



Shri Sangameshwar Education Society, Solapur
Kannada Linguistic Minority Institute

SANGAMESHWAR COLLEGE, SOLAPUR

AUTONOMOUS

5.2.1 Number of outgoing students who got placement during the year

Name of student placed with his/her contact details	Programme Completed	Page No.
Aarti Raut	BCOM	146
Aathefa Sayyed	BCOM	128
Abhijeet Surwase	BCOM III	-
Aboli Kulkarni	BBA III	5
Aditi Dongre	BCOM III	4
Aishwarya Mohan Pawar	BCOM	134
Aiwale Simran Ganesh	BCOM	156
Ajit Birajdar	BA III	12
Akansha Vadaje	BCA III	-
Akash Manthalkar	BCOM III	-
Akshata Kamalapur	BCOM III	13
Ameya Rahul Patwardhan	BCOM	132
Anamika Ganesh Dengale	BCOM	147
Anjali Pawar	BCOM	153
Anuja Tonage	BCOM III	-
Anusha Narasgonde	BCOM III	-
Arpita Narke	BCOM III	14
Arti Kore	BCOM III	24
Arti Kore	BCOM III	24
Ashakata Kamalapur	BCOM III	-
Ashwini Ghadge	BA III	38
Asma Mulla	BCOM III	25
Atish Mane	BCOM III	26
Atish Mane	BCOM III	26
Avantika Lalsare	BCOM III	51
Bardole Mitali Anil	BCOM	150
Bedarkar Rakshita Sharad	BCOM	148
Bhagyashree Bansode	B.Sc.ECS	-
Chattayar Mayuri Sidraya	BCOM	122
Chetankumar Almelkar	BCOM III	-
Dhaneshwari Khadkule	BCOM III	52
Dinkar Pawar	BA III	39
Divya Swami	BA III	50
Fulari Bhagyashri Dundappa	BCOM	140
Gauravi Shivkumar	BCOM III	54
Gauravi Vastrad	BCOM III	53
Gauri Batgeri	BCOM	143
Gayatri Dipak Angre	BCOM III	67
Gitanjali Valsange	BCOM III	80
Gouri Karajikar	BCOM	144
Imran Khureshi	BCS	-
Indrajit Dnyaneshwar Doke	BCOM	160
Janhavi Shendage	BCOM III	81
Janhavi Subhash Jadhav	BCOM	151
Jayant Nandal	BCOM III	-
Kadam Prerna Prafull	BCOM	159
Kamlesh Tolnure	BCOM	131
Kartik Mitkari	BCOM III	82

Komalika Jadhav	BA III	48
Kulkarni Amaraja Satish	BCOM	145
Laxmi bhimaray Biradar	BCOM	139
M Imran Khureshi	B.Sc.ECS	-
Madhuri Mengarti	BCOM III	83
Masimbi Birajdar	BCOM III	84
Mayur Kapale	BBA III	-
Monica Bantallu	BBA III	-
Mulani Minaj Firoj	BCOM	141
Muskan Mulani	BCOM III	85
Muskan Shaikh	BCOM III	86
Nakshatra Dhumal	BCOM III	87
Namrata Dadas	BA III	40
Nandini Dandgule	BA III	41
Nayum Shaikh	BA III	45
Neha Shende	BCOM III	88
Nehali Satishkumar Katewal	BCOM	167
Nikita Patale	BCOM III	-
Nikita Patale	BBA III	-
Nikita Rajendra Dhage	BCOM III	89
Nikita Vasavanappa Dulange	BCOM	161
Omkar Bhaganagare	BCOM III	102
Onkar Nimbargi	BCOM III	103
Onkar Pandhare	BA III	47
Parth A Kulkarni	BCOM	104
Parth Kulkarni	BCOM III	133
Pooja Chandrakant Gaikwad	BCOM	162
Pooja Parkipandla	BA III	42
Poornima Patil	BCOM III	105
Prachi Upare	BCOM III	106
Priyanka Jalla	BCOM III	107
Prajyot Anil Sirsat	BCOM	162
Pranav Vijay Patil	BCOM	138
Prathmesh Ghaghre	BCOM III	107
Pratik Upare	BA III	43
Prerna Prasad Deshpande	BCOM	165
Priti Javalkote	BCOM III	108
Priya Dudhal	BCOM III	109
Purva Ramesh Desai	BCOM	135
Pushkaraj Patil	BCOM III	-
Rajendra Chourasiya	BA III	44
Rajshree Bhosale	BCOM	137
Ranjeet Jodmote	BCOM III	111
Revati Jagdale	BCOM III	112
Ritesh Mane	BCOM III	113
Rohit Shinde	BCOM	158
Rushikesh Gurav	BBA III	-
Sagar Nandargi	BCOM III	114
Saiful Chhatre	BCS	-
Sakshi Bansode	BA III	115
Sakshi Nirhali	BBA III	-
Sakshi Wale	BCOM III	-
Samarth Shrikant Pujari	BCOM	163
Samiksha Praveen Kawathe	BCOM	164
Sandeep Dhavalgi	BCOM III	116
Sanika Ashok Pandhre	BCOM	149
Sanika Sonar	BCOM	155
Sanket Birajdar	BCOM III	117
Sanket Birajdar	BBA III	-
Sanket Randive	BCA III	119
Satish Gumade	BCOM III	129
Satish Gumade	BCOM III	129
Shanta Pawar	BCOM III	168
Shravani Bhausaheb Navgire	BCOM	166
Shreya Gajanan Swami	BCOM	136
Shriraj Sanga	BBA III	-
Shruti Pardeshi	BBA III	-
Shruti Swami	BCS	-

