.in>
Bcc: ybatraiuac@gmail.com

Fri, Feb 2, 2018 at 9:50 AM

Respected Director / Principal / Head of Department / Head (Training & Placements) and Training & Placement Officer.

Greetings from Chitkara University!

Hope you are doing well.

First and foremost, on behalf of Chitkara University, I like to take an opportunity to thank you for sending your students during the pool placement drives by Infosys, Bangalore on 30th January and 1st February 2018 and looking forward to have continued support in the near future as well.

Further, with immense pleasure I would like to inform you that students (Batch 2018 pass out) as per the list enclosed (as attachment) have finally been selected during the pool campus placement drive by Infosys, Bangalore on 30th January and 1st February 2018 at Chitkara University, Punjab Campus.

Kindly convey our heartiest **Congratulations!** to the selected ones and their families.

Thanking you once again and looking forward to your continued support and encouragement.. I remain,

With Kindest Regards,

Harsharn Sehgal
Associate Director | Office of External Affairs
CHITKARA UNIVERSITY



Administrative Office
Saraswati Kendra, SCO 160-161
Sector 9 C, Chandigarh - 160009
India.

www.chitkara.edu.in
harsharn.sehgal@chitkara.edu.in

FINAL SELECTS on 1.2.2018.xls
48K

File attached

Mcm Placements <mcm36placements@gmail.com>
To: ybatraiuac@gmail.com

Sat, Apr 21, 2018 at 9:22 AM

S.no	Title	First Name	Last Name	SAP ID	College Name
1	Ms.	Blessy	Dev	1510992507	Chitkara University
2	Ms.	Kanika	Garg	1510992520	Chitkara University
3	Ms.	Manpreet	Kaur	1510992526	Chitkara University
4	Ms.	Muskan	Bansal	1510992530	Chitkara University
5	Mr.	Naveen	Sabharwal	1510992533	Chitkara University
6	Mr.	Paras	Grover	1510992534	Chitkara University
7	Mr.	Atul	Mehta	1510992606	Chitkara University
8	Mr.	Jatin	Babani	1510992613	Chitkara University
9	Ms.	Prachi	Gupta	1510992620	Chitkara University
10	Ms.	Riya	Arora	1510992623	Chitkara University
11	Mr.	Ishan	Pradhan	1510992633	Chitkara University
12	Mr.	Ritik	Dhawan	71	Baba Farid College, Bathinda
13	Ms.	Mandeep	Kaur	7776	Baba Farid College, Bathinda
14	Ms.	Kamaljeet	Kaur	6229	Baba Farid College, Bathinda
15	Mr.	Inderpreet	Sudan	1524603	Punjab College Of Technical Education
16	Ms.	Tanya	Bakshi	1524662	Punjab College Of Technical Education
17	Ms.	Shivali	Agarwal	15071952	R.S.D College, Ferozepur
18	Mr.	Dilpreet	Singh	15071768	R.S.D College, Ferozepur
19	Ms.	Ekta	Angurala	15049467	R.S.D College, Ferozepur
20	Ms.	Dimple	.	7061	Sd. College, Barnala
21	Mr.	Naval	Kishore	15048399	Kamla Lohtia Sd College
22	Mr.	Manik	Pruthi	15046191	Arya College
23	Ms.	Kumud	Goel	15048485	Arya College

24	Ms.	Arshveer	.	15070131	MCM DAV College For Women, Chandigarh
25	Ms.	Pooja	Paliwal	15070292	MCM DAV College For Women, Chandigarh
26	Ms.	Priyal	Dhembla	15070304	MCM DAV College For Women, Chandigarh
27	Ms.	Simran	Rani	15070372	MCM DAV College For Women, Chandigarh
28	Ms.	Kalpna	Garg	15070194	MCM DAV College For Women, Chandigarh
29	Ms.	Parampreet	Kaur	15070284	MCM DAV College For Women, Chandigarh
30	Ms.	Muskan	Gulati	15070248	MCM DAV College For Women, Chandigarh
31	Ms.	Jahanvi	Aggarwal	15048854	MCM DAV College For Women, Chandigarh
32	Ms.	Ritika	Gupta	15065413	Dev Samaj College For Women Ferozepur
33	Ms.	Dilpreet	Kaur	10571500618	Hans Raj Mahila Maha Vidyalaya, Jalandhar
34	Ms.	Nimisha	Bharara	10721504239	Hans Raj Mahila Maha Vidyalaya, Jalandhar
35	Mr.	Ankush	Nagpal	15271315	Punjabi University, Patiala
36	Ms.	Mehakpreet	Kaur	15271302	Punjabi University, Patiala
37	Ms.	Mandeep	Kaur	15271305	Punjabi University, Patiala
38	Ms.	Leeza	.	15070213	MCM DAV College For Women, Chandigarh
39	Mr.	Pankaj	Kumar	2682	Baba Farid College, Bathinda
40	Mr.	Raghav	Grover	19069	DAV College, Chandigarh
41	Ms.	Pallvi	Singla	15048969	Master Tara Singh College For Women, Ludhiana
42	Ms.	Anjali	Aggarwal	15271206	Punjabi University, Patiala
43	Ms.	Kashish	Gupta	7077	Sd. College, Barnala
44	Ms.	Priya	Rani	15069271	Khalsa College For Women, Civil Lines,
45	Ms.	Upasana	Sharma	15069415	Khalsa College For Women, Civil Lines,
46	Ms.	Anju	Singla	15068965	Khalsa College For Women, Civil Lines,
47	Ms.	Himanshi	.Chitkara	15069071	Khalsa College For Women, Civil Lines,

9

72	Ms.	Nikita	.	15070269	MCM DAV College For Women, Chandigarh
73	Ms.	Sakshi	Popli	15065423	Dev Samaj College For Women Ferozepur
74	Ms.	Nisha	Garg	15065349	Dev Samaj College For Women Ferozepur
75	Ms.	Jashanpreet	Wander	15065262	Dev Samaj College For Women Ferozepur
76	Ms.	Shivani	Thakral	15048763	Dev Samaj College For Women Ferozepur
77	Ms.	Riya	.sharma	10721504219	Hans Raj Mahila Maha Vidyalaya, Jalandhar
78	Ms.	Baljinder	Kaur	15271314	Punjabi University, Patiala
79	Ms.	Arzoo	.	15271301	Punjabi University, Patiala
80	Mr.	Hemant	Kumar	15048379	Kamla Lohtia Sd College
81	Ms.	Deepika	Garg	15069004	Khalsa College For Women, Civil Lines,
82	Ms.	Anchal	.	15068958	Khalsa College For Women, Civil Lines,
83	Ms.	Mandeep	Kaur	15069152	Khalsa College For Women, Civil Lines,
84	Ms.	Aishwarya	Kamra	15067701	Khalsa College For Women, Civil Lines,
85	Ms.	Sahibpreet	Kaur	15069329	Khalsa College For Women, Civil Lines,
86	Ms.	Shweta	.	15069422	Khalsa College For Women, Civil Lines,
87	Ms.	Sarita	Rani	15069344	Khalsa College For Women, Civil Lines,
88	Ms.	Savreet	Kaur	15069349	Khalsa College For Women, Civil Lines,
89	Ms.	Paras	Arora	15048501	Khalsa College For Women, Civil Lines,

Sr. No	University Roll Number*	First Name *	Last Name *	Mobile *
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B.Sc.

