

Date: 26-01-2021

**Welcome Note**

Dear Ms. Vishakha Garg

Congratulations and welcome to Randstad family! We are delighted to have you as part of our organization. Your role and association with us is critical in fulfilling the mission of our organization. We hope, our association will be professionally meaningful and mutually beneficial. You join a group of our 60,000 + Employee Workers (EW) deputed to our various clients, in order to partner in their business success.

Thank you for the information and documentation provided to ease your on-boarding process. You can continue to use our online portal to access and download your monthly pay slips, edit personal details, download forms required for registering your employment for various statutory benefits. The next few pages will give you more information on your employment with us.

For any queries, please feel free to contact the Randstad Help Desk. The facility is currently available Monday through Friday, 9:30 am to 6:30 pm. You may contact the Help Desk through one of the three methods below:

1. Log in to [Click here to log in Randstad Portal](#)
2. Call us Toll free 1800 420 9944
3. Email us to flexicare@randstad.in

**Our Core Values:** As a new entrant, we would like you to know that randstad is known for continuing to adhere to and live by the core values established in our early days. Its good to know that every Randstad employee continues to keep to and live by these values today. They are

**To Know** - We are experts. We know our clients, their companies, our candidates and our business. In our business its often the details that count the most

**To Serve** - We succeed through a spirit of excellent service, exceeding the core requirements of our industry.

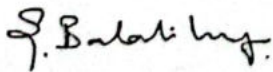
**To Trust** - We are respectful. We value our relationships and treat people well.

**Striving For Perfection** - We seek to improve and innovate constantly. Its our job to help our clients and candidates to find satisfaction in all their pursuits. This is what gives us the edge.


**Simultaneous Promotion Of All Interests** - We take our social responsibility seriously. Our business must always benefit society as a whole.

I wish you all the very best as you embark on an exciting journey with Randstad while enhancing your professional stature, along the way.

For Randstad India Pvt Ltd.



Authorized Signatory  
Balakrishnan S  
Head - HRSSC



Registrar  
Quantum University

01-08-2022

Ms ABANTIKA PAUL  
Phone number - +91 8638659552  
Email - apaulpukayastha@gmail.com

Dear ABANTIKA,

Further to our discussions, the following is a summary of terms and conditions applicable to your association with Whitehat Education Technology Private Limited ("Company"). Once you accept this offer, the terms will be crystalized in the form of an employment agreement.

**1. Position:** You will be employed in a full-time position, as "Assistant Sales Manager" for India - IND. By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties. The company reserves the right to allocate any shift or transfer you to a different shift schedule, based on exigency.

**2. Date of Joining:** Your date of joining the employment will be not later than 04-08-2022, after which date we shall have the unilateral right to terminate this offer.

Your office location will be Mumbai

Wework Chromium 2nd Floor-A-Wing, Jogeshwari - Vikhroli Link Rd, next to L&T flyover, Raje Sambhaji Nagar, Andheri East, Mumbai, Maharashtra 400072

**3. Compensation:** Your total annual cost to company is mentioned in Annexure A, and is subject to applicable taxes and all statutory deductions ("Compensation"). The fixed component of the Compensation will be paid on a monthly basis beginning your appointment. You will be eligible to receive your first monthly compensation only if you serve the company for minimum 10 days from the date of joining. Failing so, the company will not be liable to pay any compensation to you.

**4. Confidential Information:** You hereby represent and warrant that, at all times, you will maintain confidentiality with respect to all and any information relating to the Company ("Confidential Information"). You will not, either directly or indirectly, make any disclosure of Confidential Information to any third party, or make any use of Confidential Information, for your own benefit or the benefit of any third party, without the Company's prior written consent. You shall maintain proper and secure custody of the Confidential Information to which you may be privy and shall use your best endeavors to prevent the use or disclosure of the Confidential Information by or to third parties.

Post the acceptance of the offer letter, the Company reserves the right to share with you certain information in respect of the Company's product and services as well as its operations which are non- public and proprietary in nature. You are hereby obligated to protect the confidentiality of such information at all times regardless of your joining the employment of the Company.

**5. Exclusivity:** You will not enter into any employment or discussions with any potential employers for a period of 30 (thirty days) after the date hereof.

This employment offer shall be subject to you agreeing upon the following terms and conditions, jointly and independently binding upon you totally.

**A. At Will:** Being applauded and accepted by you at your own will and has explained about the working methodology in the epidemic/pandemic and force majeure.

**B. Infrastructure:** It is declared and accepted by you about having requisite infrastructure to perform your duties from any location other than the work place. Infrastructure means laptop/desktop with required configurations, updated RAM, working dongle for data connectivity, video and audio features.

**C.** You have agreed upon to perform as per the existing or change of any performance targets/ KRAs/KSAs during COVID 19 situation and or otherwise and failing which the said employment will come to an end without honorarium or implications, liabilities and accountability of any Government notification for pandemic/epidemic and force majeure in nature existing or may come in future.

WHITEHAT EDUCATION TECHNOLOGY PRIVATE LIMITED

Registered Office Address: 02B-139, Wing-A, 2nd Floor, WeWork Chromium, Near L&T Flyover, Milind Nagar, JVLR, Mumbai- 400072, Maharashtra, India. email: info@whitehatjr.com CIN: U74999MH2018PTC315690

Registrar  
Quantum University

I, Any litigation, grievances and disputes with regards to this will be treated null and void, which you declare at your wish and will.

For Whitehat Education Technology Private Limited



Nimi Rastogi  
Assistant Vice President - Talent Acquisition

Date: 01-08-2022  
Place: Mumbai

ABANTIKA PAUL  
Date:  
Place:



## LETTER OF INTENT

Dear Abhineet Mishra,

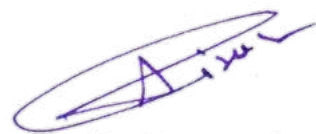
With Reference to your application and the subsequent interview you've had with us, we are pleased to inform you that you have been selected to join **Hike Education Pvt Ltd** with the designation, **Business Developemnt Manager** on the terms mutually agreed upon (terms of which shall be recorded in an employment agreement to be executed by you and the company).

You are requested to report for your duties on **19 February, 2021** and your job location will be **Gurugram**, failing which, the offer would stand withdrawn for next 90 days.

Please refer to the CTC Annexure for your Annual/ Monthly salary structure.

To process your **Appointment Letter**, please bring soft copies of the following documents, which you will need to turn in before and after training.