Siddesh Kulkarni	BSC	-
Siddharam Manami	BCOM III	171
Siddharud Devakare	BCOM III	170
Sneha Mahesh Javalagikar	BCOM	142
Sneha Nanasaheb Jadhav	BCOM	154
Sridevi Khuba	BCOM III	169
Sriraj Sanga	BBA III	-
Sujata Hingmire	BA III	49
Suman Pangudwale	BCA	-
Sumit Gaikwad	BBA III	-
Sunil Tambake	BCOM III	172
Swapnil Hulle	BBA III	-
Swapnil Totad	BBA III	-
Umesh Laxman Birajdar	BCOM III	-
Vaibhav Kumbharikar	BCS	-
Vaibhav Kumbharikar	B.Sc.ECS	-
Vaidehi Mujumdar	B.Sc.ECS	-
Vaishnavi Bhosale	BCOM III	173
Vaishnavi Bijjuggi	BCOM III	174
Vaishnavi Dojjode	BCOM III	175
Vaishnavi Kokare	BCOM III	176
Vaishnavi Magar	BCOM III	177
Vedant Sanga	BCOM III	178
Venkateshan Bagavathe	BBA III	-
Vijay Mane	BCOM III	179
Vishal Bhosale	BCOM III	180
Vishal Pawar	BA III	46
Vishwa Tambake	BCOM III	181
Yash Kulkarni	BBA III	-
Yashshree Joshi	BCOM III	202
Yogesh Patel	BCOM III	203
Wale Basavraj Mallikarjun	BCOM III	182



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Aditi Dongare

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

For Joining process carry your below documents

- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592

Grey Knight Services LLP/HR/LDA/ 230601

June 20th, 2023

Ms. Aboli Kulkarni

Saibaba Mandir Javal, 970 Ogale Wada, Limayewadi, Solapur

Subject: Letter of Appointment – Customer Care Executive

Dear, Aboli Kulkarni,

With reference to your application and subsequent interviews you had with us, we are pleased to engage you as a **Customer Care Executive** with us on the following terms and conditions:

1. **Commencement of employment:** Your engagement duration shall be with effective from June 20th 2023.
2. **Salary:** During your engagement period you shall be entitled to a remuneration of INR **9500** pm. For details, please refer Annexure-A appended to this letter.
3. **Employee Documents:** You will be required to submit your educational certificates such as school, degree/diploma certificate/mark sheet (including school certificate as evidence to prove your date of birth), passport size photograph, address proof etc.
4. **Job Title:** You have been allowed as a Technical Support Executive on the presumption that the particulars furnished by you in your application, and resume are correct. In case, the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, the engagement with the company will stand terminated / cancelled without any notice. You are requested to report to **Ms. Aasiya Tamboli** at **Grey Knight Services LLP, Solapur**.
5. **Place of posting:** During your engagement with the company, you will be liable to get transferred or deputed to any of the offices/ departments, units of the company, Associates/Subsidiary/Group Companies, whether existing or to be setup/acquired anywhere in India, on similar terms and conditions of engagement.
6. **Applicability of Company Policy:** During your engagement with the company, you will be governed by the service rules & regulations of the company in force or as introduced or amended from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc. You will be governed by Company's policies and rules regarding Corporate Governance, misconduct, indiscipline and other matters.
7. **Confidentiality & Non-Disclosure:** You are required not to divulge, communicate or pass on any information in any aspect of the company to any one not employed by the company. Indulgence in such activity shall render you liable for termination with immediate effect notwithstanding any other terms mentioned in this engagement letter including the fixed period of engagement. All clauses mentioned in Confidentiality & Non-Disclosure agreement shall apply to you during your services with the company & select clauses shall also apply, post separation from the Company.