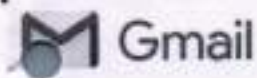
				9855658272
1	15070131	Arshveer		8114423550
2	15070418	YASHIKA	AGGARWAL	9915259986
3	15070283	Paliavi	Ashri	7307773711
4	15070350	SHAYNA	CHHABRA	7087946534
5	15070222	Manpreet	Kaur	7589477007
6	15070292	Pooja	Paliwal	9466972201
7	15070304	Priyal	Dhembia	9592030815
8	15070372	Simran	Rani	8607874075
9	15070194	kalpana	garg	7009926536
10	15070122	ankita		805001551
11	15070208	komalpreet	kaur brar	9876092375
12	15070284	Parampreet	Kaur	8264841784
13	15070203	Kiranpreet	Kaur	9877074865
14	15070400	Umang	Sharma	7589464682
15	15070088	Aashima		9465670397
16	15070314	RAJINDER	Kaur	8168471053
17	15070248	MUSKAN	GULATI	8950840497
18	15070175	HARSHITA	SHARMA	
19	15070213	LEEZA		

BCA

1	15048896	VANSHIKA	KHURANA	9416596456
2	15048854	JAHANVI	AGGARWAL	8699110975
3	15048879	prachi	sinha	9115934375
4	15048890	SIMRAN	CHAWLA	91-9878131485
5	15048873	Prabhsimran	kaur	7696422800

Bsc (Computer Applications)

1	15070269	NIKITA		7404283601
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Mcm Placements <mcm36placements@gmail.com>

Re: JD_LifeCell International Pvt Ltd || Chandigarh

1 message

Ravi kant Rawat <ravikant.b@lifecell.in>

Mon, Apr 23, 2018 at 11:06 PM

To: Mcm Placements <mcm36placements@gmail.com>, namita_bhandari1980@hotmail.com

Hi Mamta/Namita,

Garima Gambhir is selected candidate for Executive-CR position with us @ CTC of 2.4 LPA+ Variables

We will release the proper Offer letter with DOJ and Location once the candidate is available after exams.

Pls help me with the date sheet the student will be appearing in.

Best Regards

Ravi Kant

Manager- Human Resources

LifeCell International (P) Ltd || SCO-40, 2nd Floor || Royal Estate || Chandigarh-Ambala Highway, Zirakpur || Chandigarh 140603.

Tel- 9915130724 || URL : <http://www.lifecell.in>

On Sat, Apr 21, 2018 at 10:43 AM, Ravi kant Rawat <ravikant.b@lifecell.in> wrote:

Hi Mamta,

I will update you for final PI schedule, as of now i am not confirmed for Monday, by today evening will reply on the schedule.

Offer letter will be released as per the final selection. and as i advised location and date of joining will not be confirmed now.

Best Regards

Ravi Kant

Manager- Human Resources

LifeCell International (P) Ltd || SCO-40, 2nd Floor || Royal Estate || Chandigarh-Ambala Highway, Zirakpur || Chandigarh 140603.

Tel- 9915130724 || URL : <http://www.lifecell.in>

On Sat, Apr 21, 2018 at 10:31 AM, Mcm Placements <mcm36placements@gmail.com> wrote:

Hi Mr. Ravi,

As informed you, our selected students with Dr. Namita will visit your location on 23rd April at 10.00 a. m. Please confirm. You are hereby requested to provide the offer letters of the selected students by your organisation.

Regards

Dear Ms.Manju,

This bears reference to the students selected from MCM DAV College during a recruitment drive held in February. You are hereby requested to provide the offer letters of the students appointed by your organisation.

TATA STRIVE Right Skills
Bright Future

11
122

CONGRATULATIONS

MRIDU BHANDARI

You have been selected for Training at
Tata STRIVE Skill Development Centre, Mohali

For

B. PO CCE

Starting from

JUNE 2018

Signature: 

All the Best for a Bright Future

C-127, 1st FLOOR, INDUSTRIAL AREA, PHASE-B (VECTOR-72), MOHALI, PUNJAB.

PHONE: 0172-6648710/12/13/14

138

123

CONGRATULATIONS

Kiranjot

You have been selected for Training at
Tata STRIVE Skill Development Centre, Mohali

For

E.P.O

Starting from

Signature: Nikita

All the Best for a Bright Future

C-127, 1ST FLOOR, INDUSTRIAL AREA, PHASE-8 (SECTOR-72), MOHALI, PUNJAB.

PHONE: 0172-6648710/12/13/14

139

CONGRATULATIONS

SAKSHI SOHLL


You have been selected for Training at
Tata STRIVE Skill Development Centre, Mohali

For 124

RETAIL SECTOR

Starting from

MAY 2018

Signature: 

All the Best for a Bright Future

124

140

TATA STRIVE Right Skills
Bright Future

CONGRATULATIONS

MARPREET KAUR

You have been selected for Training at
Tata STRIVE Skill Development Centre, Mohali

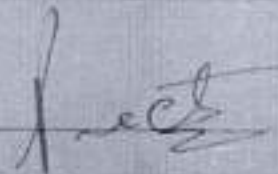
For

BPO - CCE

Starting from

May 18

Signature:



All the Best for a Bright Future

C-127, 1ST FLOOR, INDUSTRIAL AREA, PHASE-B (SECTOR-72), MOHALI, PUNJAB.

PHONE: 0172-6648710/12/13/14

141

125

126

CONGRATULATIONS

Prateep Sawh

You have been selected for Training at
Tata STRIVE Skill Development Centre, Mohali

for

BDE

Starting from

May

Signature: *Nikita*

All the Best for a Bright Future

142

CONGRATULATIONS

127

Jaspreet kaur

You have been selected for Training at
Tata STRIVE Skill Development Centre, Mohali
For

Retail

Starting from

MAY

Signature: Nikita

All the Best for a Bright Future

C-127, 1ST FLOOR, INDUSTRIAL AREA, PHASE-8 (SECTOR-72), MOHALI, PUNJAB.

PHONE: 0172-6648710/12/13/14

128

CONGRATULATIONS

Sukhwinder Kaur

You have been selected for Training at
Tata STRIVE Skill Development Centre, Mohali

For

BPO

Starting from

May

Signature: Nikita

All the Best for a Bright Future

C-117, 1st FLOOR, INDUSTRIAL AREA, PHASE-B (SECTOR-72), MOHALI, PUNJAB

PHONE: 0172-6648710/12/13/14

144

CONGRATULATIONS

SILVANI BHATT

You have been selected for Training at
Tata STRIVE Skill Development Centre, Mohali

for

129

RETAIL SECTOR

Starting from

MAY '18

Signature: [Signature]

All the Best for a Bright Future

C-177, 1st FLOOR, INDUSTRIAL AREA, PHASE-B (SECTOR-72), MOHALI, PUNJAB.