- Photocopy of Aadhar and Pan Card
- Photocopy of 10th and 12th Mark sheets
- Photocopy of Graduation/ Post Graduation Final Mark sheets/Degree certificate.
- Photocopy of previous Offer Letter/ Appointment Letter, including Salary Certificate from the previous employer
- Photocopy of Resignation acceptance/ Relieving Letter from your previous employer Last 3 months Salary Slips and Bank Statements.
- Recent passport size photograph- 2 (original)
- Cancelled Cheque (Original)
- Double Vaccination Certificate



Registrar  
Quantum University

We welcome you and we are delighted that you have chosen to be part of our team. We hope your association with us will be mutually beneficial, pleasant and fulfilling.

Please sign and return the duplicate copy of this offer letter for our records. We wish you a long and happy association with our company.

Your sincerely,

**Hike Education Pvt Ltd**



**Mayank Singh**  
**Sr. Manager - Human Resources**

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**Acknowledgement**

I have read and understood the document, I hereby accept the terms mentioned above.

Sign :

Name :

Date :

14<sup>th</sup> June 2022

Employee Name: Anshika Baranwal  
Employee Code: E0619  
Job Role: Business Development Associate  
Function/Department: University Admissions (Pre- Sales)  
Job Location: Noida

Sub: Role Change & Salary Revision w.e.f. 14 June 2022

Dear Anshika,

Congratulations on a successful journey thus far at **Leverage Edu**! We take this opportunity to express our appreciation for your valuable contribution towards achieving the company objectives. We sincerely hope you will continue to put in your best efforts in the times to come. Based on your performance, you are being elevated to the role of a **Business Development Manager (Assistant Manager)** within **University Admissions (Pre- Sales)** with effect from **14 June 2022**.

We are pleased to inform you that based on your performance, we have decided to make changes to your **Fixed Annual Compensation** with effect from **14 June 2022**. The revised compensation for you is **Rs.5,00,000/-** and the detailed structure is attached below for your reference.

Cost to Company (Fixed- INR)	₹500,000	
Component	Annual	Monthly
Basic	2,51,800	20,983
HRA	1,25,900	10,492
Special Allowance	1,00,700	8,392
<b>Total Gross Salary</b>	<b>4,78,400</b>	<b>39,867</b>
EPF (Employee Deduction)	21,600	1,800
<b>Net Salary</b>	<b>4,56,800</b>	<b>38,067</b>
EPF (Employer Contribution)	21,600	1,800
<b>Cost to Company</b>	<b>5,00,000</b>	<b>41,667</b>

*\*All income related pay-outs are subject to income tax and statutory deductions*

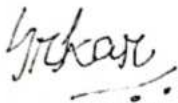
Registrar  
Quantum University



All other terms and conditions of your letter of appointment remain unchanged.

Please accept our best wishes on this well-deserved recognition of your continuing contribution and commitment to the organization.

Yours sincerely,  
**For Leverage Ed-Tech private Limited**



**Saugata Sarkar**  
**(Director- Talent Excellence)**





## Letter Of Intent

Date: 14<sup>th</sup> Dec 20

Dear BHUMIKA SINHA

This is with reference to the Interview on 14<sup>th</sup> Dec-20 at Converse.  
This is to confirm our intent to offer you a position on the following terms at Converse (also Company or Converse):

Designation : "H.R Executive"

Date of Joining

: 16<sup>th</sup> Dec-20

Annual Cost to Company	Rs. <u>60,000</u>
*Non Paid Training Period	Seven days
*Monthly Incentives	*0-15000* Rs

\*As per Company policies and procedures and subject to change.

Your initial place of work will be **Dehradun**.

This Letter of Intent is valid for 07 days from the date of issue. Please confirm your interest in the role as stated above by signing a copy of this letter and returning it to us at the earliest.

A detailed appointment letter will be issued to you post the completion of joining formalities. Your subsequent appointment is subject to the submission of your bona fide documents before the date of joining and the receipt of satisfactory references.

Subsequent to receiving your confirmation we will keep in touch with you and provide you more details related to joining as and when necessary either through mail or letter.  
Please reach out to Manjeeta Chaturvedi at 7300370688 (no.) Or on hr@conversejob.com (email) in case of any clarification.

Looking forward to a long and mutually beneficial association.

Yours faithfully  
For Converse Placement Services

Bhaskar Bangla

Director - Talent Acquisition

Registrar  
Quantum University

I accept the terms of this letter.

Bhumika







25th October 2021

Sub: Offer of employment by Pin Click

Dear **Kundan Shaw**,

Congratulations!


We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”, *with effect from 6th November 2021.*

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the PPO is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Mumbai** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

**Pin Click Property Management Pvt Ltd**

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No : +91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

  
Registrar  
Quantum University

The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Kundan Shaw</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>6th November 2021</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	<b>Subtotal I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	792	9,504
<b>A-B</b>	<b>Net Salary</b>	<b>19,899</b>	<b>2,38,788</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>SubTotal II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<b>Note:</b> *Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement * The Offer/ Salary Is Subjective to Completion of Training *Two-wheeler is mandatory with valid driving license * 3 days of training period • Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.			

**Pin Click Property Management Pvt Ltd**

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :  
 +91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

The details of your annual earnings are as **Annexure B.**

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Kundan Shaw</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>6th November 2021</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Subtotal I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>SubTotal II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<b>Note:</b> *Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement * The Offer/ Salary Is Subjective to Completion of Training *Two-wheeler is mandatory with valid driving license • Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

**Pin Click Property Management Pvt Ltd**

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :  
 +91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563





We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

A handwritten signature in blue ink, appearing to be "Manik Kinra", with a long horizontal stroke extending to the right.

Mr. Manik Kinra  
Co Founder

**Pin Click Property Management Pvt Ltd**

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :  
+91-8047-193000 website :[www.pinclick.com](http://www.pinclick.com) CIN No.U70102KA2015PTC084563

### **Letter of Intent**

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name:

Signature:

Date:

Anticipated Start Date:

### **Pin Click Property Management Pvt Ltd**

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :  
+91-8047-193000 website :[www.pinclick.com](http://www.pinclick.com) CIN No.U70102KA2015PTC084563



14<sup>th</sup> Dec 2020

To,

Mohd. Waliullah

Quantum University

Roorkee

**Sub: Letter of Intent**

Dear Mohd. Waliullah

In reference of your application we would like to congratulate you on being selected for the position of Sales Consultant with the **Shoperty Consultants Pvt Ltd.** on the terms and conditions mutually discussed and agreed. As per our mutual agreement, your annual remuneration will be Rs 3.6 LPA + Reimbursement. You are required to furnish the following upon Joining:

- a) Latest Passport size photographs – Two
- b) Birth Certificate / School Leaving Certificate showing date of birth
- c) Educational Qualification Certificates
- d) Address Proof certificate

You shall join the services of the Company on **18 January 2021.**

Please return the enclosed copy duly signed as a token of your acceptance of the letter.