8. **Company property:** You are required to deal with the company's material, equipment, documents and any other property with utmost honesty and professional ethics. Every tool, equipment, machine, materials which you would use, shall always be treated as in trust with you and any damage except normal wear and tear, if you are found guilty at any point of time of moral turpitude or dishonesty in dealing with the property of the company or of theft or of misappropriation regardless of the value involved, your engagement shall be terminated with immediate effect notwithstanding any other terms & conditions mentioned in this letter, failing for which the cost of the same will be recovered from you by the Company.
9. **External Employment:** You are required not to engage yourself in any other gainful commercial employment, business or activity, part time or full time, directly or indirectly simultaneously as long as you are engaged with **GREY KNIGHT SERVICES LLP** or engage yourself directly or indirectly in any other profitable business connected with the dealing or activity of the company in any way. Any action to the contrary shall render your engagement liable for termination notwithstanding any other condition in this letter.
10. **Lien:** Your engagement as Technical Support Executive will not give you any right of appointment or lien for any permanent employment in the company.
11. **Termination of Employment:** Your engagement is liable to be terminated without assigning any reason. In the event of your resignation or termination of engagement, either side will have to give **one month's** notice or remuneration in lieu thereof.
12. **Nature of Duties:** The company will expect you to work with high standard of initiative, efficiency, loyalty, economy and such additional duties as the company may call upon you to perform from time to time.
13. **Code of Conduct:** You will be required to sign a "CODE OF CONDUCT" which is annexed along with & will constitute a part of engagement letter. Any breach in the opinion of management of any of the provisions of the "Code of Conduct" as annexed with this letter, would render your services liable for termination with immediate effect notwithstanding any other conditions in the engagement letter.
14. **Hours of Work:** The normal working days are Monday through Sunday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are between 9:00am to 8:00pm and you are expected to work not less than 54 hours each week, and if necessary for additional hours depending on your responsibilities.
15. **Leave/Holidays:** You shall be entitled to Leaves after completion of Probation period i.e. 6 months.
 1. You are entitled to casual leave of 12 days.
 2. You are entitled to 5 working days of paid sick leave.
 3. The Company shall notify a list of declared holidays in the beginning of each year.
16. **Governing Law/Jurisdiction:** Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of High Court, Maharashtra only.
17. **Notices:** Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.
18. **Borrowing/accepting gifts:** You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

Grey Knight Services

201, Sudarshan Heights, 1st Floor Damani Nagar-Solapur 413001

Web: www.greyknightservices.com

19. Acceptance of our offer: Please read the document carefully and return one signed copy of the 'Letter of Appointment' & 'Code of Conduct' (Annexure – B) in acceptance to the same. You may ask the Human Resources Manager, any questions pertaining to the 'Letter of Appointment'.

Annexure – A Annual Remuneration along with break-up

Name of Associate : Aboli Kulkarni
Employee Code : 230601
Title : Customer Care Executive
Location : Solapur
Effective Date : June 20th 2023

Particulars	Entitlement PM (INR)	Entitlement PA (INR)
Part A – Salary		
Basic pay (Basic + VDA)	3,360	40,320
HRA	1,120	13,440
Conveyance Allowance	1,120	13,440
Attendance Incentive	1,500	18,000
Other Allowance	2,400	28,800
Total Salary	9,500	114,000
Part B – Deductions		
Employee PF	403	4,838
Professional Tax	0	0
ESIC	42	504
Net Salary (A-B)	9,055	108,658
Part C – Benefits		
Employer PF	403	4,838
Gratuity	-	-
Net Salary (A+C)	9,903	118,838

Notes:

- Income Tax will be deducted at source if applicable as per Income Tax rules.
- As per applicable statutory rules / policies of the Company.
- Compensation related information is strictly confidential. It should not be shared with anyone other than your reporting manager.
- Attendance incentive shall be applicable as per policies of the Company.

Annexure – B **Employee Code of Conduct.**

As an employee, you are responsible to behave appropriately at work. We outline our expectations here. We can't cover every single case of conduct, but we trust you to always use your best judgement. Reach out to your manager or HR if you face any issues or have any questions.

1. Dress code:

Our company's official dress code is [Business/ Business Casual/ Smart Casual/ Casual.] However, an employee's position may also inform how they should dress. If you frequently meet with clients or prospects, please conform to a more formal dress code. We expect you to be clean when coming to work and avoid wearing clothes that are unprofessional (e.g. workout clothes.). As long as you conform with our guidelines above, we don't have specific expectations about what types of clothes or accessories you should wear. We also respect and permit grooming styles, clothing and accessories that are dictated by religious beliefs, ethnicity or disability.