PHONE: 0172-654971/0172/7174

145

TATA STRIVE Digital Skills
Bright Future

CONGRATULATIONS

MARVA BIRBA

TATA STRIVE Skill Development Centre, *Marva*

130

130

All the Best for a Bright Future

2377, 1ST FLOOR, INDUSTRIAL AREA, PHASE 4 SECTOR 725, MOHALLA, PUNJAB

PHONE: 011-26271212/13/14

CONGRATULATIONS

Deepanshi

You have been selected for Training at
Tata STRIVE Skill Development Centre, Mohali
For

131

Retail

Starting from

4/2/18

Signature: NIKHI

All the Best for a Bright Future

C-127, 1st FLOOR, INDUSTRIAL AREA, PHASE 8 (SECTOR 72), MOHALI, PUNJAB

PHONE: 0172-6648710/12/13/14

CONGRATULATIONS

Kishu

You have been selected for Training at
Tata STRIVE Skill Development Centre, Mohali

For

300 Batch

Starting from

11th Feb 2018

Signature: [Signature]

132

All the Best for a Bright Future

**Students placed in Placement drive conducted on 2nd Feburary 2018 at
Dev Samaj College for Women, Sector- 45 B, Chandigarh**

Sr. No.	Name	Class	Roll No	Placement details			
				Company for which appeared	Job Profile	Package	Location
1	Mridu Bhandari	PGDCA	5585	TATA STRIVE	BPO(CCE)	8000 -12000 pm	Mohali
2	Kiranjot Kaur	PGDCA	5581	TATA STRIVE	BPO(CCE)	8000 -12000 pm	Mohali
3	Sakshi Sohail	PGDCA	5593	TATA STRIVE	Retail Sales Associate	8000 -12000 pm	Mohali
4	Harpreet Kaur	PGDCA	5599	TATA STRIVE	BPO(CCE)	8000 - 12000 pm	Mohali
				ICICI Bank	Sales (On role)	13500 pm	
5	Mandeep Kaur	PGDCA	5589	TATA STRIVE	Banking & Financial Services (BDE)	10000- 15000 pm	Mohali
6	Jaspreet kaur	PGDCA	5587	TATA STRIVE	Retail Sales Associate	8000 -12000 pm	Mohali
7	Sukhwinder Kaur	PGDCA	5596	TATA STRIVE	BPO(CCE)	8000 - 12000 pm	Mohali
				ICICI Bank	Sales (On role)	13500 pm	
8	Shivani Bhatt	PGDCA	5591	TATA STRIVE	Retail Sales Associate	8000 - 12000 pm	Mohali
				ICICI Bank	Sales (On role)	13500 pm	
9	Harkawalpreet Kaur	PGDCA	5595	TATA STRIVE	Retail Sales Associate	8000 - 12000 pm	Mohali
10	Sheetal Joon	PGDCA	5601	ICICI Bank	Sales (On role)	13500 pm	Mohali
11	Deepanshi	PGDCA	5594	TATA STRIVE	Retail Sales Associate	8000 - 12000 pm	Mohali
12	Kritikala Pandey	PGDCA	5590	TATA STRIVE	BPO(CCE)	8000 - 12000 pm	Mohali
				ICICI Bank	Sales (On role)	13500 pm	
13	Hargun Walia	BCA III	6320	Tech Mahindra	Customer Service Associate	1.40 lpa - 2.20 lpa	Chandigarh

*Note:- CCE- Customer Care Executive and BDE- Business Development Executive

Complied by: Ms. Manmeet Kaur



Mcm Placements <mcm36placements@gmail.com>

Offer Letter

1 message

Bharat <bharat@th-india.com>
To: tamannathakur444@gmail.com
Cc: mcm36placements@gmail.com

Sat, Mar 3, 2018 at 10:50 PM

109

Hi Tamanna,

Greetings from Tommy Hilfiger!!!!

This letter is intended to serve as a formal communication for your Job Application. It gives us immense pleasure to inform you that you have been selected on the following terms:

- Designation :- **Customer Relationship Officer**
- Salary :- For DELHI NCR (**20k in hand per month + Monetary incentives + Uniforms + Grooming**), For PUNJAB (**18k in hand per month + Monetary incentives + Uniforms + Grooming**)
- Date of joining: **1st June**
- Job Location: **Anyone of the 2 preferred locations** that the students have given during Personal Interviews.

Kindly confirm your understanding so that we may process your application further and allocate you your stores accordingly.

Thanks and Regards

Bharat Rishi



Mcm Placements <mcm36placements@gmail.com>

Offer Letter

1 message

Bharat <bharat@th-india.com>
To: aakanksha.cnm@gmail.com
Cc: mcm36placements@gmail.com

4

Sun, Mar 4, 2018 at 4:14 AM

111

Hi Aakansha,

Greetings from Tommy Hilfiger!!!!

This letter is intended to serve as a formal communication for your Job Application. It gives us immense pleasure to inform you that you have been selected on the following terms:

- Designation :- **Customer Relationship Officer**
- Salary :- For DELHI NCR (**20k in hand per month + Monetary incentives + Uniforms + Grooming**), For PUNJAB (**18k in hand per month + Monetary incentives + Uniforms + Grooming**)
- Date of joining: **1st June**
- Job Location: **Anyone of the 2 preferred locations** that you have given during Personal Interviews.

Kindly confirm your understanding so that we may process your application further and allocate you your stores accordingly.

Thanks and Regards

Bharat Rishi

1.28

19/2018

trish 14

Gmail

Move to Inbox N

COMPOSE

Fwd: Offer Letter

Inbox x

Inbox (132)

Starred


Important

Sent Mail

Drafts (55)

All Mail

neha +

 **Trisha Sharma** <ts.trisha.ts@gmail.com>
to me

121

----- Forwarded message -----
From: "Bharat" <bharat@th-india.com>
Date: 04-Mar-2018 5:45 pm
Subject: Offer Letter
To: <ts.trisha.ts@gmail.com>
Cc:

Hi Trisha,

Greetings from Tommy Hilfiger!!!!


This letter is intended to serve as a formal communication for your Job Application. It


- Designation :- Customer Relationship Officer
- Salary :- For DELHI NCR (20k in hand per month + Monetary incentives + Uni)
- Date of joining: 1st June
- Job Location: Anyone of the 2 preferred locations that you have given during F

Kindly confirm your understanding so that we may process your application further an

Thanks and Regards
Bharat Rishi

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 **neha pandeya** <drnehapandeya@gmail.com>
to Mcm

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137



Mcm Placements <mcm36placements@gmail.com>

13

Offer Letter

1 message

Bharat <bharat@th-india.com>
To: sherryaditi173@gmail.com
Cc: mcm36placements@gmail.com

Sun, Mar 4, 2018 at 4:28 AM

120

Hi Aditi,

Greetings from Tommy Hilfiger!!!!

This letter is intended to serve as a formal communication for your Job Application. It gives us immense pleasure to inform you that you have been selected on the following terms:

- Designation :- Customer Relationship Officer
- Salary :- For DELHI NCR (20k in hand per month + Monetary incentives + Uniforms + Grooming), For PUNJAB (18k in hand per month + Monetary incentives + Uniforms + Grooming)
- Date of joining: 1st June
- Job Location: Anyone of the 2 preferred locations that you have given during Personal Interviews.