For Shoperty Consultants Pvt Ltd.

Human Resource

Registrar  
Quantum University





**Date:** 8<sup>th</sup> January, 2021

Dear Nikhil Vardhan,

**Subject:** Offer letter of employment as **Business Development Executive**.

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Business Development Executive**. Your cost to company (CTC) will be **Rs. 420,000** (Rupees Four Lakh Twenty Thousand Only) Per Annum and other terms of service shall be as per the discussion you had with us. The compensation details are as follows -

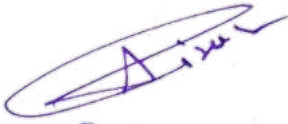
Components	Per Annum	Per Month
Basic Salary	210,000	17,500
HRA	105,000	8,750
Special Allowances	65,904	5,492
Employer's Contribution to EPF	21,600	1,800
Statutory Bonus	17,496	1,458
Total CTC Per Annum	<b>420,000</b>	<b>35,000</b>

We would expect you to join as early as possible but not later than **19-Jan-2021** at the office located at **Delhi, Delhi** beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided/submitted by you about your education, experience etc. This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is/are found to be untrue/false.

Your services are transferable, with reasonable notice, to any location in India or overseas where the company conducts its businesses, or to any subsidiary, associate or group company whether now existing or yet to be formed. Such transfer / deputation will be according to the rules of the company in force at that time.

During the term of your employment, should you desire to leave the services of the Company, you will have to give to the Company **one month'** notice or salary in lieu thereof. Similarly, the Company shall be entitled to terminate your employment at any time by giving you **one month'** notice or salary in lieu thereof. However, the Company may terminate your employment with immediate effect by a notice in writing (without payment of salary) in the event of your misconduct, negligence, fraud, breach of terms of employment or Company policy, criminal conviction and prolonged unauthorized absence.

  
Registrar  
Quantum University

A95B, Block A, Sector-136, Noida, U. P. - 201304, Country: India.  
Phone: 1800 102 5301, E-mail: info@extramarks.com



You agree, acknowledge, and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

Sincerely,

**HR Department**

I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join service on or before **19-Jan-2021**.

\_\_\_\_\_  
Accepted



### **Annexure - Pre-Joining Documentation**

Before your date of joining, kindly upload the below mentioned documents in the link given below -

1. Offer letter acceptance\*
2. Copies of Educational Certificates – Class 10<sup>th</sup> & Class 12<sup>th</sup> and Other Certificates (if any)
3. Copy of Graduation Certificate
4. Aadhar Card
5. PAN Card
6. Form 11 & Form 2
7. Bank Account Details
8. Clearance from the previous employer
9. Passport size Photograph (in .jpeg)
10. Last Pay slip received from the previous employer
11. Address Proof
12. Reference sheet form
13. Adherence to Anti-Corruption Policy

The URL for the link is: <https://careers.extramarks.com/index/filldetail/refId/NzQ4MjU2NzA=>

You would also need to upload a scanned copy of this letter with your acceptance.

Please feel free to reach out in case of any doubts or queries.





## Letter of Appointment

5<sup>th</sup> March'2021

Vishal Kumar

Sector- 3C, Quarter No. 341

Bokaro Steel City,

Jharkhand: 827003 Dear

Mr Kumar,

We are pleased to offer you, the position of restaurant manager with Flyers Multi cuisine Restaurant on the following terms and conditions

Date of joining: 26<sup>th</sup> March 2021

Job Title: Restaurant Manager

Salary (CTC): Rs. 25,000

Job Location: Ultadanga, Kolkata, West Bengal.

Probation Period: first six months you will be on probationary period, after completing it based on you performance you will be receiving a permanent appointment letter and then after only you will be eligible for leave as company rule.

- Please sign the duly copy of the appointment letter signifying your acceptance.
- We Welcome you to our company and look forward to a fruitful collaboration. With Best wishes,



Neeraj Munshi

8170055022/6295421635

(Head of Human Resources)

Flyers Multi cuisine Restaurant



Registrar  
Quantum University

**CONGRUEX ASIA-PACIFIC LLP****OFFER LETTER**

Date:- 1/20/2021

Dear Ankit

# 3/4319, Damodar Puri, Saharanpur, Uttar Pradesh - 247001

Congratulations on being selected for the below mentioned position at Congruex Asia-Pacific LLP.

Title- Engineer I

Employee Code- CCAP11342

Tier- 1

We are pleased to extend an Offer of a total compensation of up to Rs. 335000/- (Rupees Three Lakh ThirtyFive Thousand Only) (Total CTC) per annum subject to applicable statutory deductions such as tax deducted at source and/or contractual deduction(s) and as per the terms of your employment contract. Please note that your target total annual consolidated salary is comprised of two components:

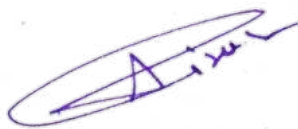
- **Base Component:** An amount of Rs. 275000/- out of the total CTC (i.e. Rs. 335000/-) will be paid to you in twelve (12) equal installments on monthly basis; and
- **Variable Component:** You will be eligible to receive up to Rs 60,000/- towards 'day shift allowance' and/or 'night shift allowance' and the actual amount will be determined based on the actual number of 'day shifts' or 'night shifts' you work in a year.
- **Flexi Basket Component:** You will be eligible to opt for various allowance under the flexi basket, save additional income tax as per the tax guidelines. You have the freedom to design and choose the components based on your anticipated expenses.

It is hereby clarified that the number of day/night shifts that you will be required to work in a year will solely depend on the business requirements of the Company, which may vary from time to time. Detailed break-up of your salary will be provided in the Offer Letter/Appointment Letter / Employment Agreement, which you shall be expected to execute at the time of your joining or earlier. This offer is subject to the below mentioned terms and conditions:

1. Subject to the discretion of the Company to transfer you at some other place in India and/or overseas, you will be initially based at our Corporate Office location at **Zone A, 12<sup>th</sup> Floor, Quarkcity SEZ, Plot A-40 A, Industrial Focal Point, Phase VIII-B Extension, Mohali-160059, Punjab**. Your employment will commence on Date of Joining (1/27/2021).

2. You will be on a probation period of 6 (six) months including 3 (three) months of extensive on the job training. Signature Not Verified  
Satisfactory completion of the probation period, your services will be confirmed through a written Shashank Roy  
S=Haryana  
period may be extended for a suitable period at the sole discretion of the Management.

3. This Offer is subject to your clearance of the Pre-Employment background and reference check. Please submit a copy of your resignation letter duly accepted by your present employer within 3 (three) working days of receipt

  
Registrar  
Quantum University



Salary Annexure

The salary structure is very competitive and rewards high and quality performance.

Salary Package Details (Break-Up)		
Name	Ankit	
Title	Engineer I	
CCAP ID	CCAP11342	
Tier Level	1	
Base Components	Per Month (INR)	Per Annum (INR)
Basic Salary	₹ 13,750	₹ 165,000
House Rent Allowance	₹ 4,125	₹ 49,500
Statutory Bonus	₹ 1,500	₹ 18,000
Special Allowance	₹ 1,542	₹ 18,500
Flexi Basket Component(s) <sup>1</sup>	₹ 200	₹ 2,400
Employers' Contribution to Provident Fund <sup>2</sup>	₹ 1,800	₹ 21,600
Total Sum of Base Components	₹ 22,917	₹ 275,000
Variable Component Night Shift Allowance <sup>3</sup>	Up to ₹60,000	
Variable Component Day Shift Allowance <sup>4</sup>		
Total CTC <sup>5</sup>	₹ 27,917	₹ 335,000
Deductions	Per Month (INR)	Per Annum (INR)
Employees' Contribution to Provident Fund	₹ 1,800	₹ 21,600
Professional Tax	₹ 200	₹ 2,400
Labor Welfare Fund	₹ 5	₹ 60
Flexi Basket Component(s) <sup>1</sup>	Per Month (INR)	Per Annum (INR)
Children Education Allowance	₹ 200	₹ 2,400

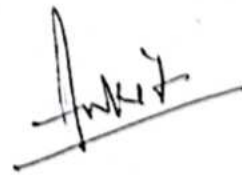
Taxation will be governed by the Income Tax rules, company will deduct tax at source as per income tax guidelines.

<sup>1</sup> Flexi Basket Component(s) – This offers you to design your compensation with flexibility within the defined framework one time in a financial year. The maximum amount for each component is fixed, however, you can choose

Signature Not Verified  
to keep or move the components per your tax plan, which will then be added under 'Special allowance'.

<sup>2</sup> Employer's Contribution to Provident Fund – This will not be paid to you in cash and will be directly deposited into your PF account with the Employees Provident Fund Department.

  
20/11/2021



Dated: 18<sup>th</sup> Jan' 2023

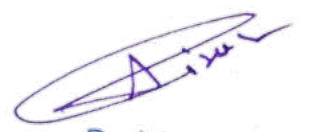
**Subject: Letter of Appointment for Intern – Client Servicing**

Dear Muskan,

We are pleased to appoint you as an “**Intern**” at **Enthuse Answers Communications Pvt. Ltd.**

Please read the following terms and conditions before signing the letter.

1. **Tenure:** You will be appointed for Three (3) months contract period, with effect from **23<sup>rd</sup> Jan' 2023**. Your employment with the Company may be terminated either by you or by the Company by giving a notice of 30 days or fee in lieu thereof months of service.  
  
(Note: Subject to approval, the final decision will be taken by the Management only)
2. **Stipend:** Your Stipend would be **Rs. 15000/-** plus Tax and it's subject to TDS deduction as per income tax act 1961
3. Your working hours would be 10 AM to 7PM, Monday to Friday, you may be required to extend your working hours and days as per the demand of project in hand during the tenure with the Organization, and in no circumstances will engage yourself in any other business activity clashing with the business interest of the organization.
4. **Holidays:** According to the list will be provided.
5. **Location:** You are presently posted at Gurgaon, however, if the company feels your need at other branches establishment in India or outside, you shall be liable to be posted / transferred anywhere to serve its need at the sole discretion of the Management.
6. You shall require respecting the privacy of project documents, commercial offer, design documents, project cost & estimation, technology, software packages license, company's policies and human assets profile of the company.
7. You shall require abiding by company's rules and regulations which are subjected to amendment from time to time.
8. You shall not disclose, divulge or make public any of the company's technical or other important information even after terminating from the company.

  
Registrar  
Quantum University

Enthuse Answers Communications Pvt. Ltd.

Registered office : DGL 229, GROUND FLOOR, KIOSK NO.GFK17, THE GALLERIA SHOPPING MALL, MAYUR VIHAR, PHASE-I, New Delhi-110091

Branch office : DG-B-18-002 & DG-B-18-003, EMAAR Digital Greens, Tower B, Sector -61, Golf Course Extension Road, Gurgaon-122102, Haryana, India

+91 124 4271000, +91 124 4271001, +91 124 4271002 | [www.enthuse-answers.com](http://www.enthuse-answers.com)

9. In case you are found guilty of fraud, dishonest, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without prior permission of the company, your services may be terminated without notice and its decision will be deemed final.
10. You shall at no cost accept any present, commission or gratification in cash or kind from any person, party or firm dealing with the company.
11. You will serve the Company loyally, faithfully and diligently and shall at all times safeguard and protect the interest of the Company. You shall also at all times, keep your Director (s) promptly informed of the progress of the work assigned to you and provide such explanations as he/they may reasonably require.
12. Leaves - You will not be entitled for any leave and in case, you are unable to attend office on any particular day(s), you will be required to compensate for the particular day(s).
13. Food and Travel Allowance will be entitled as per the company policy.

If you accept the above mentioned terms and conditions, please sign and return to the undersigned the duplicate copy of this letter as a sign of acceptance.