Kindly confirm your understanding so that we may process your application further and allocate you your stores accordingly.

Thanks and Regards

Bharat Rishi

136



Mcm Placements <mcm36placements@gmail.com>

Offer Letter

1 message

Bharat <bharat@th-india.com>
To: nandanikita.nn@gmail.com
Cc: mcm36placements@gmail.com

Sun, Mar 4, 2018 at 4:19 AM

113

Hi Nitika,

Greetings from Tommy Hilfiger!!!!

This letter is intended to serve as a formal communication for your Job Application. It gives us immense pleasure to inform you that you have been selected on the following terms:

- Designation :- Customer Relationship Officer
- Salary :- For DELHI NCR (20k in hand per month + Monetary incentives + Uniforms + Grooming), For PUNJAB (18k in hand per month + Monetary incentives + Uniforms + Grooming)
- Date of joining: 1st June
- Job Location: Anyone of the 2 preferred locations that you have given during Personal Interviews.

Kindly confirm your understanding so that we may process your application further and allocate you your stores accordingly.

Thanks and Regards

Bharat Rishi





Mcm Placements <mcm36placements@gmail.com>

Offer Letter

1 message

Bharat <bharat@th-india.com>
To: simran.munjal05@gmail.com
Cc: mcm36placements@gmail.com

Sun, Mar 4, 2018 at 4:24 AM

115

Hi Simran,

Greetings from Tommy Hilfiger!!!!

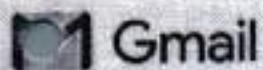
This letter is intended to serve as a formal communication for your Job Application. It gives us immense pleasure to inform you that you have been selected on the following terms:

- Designation :- **Customer Relationship Officer**
- Salary :- For DELHI NCR (**20k in hand per month + Monetary incentives + Uniforms + Grooming**), For PUNJAB (**18k in hand per month + Monetary incentives + Uniforms + Grooming**)
- Date of joining: **1st June**
- Job Location: **Anyone of the 2 preferred locations** that you have given during Personal Interviews.

Kindly confirm your understanding so that we may process your application further and allocate you your stores accordingly.

Thanks and Regards

Bharat Rishi



Mcm Placements <mcm36placements@gmail.com>

Offer Letter

1 message

Bharat <bharat@th-india.com>
To: sawhneyjas123@gmail.com
Cc: mcm36placements@gmail.com

Sun, Mar 4, 2018 at 4:24 AM

Hi Jasleen,

116

Greetings from Tommy Hilfiger!!!!

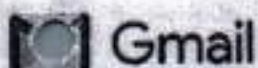
This letter is intended to serve as a formal communication for your Job Application. It gives us immense pleasure to inform you that you have been selected on the following terms:

- Designation :- **Customer Relationship Officer**
- Salary :- For DELHI NCR (**20k in hand per month + Monetary incentives + Uniforms + Grooming**), For PUNJAB (**18k in hand per month + Monetary incentives + Uniforms + Grooming**)
- Date of joining: **1st June**
- Job Location: **Anyone of the 2 preferred locations** that you have given during Personal Interviews.

Kindly confirm your understanding so that we may process your application further and allocate you your stores accordingly.

Thanks and Regards

Bharat Rishi



Mcm Placements <mcm36placements@gmail.com>

Offer Letter

1 message

Bharat <bharat@th-india.com>
To: varindasharma24@gmail.com
Cc: mcm36placements@gmail.com

Sun, Mar 4, 2018 at 4:25 AM

117

Hi Varinda,

Greetings from Tommy Hilfiger!!!!

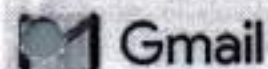
This letter is intended to serve as a formal communication for your Job Application. It gives us immense pleasure to inform you that you have been selected on the following terms:

- Designation :- **Customer Relationship Officer**
- Salary :- For DELHI NCR (**20k in hand per month + Monetary Incentives + Uniforms + Grooming**), For PUNJAB (**18k in hand per month + Monetary Incentives + Uniforms + Grooming**)
- Date of joining: **1st June**
- Job Location: **Anyone of the 2 preferred locations** that you have given during Personal Interviews.

Kindly confirm your understanding so that we may process your application further and allocate you your stores accordingly.

Thanks and Regards

Bharat Rishi



Mcm Placements <mcm36placements@gmail.com>

Offer Letter

1 message

Bharat <bharat@th-india.com>
To: hamoor.9parmar@gmail.com
Cc: mcm36placements@gmail.com

Sun, Mar 4, 2018 at 4:26 AM

118

Hi Hamoor,

Greetings from Tommy Hilfiger!!!!

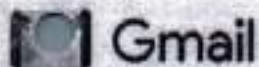
This letter is intended to serve as a formal communication for your Job Application. It gives us immense pleasure to inform you that you have been selected on the following terms:

- Designation :- **Customer Relationship Officer**
- Salary :- For DELHI NCR (**20k in hand per month + Monetary incentives + Uniforms + Grooming**), For PUNJAB (**18k in hand per month + Monetary incentives + Uniforms + Grooming**)
- Date of joining: **1st June**
- Job Location: **Anyone of the 2 preferred locations** that you have given during Personal Interviews.

Kindly confirm your understanding so that we may process your application further and allocate you your stores accordingly.

Thanks and Regards

Bharat Rishi



Mcm Placements <mcm36placements@gmail.com>

Offer Letter

1 message

Bharat <bharat@th-india.com>
To: divyadogra30@gmail.com
Cc: mcm36placements@gmail.com

Sun, Mar 4, 2018 at 4:27 AM

119

Hi Divya,

Greetings from Tommy Hilfiger!!!!

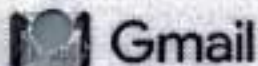
This letter is intended to serve as a formal communication for your Job Application. It gives us immense pleasure to inform you that you have been selected on the following terms:

- Designation :- **Customer Relationship Officer**
- Salary :- For DELHI NCR (**20k in hand per month + Monetary incentives + Uniforms + Grooming**), For PUNJAB (**18k in hand per month + Monetary incentives + Uniforms + Grooming**)
- Date of joining: **1st June**
- Job Location: **Anyone of the 2 preferred locations** that you have given during Personal Interviews.

Kindly confirm your understanding so that we may process your application further and allocate you your stores accordingly.

Thanks and Regards

Bharat Rishi



Mcm Placements <mcm36placements@gmail.com>

Offer Letter

1 message

Bharat <bharat@th-india.com>
To: reemanayyar10@gmail.com
Cc: mcm36placements@gmail.com

Sun, Mar 4, 2018 at 4:24 AM

114

Hi Reema,

Greetings from Tommy Hilfiger!!!!

This letter is intended to serve as a formal communication for your Job Application. It gives us immense pleasure to inform you that you have been selected on the following terms:

- Designation :- **Customer Relationship Officer**
- Salary :- For DELHI NCR (**20k in hand per month + Monetary incentives + Uniforms + Grooming**), For PUNJAB (**18k in hand per month + Monetary incentives + Uniforms + Grooming**)
- Date of joining: **1st June**
- Job Location: **Anyone of the 2 preferred locations** that you have given during Personal Interviews.

Kindly confirm your understanding so that we may process your application further and allocate you your stores accordingly.