Yours sincerely

**For Enthuse Answers Communication Pvt. Ltd.**

Aditya Joshi

(Director)

I agree to accept the consultancy and shall abide by the terms and conditions mentioned above

(Signature)\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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



**OFFER CUM APPOINTMENT LETTER**

Date: 27 June 2022

Name: Rounak Kumar Singh

Address: J-18, Vastu Vihar Phase 2, Bakarpur, Muzaffarpur - 843165

Dear Rounak Kumar Singh

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment in our company, on the following Terms and Conditions:

**1. Date of Joining & Work Location:**

Your appointment becomes effective from the date of joining the services of the Company, which date shall be not later than **27 June 2022**

Your work location would be **Rudrapur** or any other location as assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

**2. Department, Designation:**

Department: - Sales

Designation: - Business Development Associate - Sales

**3. Cost to the Company:**


Your annual Compensation including Performance Pay and Benefits is **Rs. 1000000 /-**. Your salary comprises of a Fixed Compensation, Variable Compensation and Other benefits (Refer **Annexure 1** for detailed breakup).

Your salary will be revised yearly based on your satisfactory performance in the company determined at the sole discretion of the Company.

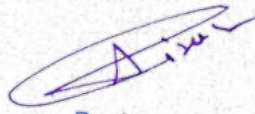
The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- (a) Provident Fund
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances
- (e) Or any other applicable statutory deductions

The Income Tax Liability with regards your salary and perks will your liability, and will be governed by the tax laws of the country as applicable from time to time.

DocuSigned by:  
  
247F0E6CD075448

[Employee's Signature]

  
Registrar  
Quantum University

**COLLABERA/NOI/HR/COL/2021**

**Offer letter No.: 3**

**1-Mar-21**

**MAHAK ARORA**

**Sub: Conditional Offer Letter for participating in a training program with Collabera Technologies Pvt. Ltd.**

**Dear MAHAK**

Please refer to your application and the subsequent discussion with us, we are pleased to inform you that you have been selected to undergo a training program with **Collabera**.

This technical & communication batch wise training will be provided by **Collabera** for duration of 45 to 60 working days, “free of charge” and similarly **Collabera** shall not be paying any “stipend” during the training period.

On successful completion of the training program, **Collabera** and its end customer would conduct tests and interviews based on certain parameters approved by our client. Candidates who clear the tests and interviews conducted by **Collabera** and its clients will be considered for an employment with **Collabera** at its client’s location.

The successful Candidates will be offered permanent on-roll job with all benefits as per the policies of **Collabera**. In such case an Appointment letter will be issued, and the terms of the appointment letter will be applicable during employment period.

The Selected candidates will be given an opportunity to work on the rolls of **Collabera** at our client location and will be paid a **Gross Salary of Rs. 2.22 lakh/-Per Annum (Two Lakhs Twenty-Two Thousand)** on a cost to the company basis and your initial posting can be at our customer locations in any major cities across India. The above mentioned annual salary includes all perks and allowances.

This Conditional offer for participating in the training program will be specifically on the following terms and conditions.



Registrar  
Quantum University

1. You acknowledge that you are a Graduate from a recognized institute & all the details as per your Resume or application for employment are true to the best of your knowledge. You understand & acknowledge attending the FREE Training Scheme (Hire-Train- Deploy) as prescribed by the company starting from post completion of your BTECH 8th SEM /Graduation Final year exams. Your final joining shall however depend on your passing BTECH/graduation with desired percentage of marks, as applicable as per Collabera policy. You acknowledge that the training period is for a period of 45 to 60 working days at the Company's premises located at **Noida or virtually as per the instructions.**
2. You acknowledge that there shall not be any payment of stipend, salary, remuneration or any reimbursements of expenses during the training period. The training will be Free of Cost and shall be conducted at **Collabera Noida office virtually as per the instructions.**  
and would commence from 13-Mar-21
3. You acknowledge the purpose of the training scheme is to impart skills and information to enable you to specialize in the relevant field of Training and to equip you to be sufficiently competent to participate in the evaluation test to be conducted by **Collabera** or its clients after the completion of the training course.
4. You acknowledge that at the end of your Training period, the Company shall assess your suitability for appointment with the Company by way of Evaluation Tests as schedule & required for the fitment of the offered position, which will be in the form of a verbal/written/online test. Such Evaluation Test shall be conducted by the Company & its clients to assess knowledge and skill acquired by you during the Training/Course. Upon final selection for projects, your posting/work location can be anywhere in India.
5. You acknowledge that upon successful completion of your training period, you shall not apply for any posting/interviews other than **Collabera** or its client's interview till the completion of Evaluation Tests.
6. You acknowledge that in the event of your acceptance of Company's offer of Appointment, you will work with **Collabera** for a minimum period of 6 Months.
7. You acknowledge that in the event the Company finds that you have failed to meet the standards/norms fixed by the company in the Evaluation Test/failed to complete the

Test/Interview, the Conditional Offer Letter will remain cancelled automatically and no placement/any other request will be entertained.

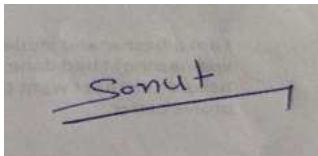
1. You acknowledge that your initial posting will be on a project at our customer location. During the employment with the company you will be liable to be transferred or deputed to any of the offices/departments of the Company/ Associate/Group Companies whether anywhere in India or abroad.
2. You acknowledge that in case you drop out of the training session or have been found to behave in a manner inconsistent with the terms and policies or if the management comes to the conclusion that you have committed any misconduct /unacceptable behavior/unsatisfactory performance/misbehave with colleagues/ under influence of drugs or alcohol during the training session or in possession of inappropriate materials, The management may dismiss you from the Training/Company with immediate effect not withstanding other terms and conditions mentioned.
3. You acknowledge that all documents, plans, drawing, photo prints, reports, statements, correspondence, etc. and information and instructions that pass through you or come to your knowledge during your training shall be treated as confidential. You would also be required to sign a Non- Disclosure Agreement as per annexure attached.
4. You acknowledge that during the training period you shall devote your whole time for the effective utilization of the training being imparted and you shall not be employed or engaged in any business activity or profession either as proprietor or partner or as a director or as an employee of any concern, firm or Company as the case may be without the written consent of the Company.
5. You acknowledge that any inventions worthy or unworthy of being protected as patents that are made by you during your training period with the Company will be entirely at the disposal of the Company which will have the absolute rights over the same.
6. You acknowledge that you will ensure to keep secret all such confidential matters including papers, plans, documents, etc. and shall not divulge or pass over the same to anyone.
7. You acknowledge that the Company shall not be responsible for any interruption in the training due to causes beyond the control of the Company. In case of your failure/ neglect to complete the training or failure in the Evaluation Test for employment Conducted by the Company and its client, the Company shall neither be responsible nor will provide assurance of employment on Collabera rolls.