Thanks and Regards

Bharat Rishi



Mcm Placements <mcm36placements@gmail.com>

RE: Selected Students - MCM - Interns

3 messages

Bharat <bharat@th-india.com>

Wed, Jan 31, 2018 at 1:14 PM

To: Bharat <bharat@th-india.com>, mcm36placements@gmail.com, principal_mcmdavcollege@yahoo.com

Respected Mam,

Greeting once again from Tommy Hilfiger!!!!!!!

Please note that the list of students selected for internships is as follows:

- Designation – Summer Interns
- Stipend – Rs. 10,000 per month
- Date of Tenure – 1st June to 31st July
- Documents Required – Pan Card and Aadhar Card

Name	Location
Shayana Mahajan	Punjab - Ludhiana/Amritsar
Garvita Sadhwani	Delhi NCR
Jaskiran Kaur	Chandigarh
Alisha Arora	Delhi NCR
Ankita Makkar	Punjab - Ludhiana/Amritsar
Shivika Sood	Chandigarh
Megha Sharma	Delhi NCR
Chahek	Delhi NCR / Noida
Tamanna	Chandigarh

Divya Sethi	Delhi NCR
Yashita	Punjab - Ludhiana/Amritsar
Sushmita Negi	Chandigarh
Maheep Nagi	Delhi NCR

Thanks and Regards

Bharat Rishi

Regional Manager

Tommy Hilfiger

From: Bharat [mailto:bharat@th-india.com]
Sent: Saturday, January 27, 2018 11:09 AM
To: 'mcm36placements@gmail.com'; 'principal_mcmdavcollege@yahoo.com'
Subject: Selected Students - MCM - Full timers

Respected Mam,

Greetings from Tommy Hilfiger!!!!

First of all, I would like to thank you for a wonderful experience at your esteemed campus. Please note that the list of selected students selected and other details for full timers is as follows.

- Designation :- **Customer Relationship Officer**
- Salary :- For Metro's (**20k in hand per month + Monetary incentives + Uniforms + Grooming**), For Non-Metro's (**18k in hand per month + Monetary incentives + Uniforms + Grooming**)
- Date of joining: **1st March OR 1st June**

- Job Location: **Anyone of the 2 preferred locations** that the students have given during Personal Interviews.

Kindly confirm the date of joining so that we may send Job Offer mail to the students along with their location details.

Name	Contact	Mail ID
Tamanna Thakur	9815295151	tamannathakur444@gmail.com
Sana Kumar	9068986829	sana.kumar1997@gmail.com
Jasmine Dawar	7404773889	jasdawar@gmail.com
Aakanksha Arya	828405820	aakanksha.cnm@gmail.com
Trisha Sharma	8901079407	ts.trisha.ts@gmail.com
Shubhangi Singh	8077473852	sshubhangi231@gmail.com
Ridhi Sharma	8427617733	ridhi20sharma@gmail.com
Surbhi Saxena	7599009662	surbhi.saxena1996@gmail.com
Aditi Mahajan	8437900173	
Nitika Nanda	7837053399	nandanikita.nn@gmail.com
Sheetal Arora	8557841104	arora.sheetal01@gmail.com
Simran Munjal	9914373762	simran.munjal05@gmail.com
Namita Dahiya	9034458733	nick.namita1@gmail.com
Reema Nayyar	9872550253	reemanayyar10@gmail.com
Jasleen Sawhney	8199993656	sawhneyjas123@gmail.com
Varinda Sharma	9115696619	varindasharma24@gmail.com
Harnoor Parmar	7696060285	harnoor.9parmar@gmail.com
Divya Dogra	8699359586	divyadogra30@gmail.com

Also Kindly provide Email ID for Aditi and Divya Dogra is interested in Internship but we would only be able to consider her as a Full timer.

Finally, we would like to thank you for your amazing hospitality.

Thanks and Regards

Bharat Rishi

Mcm Placements <mcm36placements@gmail.com>
To: drnehapandeya@gmail.com

Wed, Jan 31, 2018 at 1:50 PM

Dr. Mamta Ratti,
9815104499
Placement Coordinator, MCMDAV College For Women, Chandigarh
[Quoted text hidden]

Mcm Placements <mcm36placements@gmail.com>
To: Bharat <bharat@th-india.com>

Wed, Jan 31, 2018 at 7:51 PM

Hi Mr. Bharat,
I on behalf of MCMDAV college heartly thank you for your cooperation.
We look forward for your closer cooperation with our college for building our students career.
Please do confirm us dates for the next placement drive.
Regards

Dr. Mamta Ratti,
9815104499
Placement Coordinator, MCMDAV College For Women, Chandigarh
[Quoted text hidden]



cyber cafe <cybercafe95@gmail.com>

FW: Letter of Intent - Simran Khosla - Ref. No.: 7497751

Simrankhosla02 <simrankhosla02@gmail.com>
 To: cybercafe95@gmail.com

Mon, Apr 23, 2018 at 10:55 AM

87

Sent from my Sony Xperia™ smartphone

— Original Message —

Subject: Letter of Intent - Simran Khosla - Ref. No.: 7497751
 Sent: Mar 30, 2018 8:41 AM
 From: careers@wipro.com
 To: simrankhosla02@gmail.com
 Cc: manager.campus@wipro.com

Campus - Letter Of Intent

March 30, 2018

Dear Simran Khosla,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Trainee - Computer Applications at Wipro.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Component	Amount (INR)
First Year	14,150/-(*)
Second Year	16,760/-(*)
Third Year	19,910/-(*)
Fourth Year	23,000/-(*)

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by accepting the contents of this communication. Your communication of interest is a precondition to the issuance offer of appointment.

Yours sincerely,

For Wipro Limited
 Sunil Kalachar
 General Manager - Global Campus Head

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98



mcm cyber <mcmcybercafe@gmail.com>

Fwd: Letter of Intent - Leeza Rang - Ref. No.: 7495878

Shrishti Choudhary <shrishti652@gmail.com>
To: mcmcybercafe@gmail.com

Mon, Apr 23, 2018 at 1:48 PM

Sent from my iPhone

Begin forwarded message:

From: Leeza Rang <leezarang@gmail.com>
Date: 23 April 2018 at 1:45:02 PM IST
To: Shrishti Choudhary <shrishti652@gmail.com>
Subject: Fwd: Letter of Intent - Leeza Rang - Ref. No.: 7495878

----- Forwarded message -----

From: <careers@wipro.com>
Date: Mar 30, 2018 8:43 AM
Subject: Letter of Intent - Leeza Rang - Ref. No.: 7495878
To: <leezarang@gmail.com>
Cc: <manager.campus@wipro.com>

Campus - Letter Of Intent

March 30, 2018

Dear Leeza Rang,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Trainee - Computer Applications at Wipro.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Component	Amount (INR)
First Year	14,150/- (*)
Second Year	16,760/- (*)
Third Year	19,910/- (*)
Fourth Year	23,000/- (*)

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by accepting the contents of this communication. Your communication of interest is a precondition to the issuance offer of appointment.

Yours sincerely,

For Wipro Limited
Sunil Kalachar
General Manager - Global Campus Head

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Campus - Letter Of Intent

79

March 30, 2018

Dear Kalpana Garg,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Trainee - Computer Applications at Wipro.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Component	Amount (INR)
First Year	14,150/-(*)
Second Year	16,760/-(*)
Third Year	19,910/-(*)
Fourth Year	23,000/-(*)

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by accepting the contents of this communication. Your communication of interest is a precondition to the issuance offer of appointment.

Yours sincerely,

For Wipro Limited
Sunil Kalachar
General Manager - Global Campus Head



mcm cyber <mcmcybercafe@gmail.com>

Fwd: Letter of Intent - Priyal Dhembla - Ref. No.: 7496288

Priyal Dhembla <dhemblapriyal@gmail.com>
To: mcmcybercafe@gmail.com

Mon, Apr 23, 2018 at 11:04 AM

----- Forwarded message -----

From: <careers@wipro.com>
Date: Fri 30 Mar, 2018 8:42 am
Subject: Letter of Intent - Priyal Dhembla - Ref. No.: 7496288
To: <dhemblapriyal@gmail.com>
Cc: <manager.campus@wipro.com>

91

Campus - Letter Of Intent

March 30, 2018

Dear Priyal Dhembla,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Trainee - Computer Applications at Wipro.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Component	Amount (INR)
First Year	14,150/-(*)
Second Year	16,760/-(*)
Third Year	19,910/-(*)
Fourth Year	23,000/-(*)

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by accepting the contents of this communication. Your communication of interest is a precondition to the issuance offer of appointment.

Yours sincerely,

For Wipro Limited
Sunil Kalachar
General Manager - Global Campus Head

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email. www.wipro.com

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Campus - Letter Of Intent

80

March 30, 2018

Dear Anjali Na,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Trainee - Computer Applications at Wipro.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Component	Amount (INR)
First Year	14,150/- (*)
Second Year	16,760/- (*)
Third Year	19,910/- (*)
Fourth Year	23,000/- (*)

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by accepting the contents of this communication. Your communication of interest is a precondition to the issuance offer of appointment.

Yours sincerely,

For Wipro Limited
Sunil Kalachar
General Manager - Global Campus Head

97
1/2

Campus - Letter Of Intent

March 30, 2018

90

Dear Ankita Kuchhal,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Trainee - Computer Applications at Wipro.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Component	Amount (INR)
First Year	14,150/-(*)
Second Year	16,760/-(*)
Third Year	19,910/-(*)
Fourth Year	23,000/-(*)

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by accepting the contents of this communication. Your communication of interest is a precondition to the issuance offer of appointment.

Yours sincerely,

For Wipro Limited
Sunil Kalachar
General Manager - Global Campus Head

Campus - Letter Of Intent**March 30, 2018****Dear Harshita Sharma,**

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Trainee - Computer Applications at Wipro.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Component	Amount (INR)
First Year	14,150/-(*)
Second Year	16,760/-(*)
Third Year	19,910/-(*)
Fourth Year	23,000/-(*)

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by accepting the contents of this communication. Your communication of interest is a precondition to the issuance offer of appointment.

Yours sincerely,

For **Wipro Limited**
Sunil Kalachar
General Manager - Global Campus Head

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Google Mail

https://mail.google.com/

Google

8:11:10

Campus - Letter Of Intent

March 23, 2018

Dear Muskan Gulati,

Based on our successful interview with you, we would like to inform you of our intent to offer you the role of **Frontend Computer Applications** at Wipro.

The salary scale for this position is as follows. The actual salary should also have any deductions.

Component	Amount (INR)
First Year	24,500 (-)
Second Year	25,750 (-)
Third Year	26,750 (-)
Fourth Year	28,000 (-)

Kindly note: An offer of intent shall be followed by a letter of appointment from us.

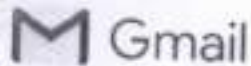
Please confirm your interest to receive offer of appointment by accepting the contents of this communication. Your confirmation of interest is a pre-condition to the issuance of offer of appointment.

Yours sincerely,

For Wipro Limited
Surekha Kelkar
 General Manager - Global Campus Head

Task here to attach

FORN Accounts



LOI wipro Parampreet Kaur

Yogita Batra <ybatraiuac@gmail.com>

Fwd: Letter of Intent - Parampreet Kaur - Ref. No.: 7497754

1 message

78

parampreet kaur <param97.13@gmail.com>
To: mcm36placements@gmail.com
Cc: ybatraiuac@gmail.com

Sat, Apr 21, 2018 at 12:35 PM

----- Forwarded message -----

From: <careers@wipro.com>
Date: Fri 30 Mar, 2018, 8:41 AM
Subject: Letter of Intent - Parampreet Kaur - Ref. No.: 7497754
To: <param97.13@gmail.com>
Cc: <manager.campus@wipro.com>

Campus - Letter Of Intent

March 30, 2018

Dear Parampreet Kaur,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Trainee - Computer Applications at Wipro.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Component	Amount (INR)
First Year	14,150/-(*)
Second Year	16,760/-(*)
Third Year	19,910/-(*)
Fourth Year	23,000/-(*)

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by accepting the contents of this communication. Your communication of interest is a precondition to the issuance offer of appointment.

Yours sincerely,

For Wipro Limited
Sunil Kalachar
General Manager - Global Campus Head

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Campus - Letter Of intent

86

March 30, 2018

Dear Radhika Goel,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Trainee - Computer Applications at Wipro. The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Component	Amount (INR)
First Year	14,150/-(*)
Second Year	16,760/-(*)
Third Year	19,910/-(*)
Fourth Year	23,060/-(*)

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by accepting the contents of this communication. Your communication of interest is a precondition to the issuance offer of appointment.

Yours sincerely,

For Wipro Limited
Sunil Kalachar
General Manager - Global Campus Head

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1.15 GB (7%) of 15 GB used

Items - 1/20/2018

Last account activity: 9 hours ago

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Campus - Letter Of Intent

March 30, 2018

87

Dear Arshveer Arshveer,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Trainee - Computer Applications at Wipro.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Component	Amount (INR)
First Year	14,150/-(*)
Second Year	16,760/-(*)
Third Year	19,910/-(*)
Fourth Year	23,000/-(*)

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by accepting the contents of this communication. Your communication of interest is a precondition to the issuance offer of appointment.

Yours sincerely,

For Wipro Limited
Sunil Kalachar
General Manager - Global Campus Head

104

75



June 25, 2018

Welcome to WILP

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035,
Phone: (080) 28440011/12, Fax: (080) 28440256

Ms. Arshveer Arshveer
#348,
Phase-4,
Mohali-160059

Dear Arshveer Arshveer,

Sub: Enrolment letter to Work Integrated Learning Programme ("WILP" or "Academy") as Trainee - Computer Applications

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Trainee - Computer Applications with the WILP which is a customized academic and training programme which will allow you to obtain M.Tech degree from one of the premier Engineer institutions in India.

The duration of the academic programme shall be 48 months from the **date of enrollment with WILP**. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.
We look forward to having a long and fruitful relationship with you at WILP, wish you all the best!