1. You acknowledge that you shall not at any time after the termination of your employment, represent yourself as being in any way connected with or interested in the business of the Company.
2. You acknowledge that the below stated is your name and signature and you will abide by the terms and conditions set down in this Conditional Offer.

Please sign the duplicate copy of this letter and the Confidentiality Agreement and return the same to us in token of your acceptance of the terms and conditions stipulated therein.

We welcome you to **Collabera** Group and wish you all the best in your career with us.

**For, Collabera tech Pvt Ltd**



**Authorized Signatory (SonuTyagi)**

I «.....», accept the offer mentioned herewith and undertake to abide the same.

**Aadhaar Card Number of the Candidate – 234711983623**

**Signature of the employee with date:** \_\_\_\_\_




**Date: 14-Jan-21**

**Subject - Offer of Appointment**

Dear **Nimesh Sharma Ghimire,**

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment a Fixed Term Contract with our Organization at **Noida** for a period with effect from **14-Jan-21** to **31-April-21** on the terms and conditions as specified in this Letter.
2. Your annual Total Cash Compensation will be **Rs. 177200**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. The term of your employment shall commence with effect from your date of joining which shall be on **14-Jan-21**, and is effective till **31-April-21**. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Saloni Sharma** at **10:30 AM** to complete the joining formalities at **Tech Mahindra Limited, A-7, Sector-64, Noida UP-201301**. At the time of joining, you are expected to carry originals of the documents as per **Annexure ñ D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the acceptance copy to **Saloni Sharma** latest by **14-Jan-21**.
9. For any clarification / further Information on-
  - Employment terms and conditions, please get in touch with **Manjari Paul** (E-Mail: **MP00593374@TechMahindra.com**)

  
Registrar  
Quantum University

For Tech Mahindra Limited



**Mukul Sah**  
**Group Function Head (Support) ñ Human Resource**

**Encl:** **Annexure-A** (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Medical Self declaration), **Annexure-D** (Check List of Documents), **Annexure-E** (Confidentiality Agreement), **Annexure F** ñ Intellectual property Assignment, **Annexure-G** ñ General Covenant, **Annexure H** -(Code of Conduct and Ethics).

**Accepted**

Date:

Signature of Candidate:

Annexure A		
<b>Name: Mr. Nimesh Sharma Ghimire</b>		
<b>Designation: Associate Customer support</b>		
<b>Band: U1</b>		
Total Cost to the Company - TCTC (Per Annum)	177,200	
Total Compensation (per Annum)	174,229	
Fixed Salary (per Annum)	139,383	
Performance Incentive * (per Annum)	34,846	
	Per Month (Rs)	Per Annum (Rs)
(A) Components of Salary		
Basic (30% of Fixed Salary)	2,323	27,877
House Rent Allowance (50% of Basic)	1,162	13,939
Statutory Bonus	465	5,575
Personal Pay	6,339	76,068
WFH Allowance (Internet Allowance)*	600	7,200
Performance Incentive*	2,904	34,846
Total (A) in Rs.	13,792	165,505
(B) Retirals and Benefits		
Provident Fund (Employer's Contribution @ 12% of Basic Salary)	279	3,345
ESI (Employer's Contribution @ 3.25% of Total A)	448	5,379
Total (B) In Rs	727	8,724
Employee Contribution: (C)		
Provident Fund (Employee's Contribution @12% of Basic Pay)	279	3,345
ESI (Employee's Contribution @ 0.75% of Total A)	103	1,241
Total (C) In Rs	382	4,587
Take Home ( A - C)	13,410	160,918
Insurance Premiums (towards GTLI and GPAI)		2,971
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -		
<b>i) * WFH allowance (Internet allowance) applicable ONLY for work from home model</b>		
<b>ii) * Performance Incentive</b> would be payable to you from your Go Live date in subsequent month salary as per company Policy.		
<b>iii) Insurance</b>		
a) Group Term Life Insurance Coverage: You would be covered under the existing Group Term Life Insurance scheme of the company applicable to the employees in your respective grades as per the company policy and the same will be paid to the respective nominated beneficiary on the unfortunate death of the employee.		
b) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of upto Rs. 5 lakhs payable in case of permanent disablement arising out of any unfortunate event of an accident.		

iv) \*Payment of Bonus: The provisions of Payment of Bonus Act, 1965, as amended from time to time are currently applicable to you.

**Notes:**

- a) The Performance Incentive will not be payable if you have resigned and are serving notice period or are not on the company rolls on the date of disbursement.
- b) Performance Incentive would be subject to Tax deduction as per Income Tax Act.
- c) The Company reserves the right to amend, modify, rescind / reinstate the above mentioned schemes partly or completely at any point of time.

**With Best Wishes,**

**For Tech Mahindra Ltd.**



**Mukul Sah**

**Group Function Head (Support) ñ Human Resource**

**Accepted by :**

**Location :**

**Date :**

## **Annexure ñ B**

### **1) Employment Agreement**

#### **a) Code of Conduct**

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

#### **b) Secrecy**

You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited. or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

**c) Employee data** ñ By accepting this Offer and furnishing your personal data to the Company, You are according your irrevocable consent to Company to possess, deal with or handle Your sensitive personal data either by itself or through any third party agency during the term of your employment with the Company subject however to the terms of the Privacy Policy of the Company. You are aware that your personal data is confidential in nature and Company shall process the same in the course of its business, in terms of its privacy policy with due and reasonable care.

#### **d) Conflict of Interest**

Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

#### **e) Non-Solicitation / Non-Compete**

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have



Agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

- (i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd
- (ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
- (iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.
- (iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.
- (v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company.

**f) Exclusivity of Services, Publications, Gifts/Anti-bribery**

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- Not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- Comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.

- Not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favor or disfavor to any person or persons in relation to such performance.
- You hereby agree not to involve in receiving any gift/bribery during your tenure with the Company. You shall abide and follow the Company's anti-bribery policy which is hereby incorporated for reference. This Company policy shall be amended from time to time.

**g) Confidentiality / Non-Disclosure**

- a) You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.
- b) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.
- c) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

**h) Non-Disparagement Obligations**

You covenant and agree that, during the term of your employment and anytime thereafter, neither you nor any of your legal heirs or any person acting on your/their behalf, will in any way publicly disparage, bring into disrepute, defame, libel, slander or otherwise criticize the Company, its subsidiaries, affiliates, successors, assigns, officers, directors (including any former directors/ officers of the Company or its subsidiaries), employees, shareholders, agents, attorneys or representatives, or any of their clients, customers, partners, other service providers, or any of their products or services, in any manner that would damage the business or reputation of the Company or any of its clients, customers, partners, other service providers. Any violation of this section shall necessitate an investigation and appropriate disciplinary action including termination from the services and/ or appropriate legal action.

**2. Assignments/Transfer/Deputation**

Though you have been engaged for a specific position, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients'

Locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

### 3. Termination of Employment

- (a) Either party can terminate this employment by serving a notice of **30 days** on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited. May terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- (b) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.
- (c) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3(a)** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.
- (d) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- (e) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3(a)** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- (f) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3(a)** herein above on the grounds of misrepresentation of facts.
- (g) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full

Disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3(a)** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.

- (h) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is mis-stated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to fore with terminate your employment as per the procedure mentioned in **Clause 3(a)** herein above and/or revoke your appointment with The Company, without further reference in the matter.

#### 4. **Statement of Facts**

- (a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.
- (b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

#### 5. **Company Policies**

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Policy on Prevention of Sexual Harassment and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

#### 6. **Personal Indebtedness**

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited. You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

## **7. Restraints Access to**

### **Information**

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

### **Authorization**

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

### **Smoking**

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

### **Passwords**

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

### **Unauthorized Software**

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

### **Security**

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate



Keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

**(a) Destroying Papers & Material**

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

**(b) Use of Company Resources**

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

(ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual user's activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

(iii) You shall access only those web sites, which are relevant to your work at hand.

(iv) You shall not use any company resource for hacking or other unethical / illegal activities.

(v) You shall not circulate or distribute offensive/pornographic material through e-mail or in any other manner.

**8. Overseas Service Agreement**

As The Company will be spending substantial amount of time and money for your deputation /secondment abroad, you may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

**9. Intellectual Property Rights**

You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arising out of your activities hereunder, or if ownership

Rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit. You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

## 10. Jurisdiction

Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Mumbai** only.

## 11. Retirement

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.

Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

## 12. General

The above terms and conditions including those in Annexure - A (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time. However, entitlements will be extended/prorated for the duration of the contract.

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.
14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.
15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The

Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

---

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure ñ B and hereby accept and agree to abide by them. I am also required to fill the EMPLOYMENT VERIFICATION FORM, complete in all respects and bring it along with all the other documents / testimonials as required (Annexure D) at the time of joining.

**Name in full** :

**Signature** :

**Address** :

**Date** :

**Place** :

### Annexure- C - Medical Declaration

MEDICAL DECLARATION FORM			
Applicant ID <i>(To be filled by HR)</i>		Associate ID <i>(To be filled by HR)</i>	
First Name:		Last Name:	
Gender: Male / Female		Date of birth (DD/MM/YYYY)	
		Blood Group	

#### Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, and Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds from any previous employment opportunity?			

Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

**Have you ever suffered/are you suffering from any of the following? (Please tick whichever applicable)**

	Heart Attack		Diabetes
	High Blood Pressure		Stroke
	Night Blindness		Valve Disorders
	Asthma		Slipped disc
Any other major disease/illness that you may be willing to disclose			



**Candidate's Declaration:**

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

**Signature:**

**Name:**

**Date:**

(DD/MM/YY)

## Annexure ñ D ñ Checklist of the Documents

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

- (a) Certificates supporting your educational qualifications along with marks sheets
- Xth Certificate & mark sheets
  - XIIth Certificate & mark sheets
  - Degree Certificate & Semester/year-wise mark sheets
  - Master's Certificate & Semester/year-wise mark sheets
  - Diploma/PG Diploma Certificate & Transcripts
  - Any other Certificate with supporting documents ñ if any
- (b) Your relieving letter from your present organization
- (c) Service Certificate from the last employer as well as all previous employers.
- (d) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed.
- (e) Two passport-sized color photographs with white background.
- (f) Valid Passport  
*Please submit copy of the valid Passport (inclusive of all blank pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.*
- (g) PAN Card and Proof of PAN Number  
*You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.*
- (h) Aadhar Card  
*You MUST carry and provide your Aadhar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgement as issued by the authorities.*

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

## **Annexure E - Confidentiality Agreement**

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as confidential information.

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

- 1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.
- 2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. Is under an obligation to prevent this disclosure.
- 3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.
- 4) I hereby agree that :
  - The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
  - The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
  - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
  - I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. To receive such information.
  - I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited. Officials or the expressed written authorization of the third party owner.
  - Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited .which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited. Upon termination of my employment.
  - This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.

- IF any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name:

Signature:

Date:

## **Annexure - F - Intellectual Property Assignment**

Associate Name:

Associate ID:

Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

### **(a) Intellectual Property Assignment**

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating or developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favor of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

### **(b) Restrictions after Termination**

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED

ACCEPTED

\_\_\_\_\_

\_\_\_\_\_



## **Annexure ñ G**

### **Agreement ñ General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation**

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

**3. Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

**4. Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech

Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

a. Because it may not be clear to associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

**5. Ownership of Work Product:** Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand

That disclosure of my suggestions and ideas is encouraged.

**6. Partial Restriction on Post-Termination Competition:** Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited.

**7. Covenant Not To Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement that for the 12 months period following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

(a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the two year period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest.

(b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information.

Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

**8. Compliance Not Contingent Upon Additional Consideration:** I understand and acknowledge that the wages, compensation, benefits training and experience that Tech Mahindra Limited. Provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

**9. Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited. may take legal action in the court specified below in Paragraph 14 for the liquidated damages specified in Paragraph 6 above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

**10. Severability:** Each paragraph and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

**11. Entire Agreement:** This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited. On the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

**12. Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited. (Together with their successors and assigns).

**13. Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.

**14. Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited. For liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited. Would incur upon such breach.

Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Signature

\_\_\_\_\_  
Name of Candidate

For and on Behalf Of  
**Tech Mahindra Limited**



**Mukul Sah**  
Group Function Head (Support) & Human Resource



## Annexure ñ H

PROOF OF ACCEPTANCE OF  
Code of Ethical Business Conduct (CEBC)  
And  
Statement of Policies and Procedures for Preventing Insider Trading

To  
Tech Mahindra Ltd.  
Date of Joining: \_\_\_\_\_  
Dear Sir/Madam,

I \_\_\_\_\_ Associate Id No \_\_\_\_\_

(Associate) of Tech Mahindra Ltd, do hereby state to have read and accepted that Tech Mahindra Code of Ethical Business Conduct (CEBC) and Statement of policies and Procedures for Preventing Insider Trading. In Company website ([www.techmahindra.com](http://www.techmahindra.com) >> Investors >> Overview), I have read and fully understood the above stated code of conduct and Ethics for directors and Associates and Statement of Policies and Procedures for preventing Insider Trading and shall abide by the policies, procedures and Principles contained therein.  
I understand that any misinterpretation and /or false understanding given herein may attract penalties as laid down under the policy.  
Authorized Signatory (HR) Signature of the Associate  
Name:



May 22, 2021

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

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

Dear SAKSHAM DUA,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely,  
For Wipro Limited,

**Aparna Shailen**  
General Manager - Human Resources

  
**Registrar**  
Quantum University

**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

Page 1

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# STAR BULLE-MOTORS

Manufacturers of : E-Rickshaw

9, Gandhi Nagar, Opp. Atcm Public School, MUZAFFARNAGAR-251 001 (U.P.)

Ref. No.....

Dated.....

Ref: SBEM/RIC/011

25/02/2021

Private & Confidential

## Offer Letter

Dear Bhanu Sharma ,

Subsequent to the Meetings between Start Bull E Motors and you, we intend to make an offer for the Position of **Marketing Executive** .

**Designation :- Marketing Executive**

**Place of Posting :-** You initial place of work will be at Muzaffarnagar. You will be expected to attend the office, during working hours, as decided by the Company. You will be asked to relocate any Part of India, as per Company's requirement.

**Joining :-** You Joining is subject to the following Conditions :-

1. Submission of all the documents as per annexure A, on the date of Joining.
2. You will be on Probation for **Six Months**. A detailed appointment letter will be issued to you, past your successful Probation Period.
3. **DOJ :- 01/03/2021.**
4. Your stipend is basic **18,000/- + 3,000/- Travelling Allowance + 500/- Mobile Allowance** and incentive as per Performance.
5. You will be an above said stipend for 12 Months. Past you successful Probation; your Package would be **3.80 Lac**. You will be entitled for all benefits like, Appraisal ESI, PF Schemes.

**Confidential Agreement :-** Subject to disclosure of the letter, necessary action would be taken, which could result for an offer withdrawal.

Company may issue you and 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 Letter of Intent or any Offer Letter without any notice. We encourage you to contact us at [starbullemotors@gmail.com](mailto:starbullemotors@gmail.com) a week, prior to your joining date as may be specified in an offer letter. This letter is valid for three month from the date of issue.

Your employment will be governed by the rules, regulation and policies of the company. Looking forward to a long and fruitful association with you.

Thanking you.

Star Bull E-Motors  
For STAR BULLE MOTORS

*R. S. Sharma*  
Prop

*[Signature]*  
Registrar  
Quantum University



2nd Feb 2022

To,

 Mr. Gulshan Singh  
 Uttar Pradesh, India

Employee ID: 1614

Confidential

Sub: Appointment Letter

Dear Gulshan,

We are pleased to appoint you as a **Software Consultant** in **Knoldus Software LLP** (the "Company") with effect from **20th Jan 2022**.

The terms and conditions of your employment with the Company are mentioned herein below, in the employment agreement dated **20th January 2022** executed between you and the Company ("**Employment Agreement**"), the terms of which are deemed to be incorporated herein by reference. You hereby agree that in the event of any conflict between the terms of this appointment letter and that of the **Employment Agreement**, the document containing the provision more favorable to the Company in relation to the conflict shall prevail and be absolutely and unconditionally binding on you.

1) **Emoluments:** Your CTC (Cost-to-Company) will be **Rs. 5,20,000 (Five Lakhs & Twenty Thousands Only) per annum** including a performance-linked variable of **INR 26000 (Twenty Six Thousand Only)**. Your total compensation is **5,72,000 (Five Lakhs & Seventy-Two Thousand Only)**. The break-up of your CTC is mentioned in Annexure I

2) **Minimum Service Agreement:** As discussed and agreed upon, a service agreement of a minimum of **two years and six months (2.5) years** with Knoldus from the date of Appointment letter with an exit amount of **Rs 2.5 Lacs** plus the salary cost (considering the last salary drawn) of balance period of service agreement during service period would be an integral part of the offer. The two and half years of service agreement from the date of Appointment is excluding the required notice period as per the existing exit policy.

3) **Place/Transfer:** Your normal place of work will be at the Company's office situated at NOIDA. The Company may, however, reassign and/or transfer you to any Company unit/ office/ branch/ location or to any of our associate companies/or client location at any time in any part of India and/or abroad at the sole discretion of the Company. The Company may also assign you to projects that require you to travel within and outside of India. In relation to any reassignment/transfer, while the Company will endeavor to accommodate your reasonable requests if any, you recognize that client deliverables are critical for the business. Accordingly, refusal to travel pursuant to 2 (two) requests by the Company will be adequate grounds for your services to be terminated. Please note that during the period that you are appointed/transferred/deputed at any external location, you shall, in addition to the Company policies, also abide by the policies applicable to such location. In the event of any conflict arising between the Company's policies and the policies applicable to such location, the latter shall, to the extent necessary for resolving such conflict, prevail. Further, in the instance of your travel on behalf of the Company, you would be entitled to reimbursement of expenses and allowances as per Company policies applicable at that time.

(India) Knoldus Software LLP,  
 10/19, West Patel Nagar, New  
 Delhi-110008 India

Engineering Office  
 Knoldus Software LLP, SDF L-11,

India

Noida Special Economic Zone,  
 Sector 81, Noida, Uttar Pradesh-201305

Canada

Knoldus Inc, 3880 Duke of York  
 Blvd, Mississauga L5B 4M7 Ontario,

Canada  
 USA

Knoldus Inc, 56 N. Avery Ct Palatine,  
 (Chicago), IL-60067,  
 USA

Singapore

Knoldus Software Pte. Ltd.,  
 143 Cecil Street #16-03 GB  
 Building, Singapore - 069542

Registered Office

DocuSign Envelope ID: 14539245-B693-4CB4-B5B7-80A3A5D95E74


**knoldus**

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 Registrar  
 Quantum University