Yours sincerely,
For Wipro Limited,

Sunil Kalachar
General Manager - Talent Acquisition

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Signature: _____

Date: _____

Registered Office:

Wipro Limited T : +91 (80) 2844 0011
Doddekannelli F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : L32102KA1945PLC020900

7493105

Campus - Letter Of Intent

March 30, 2018

89

Dear Umang Sharma,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Trainee - Computer Applications at Wipro.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Component	Amount (INR)
First Year	14,150/-(*)
Second Year	16,760/-(*)
Third Year	19,910/-(*)
Fourth Year	23,000/-(*)

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by accepting the contents of this communication. Your communication of interest is a precondition to the issuance offer of appointment.

Yours sincerely,

For Wipro Limited
Sunil Kalachar
General Manager - Global Campus Head

106



69

June 25, 2018

Welcome to WILP

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Ms. Umang Sharma
Flat No.67/D,S.B.P. Homes,
Sector-126, Greater Mohali
Kharar-140301

Dear Umang Sharma,

Sub: Enrolment letter to Work Integrated Learning Programme ("WILP" or "Academy") as Trainee - Computer Applications

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Trainee - Computer Applications with the WILP which is a customized academic and training programme which will allow you to obtain M.Tech degree from one of the premier Engineer institutions in India.

The duration of the academic programme shall be 48 months from the **date of enrollment with WILP**. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.
We look forward to having a long and fruitful relationship with you at WILP, wish you all the best!

Yours sincerely,
For **Wipro Limited**,

Sunil Kalachar
General Manager - Talent Acquisition

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Signature: _____

Date: _____

Registered Office:

Wipro Limited T : +91 (80) 2844 0011
Doddakannelli F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : L32102KA1945PLC020800

The below table shows the prescribed scholarship for various years:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First year	13,500/-	650/-	14,150/- (*)
Second year	16,000/-	760/-	16,760/- (*)
Third year	19,000/-	910/-	19,910/- (*)
Fourth year	23,000/-	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 1.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Academy subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Academy, and is subject to satisfactory performance as prescribed in the WILP portal. In case your project performance at any stage is not found to be satisfactory, then you would be put on a performance improvement plan (PIP). Post PIP, if there is no improvement in project performance, the Academy may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of INR 1,250/- will be paid per Trainee per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. Book allowance is applicable only when a Trainee is registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

4. Training Agreement:

- a. This letter of enrolment is subject to your Training Agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining Wipro.
- b. Training agreement in Wipro is for a total period of 60 Months - for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP programme or your enrolment to the program is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you as detailed in the Training Agreement.

5. PROJECT READINESS PROGRAM (PRP)

- a. Project Readiness Program (PRP) is offered by Wipro - Talent Transformation Department to all campus and off-campus recruits. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the Work Integrated Learning Program.
- b. Please note that your enrolment under this letter is subject to your successful completion of the PRP program and achieving the PRP threshold/minimum score of 800 in STEPPLUS assessment and 65 % in technical assessment. If you fail to achieve the required score, you will not be eligible to enrol into the WILP program and therefore, be discontinued from the Academy and Wipro.

Registered Office:

Wipro Limited
 Doddakannelli
 Sarjapur Road
 Bengaluru 560 035
 India

T : +91 (80) 2844 0011
 F : +91 (80) 2844 0054
 E : info@wipro.com
 W : wipro.com
 C : L32102KA1945P1C029600

- g. In connection with your association with Wipro as part of the Work Integrated Learning Program and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the Academy / Wipro, such developments will be fully communicated to the Academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

8. CONFIDENTIALITY:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- b. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

9. ASSIGNMENT OF INTELLECTUAL PROPERTY

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

10. POSTING:

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

Registered Office:

Wipro Limited T : +91 (80) 2944 0011
Doddakannelli F : +91 (80) 2944 0094
Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : L32102KA1945PLC020600

7498050

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ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the abovementioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

Name:

Date: ___/___/___

Signature:.....

Registered Office:
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Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : L32102KA1945PLC020600

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During TRP, Trainee shall take up assessments as shared in the schedule. The assessment consists of Multiple Choice Questions (MCQ), Case Study, Project / Scenarios snippets. The duration of the assessment is for a day. The overall PRP score is computed as 30% weightage to MCQ, 70% weightage to Case study and / Project/ Scenario. There will be two improvement opportunities provided in STEP PLUS and Technical for those who score lesser than 65% in the PRP training. Faculty at Talent Transformation shall devote their time to mentor and coach the student. This is done to ensure enriched knowledge and improved understanding of the topic. All the efforts made in this direction are meant for the Trainee to be able to clear in the improvement assessment with flying colors.

The training is said to be completed only when **the trainee** is able to score 800 in STEP PLUS assessment and 65% in PRP Technical assessment. Failure to achieve the required score in either STEP PLUS or Technical will result in exiting from the organization.

Accommodation, Food & Other Miscellaneous Expenses

- a. For joining, you will be eligible for travel reimbursement for AC 2 Tier rail only, at actuals on providing relevant tickets. For a Trainee with disability, airfare for self and one escort will be reimbursed at actuals on providing relevant tickets and approval mail from campus manager.
- b. You would be entitled for Rs. 400 per day for 8 days (total amount of Rs. 3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.
- c. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- d. You would not be eligible for accommodation at the Wipro guest houses.

Registered Office:

Wipro Limited
Doddskannelli
Sarjapur Road
Bengaluru 560 035
India

T : +91 (80) 2844 0011
F : +91 (80) 2844 0054
E : info@wipro.com
W : wipro.com
C : L32102KA1945PLC023800



mcm cyber <mcmcybercafe@gmail.com>

Fwd: Letter of Intent - Nishtha Jain - Ref. No.: 7498054

Nishtha Jain <www.njain57189@gmail.com>
To: mcmcybercafe@gmail.com

Mon, Apr 23, 2018 at 2:19 PM

93

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: Nishtha Jain <www.njain57189@gmail.com>
Date: 21/04/2018 14:18 (GMT+05:30)
To: mcm36placements@gmail.com
Cc: ybatraiuac@gmail.com
Subject: Fwd: Letter of Intent - Nishtha Jain - Ref. No.: 7498054

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: careers@wipro.com
Date: 30/03/2018 08:40 (GMT+05:30)
To: www.njain57189@gmail.com
Cc: manager.campus@wipro.com
Subject: Letter of Intent - Nishtha Jain - Ref. No.: 7498054

Campus - Letter Of Intent

March 30, 2018

Dear Nishtha Jain,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Trainee - Computer Applications at Wipro.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Component	Amount (INR)
First Year	14,150/- (*)
Second Year	16,760/- (*)
Third Year	19,910/- (*)
Fourth Year	23,000/- (*)

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by accepting the contents of this communication. Your communication of interest is a precondition to the issuance offer of appointment.

Yours sincerely,

For Wipro Limited
Sunil Kalachar
General Manager - Global Campus Head

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email. www.wipro.com

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mansi arora <mansiarora744@gmail.com>

Fwd: Letter of Intent - Taniya Arora - Ref. No.: 7493099

Taniya Arora <tanarora341@gmail.com>
To: mansiarora744@gmail.com

Sun, Apr 8, 2018 at 1:36 PM

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----- Forwarded message -----

From: <careers@wipro.com>
Date: Fri, 30 Mar 2018 8:44 am
Subject: Letter of Intent - Taniya Arora - Ref. No.: 7493099
To: <tanarora341@gmail.com>
Cc: <manager.campus@wipro.com>

Campus - Letter Of Intent

March 30, 2018

Dear Taniya Arora,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Trainee - Computer Applications at Wipro.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Component	Amount (INR)
First Year	14,150/-(*)
Second Year	16,760/-(*)
Third Year	19,910/-(*)
Fourth Year	23,000/-(*)

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by accepting the contents of this communication. Your communication of interest is a precondition to the issuance offer of appointment.

Yours sincerely,

For Wipro Limited
Sunil Kalachar
General Manager - Global Campus Head

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email. www.wipro.com

100

Campus - Letter Of Intent**March 30, 2018**

94

Dear Vanshika Khurana,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Trainee - Computer Applications at Wipro.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Component	Amount (INR)
First Year	14,150/-(*)
Second Year	16,760/-(*)
Third Year	19,910/-(*)
Fourth Year	23,000/-(*)

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by accepting the contents of this communication. Your communication of interest is a precondition to the issuance offer of appointment.

Yours sincerely,

For Wipro Limited
Sunil Kalachar
General Manager - Global Campus Head

82

Campus - Letter Of Intent

March 30, 2018

Dear Komalpreetkaur Brar,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Trainee - Computer Applications at Wipro.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Component	Amount (INR)
First Year	14,150/-(*)
Second Year	16,760/-(*)
Third Year	19,910/-(*)
Fourth Year	23,000/-(*)

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by accepting the contents of this communication. Your communication of interest is a precondition to the issuance offer of appointment.

Yours sincerely,

For Wipro Limited
Sunil Kalachar
General Manager - Global Campus Head

Campus - Letter Of Intent

95

March 30, 2018**Dear Jahanvi Aggarwal,**

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Trainee - Computer Applications at Wipro.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Component	Amount (INR)
First Year	14,150/-(*)
Second Year	16,760/-(*)
Third Year	19,910/-(*)
Fourth Year	23,000/-(*)

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by accepting the contents of this communication. Your communication of interest is a precondition to the issuance offer of appointment.

Yours sincerely,

For Wipro Limited
Sunil Kalachar
General Manager - Global Campus Head

112

Campus - Letter Of Intent

March 30, 2018

88

Dear Shayna Chhabra,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Trainee - Computer Applications at Wipro.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Component	Amount (INR)
First Year	14,150/-(*)
Second Year	16,760/-(*)
Third Year	19,910/-(*)
Fourth Year	23,000/-(*)

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by accepting the contents of this communication. Your communication of interest is a precondition to the issuance offer of appointment.

Yours sincerely,

For Wipro Limited
Sunil Kalachar

105

4/25/2018

Gmail - Fwd: Congratulations!

Jahanvi Aggarwal ✓

10.

Leeza Rang ✓

11.

Vanshika Khurana ✓

12.

PRIYAL DHEMBLA ✓

13.

Komalpreet Kaur Brar ✓

14.

Simran Khosla ✓

15.

Parampreet Kaur ✓

16.

Umang Sharma ✓

17.

NISHTHA JAIN ✓

18 -> Shayna Chakla

Their joining would be subject to the fulfillment of company's eligibility criteria.

Regards

Training & Placement

SVG01



Mcm Placements <mcm36placements@gmail.com>

Fwd: Job Offer for Junior Content Editor Position

1 message

Thu, Apr 26, 2018 at 1:00 AM

Tanya Bhanot <tanya@tabletwise.com>
To: Mcm Placements <mcm36placements@gmail.com>

Hello Ma'am,

Please find forwarded offer email to Chitra Dutta.

Regards
Tanya

----- Forwarded message -----

From: Tanya Bhanot <tanya@tabletwise.com>
Date: Mon, Apr 16, 2018 at 12:13 PM
Subject: Job Offer for Junior Content Editor Position
To: chitradutta.cd@gmail.com
Cc: Manish Arora <manish@tabletwise.com>, Vivek Puri <vp@tabletwise.com>, Mandeep Kaur <mandeep.kaur@redlizardstudioz.com>, Sumit Bhandari <sumit.bhandari@redlizardstudioz.com>

Dear Chitra Dutta,

Congratulations!!

We are pleased to confirm the offer of employment for the "Junior Content Editor" position on terms and conditions mutually discussed and agreed.

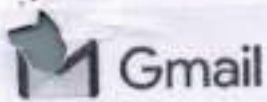
Your salary structure and allowances will be given with your appointment letter on the day of joining i.e **6 Aug 2018 (Monday)**.**Offered CTC: Rs 12,000 + 1 month bonus at end of 1 year CTC.****Kindly bring xerox copy of below documents(2 copies):**

1. ID Proof: Aadhar Card, Voter ID Card, Driving License (Any two)
2. PAN Card
3. 2 Passport size photograph
4. All degree certificate and marksheets
5. Previous Employer: Resignation Letter, Relieving Letter and Experience Letter
6. Last 3 months salary slips (For Experienced candidates)

Also e-mail soft copy of your documents on same mail id.**Looking forward to have you as part of Team RedLizard & Wise Media.**

Regards

Tanya Bhanot
Senior Executive - Human Resource
Wise Media
RedLizard Studioz Pvt Ltd
(M):8837834176



Mcm Placements <mcm36placements@gmail.com>

Fwd: Job Offer for Junior Content Editor Position

Thu, Apr 26, 2018 at 1:01 AM

Tanya Bhanot <tanya@tabletwise.com>
To: Mcm Placements <mcm36placements@gmail.com>

Hello Ma'am,

Please find Sonam Goel forwarded offer email.

Regards
Tanya

----- Forwarded message -----

From: **Tanya Bhanot** <tanya@tabletwise.com>
Date: Mon, Apr 16, 2018 at 12:15 PM
Subject: Job Offer for Junior Content Editor Position
To: sonamgoyal47@gmail.com
Cc: Manish Arora <manish@tabletwise.com>, Vivek Puri <vp@tabletwise.com>, Mandeep Kaur <mandeep.kaur@redlizardstudioz.com>, Sumit Bhandari <sumit.bhandari@redlizardstudioz.com>

Dear Sonam Goel,

Congratulations!!

We are pleased to confirm the offer of employment for the "**Junior Content Editor**" position on terms and conditions mutually discussed and agreed.Your salary structure and allowances will be given with your appointment letter on the day of joining i.e **6 Aug 2018 (Monday)**.**Offered CTC: Rs 10,000 + 1 month bonus at end of 1 year CTC.****Kindly bring xerox copy of below documents(2 copies):**

1. ID Proof: Aadhar Card, Voter ID Card, Driving License (Any two)
2. PAN Card
3. 2 Passport size photograph
4. All degree certificate and marksheets
5. Previous Employer: Resignation Letter, Relieving Letter and Experience Letter
6. Last 3 months salary slips (For Experienced candidates)

Also e-mail soft copy of your documents on same mail id.**Looking forward to have you as part of Team RedLizard & Wise Media.**

Regards
Tanya Bhanot
Senior Executive - Human Resource
Wise Media
RedLizard Studioz Pvt Ltd
(M):8837834176