2. Cyber security and digital devices:

This section deals with all things digital at work. We want to set some guidelines for using computers, phones, our internet connection and social media to ensure security and protect our assets.

Internet usage:

Our corporate internet connection is primarily for business. But, you can occasionally use our connection for personal purposes as long as they don't interfere with your job responsibilities. Also, we expect you to temporarily halt personal activities that slow down our internet connection (e.g. uploading photos) if you're asked to.

You must not use our internet connection to:

- I. Download or upload obscene, offensive or illegal material.
- II. Send confidential information to unauthorized recipients.
- III. Invade another person's privacy and gain access to sensitive information.
- IV. Download or upload pirated movies, music, material or software.
- V. Visit potentially dangerous websites that can compromise our network and computers' safety.
- VI. Perform unauthorized or illegal actions, like hacking, fraud or buying/selling illegal goods.

3. Cell phone:

- I. We allow use of cell phones at work. But, we also want to ensure that your devices won't distract you from your work or disrupt our workplace. We ask you to follow a few simple rules:
- II. Use your cell phone in a manner that benefits your work (business calls, productivity apps, calendars.)
- III. Keep personal calls brief and use an empty meeting room or common area so as not to disturb your colleagues.
- IV. Avoid playing games on your phone or texting excessively.
- V. Don't use your phone for any reason while driving a company vehicle.
- VI. Don't use your phone to record confidential information.
- VII. Don't download or upload inappropriate, illegal or obscene material using our corporate internet connection.

- VIII. Also, you must not use your phone in areas where cell phone use is explicitly prohibited (e.g. while reporting managers on floor.)

4. Corporate email

- I. Email is essential to our work. You should use your company email primarily for and only work purpose.
- II. Work-related use. You can use your corporate email for work-related purposes without limitations. For example, you can sign up for newsletters and online services that will help you in your job or professional growth.
- III. Personal use. You cannot use your work email for personal reasons and avoid spamming and disclosing confidential information. For example, you cannot send emails to friends and family.

Our general expectations

- I. No matter how you use your corporate email, we expect you to avoid:
- II. Signing up for illegal, unreliable, disreputable or suspect websites and services.
- III. Sending unauthorized marketing content or emails.
- IV. Registering for a competitor's services, unless authorized.
- V. Sending insulting or discriminatory messages and content.
- VI. Spamming other people's emails, including your co-workers.
- VII. In general, use strong passwords and be vigilant in catching emails that carry malware or phishing attempts. If you are not sure that an email you received is safe, ask our [Security Specialists.]

5. Social media

We want to provide practical advice to prevent careless use of social media in our workplace. We address two types of social media uses: using personal social media at work and representing our company through social media.

Using personal social media at work

- I. You are permitted to access your personal accounts at work. But, we expect you to act responsibly, according to our policies and ensure that you stay productive. Specifically, we ask you to:
- II. Discipline yourself. Avoid getting side tracked by your social platforms.
- III. Ensure others know that your personal account or statements don't represent our company. For example, use a disclaimer such as "opinions are my own."
- IV. Avoid sharing intellectual property (e.g trademarks) or confidential information. Ask your manager or PR first before you share company news that's not officially announced.
- V. Avoid any defamatory, offensive or derogatory content. You may violate our company's anti-harassment policy if you direct such content towards colleagues, clients or partners.

6. Conflict of interest

When you are experiencing a conflict of interest, your personal goals are no longer aligned with your responsibilities towards us. For example, owning stocks of one of our competitors is a conflict of interest. In other cases, you may be faced with an ethical issue. For example, accepting a bribe may benefit you financially, but it is illegal and against our business code of ethics. If we become aware of such behaviour, you will lose your job and may face legal trouble. For this reason, conflicts of interest are a serious issue for all of us. We expect you to be vigilant to spot circumstances that create conflicts of interest, either to yourself or for your direct reports. Follow our policies and always act in our company's best interests. Whenever possible, do not let personal or financial interests get in the way of your job. If you are experiencing an ethical dilemma, talk to your manager or HR and we will try to help you resolve it.

7. Employee relationships

We want to ensure that relationships between employees are appropriate and harmonious. We outline our guidelines and we ask you to always behave professionally.

I. Fraternization

Fraternization refers to dating or being friends with your colleagues. In this policy, "dating" equals consensual romantic relationships and sexual relations. Non-consensual relationships constitute sexual violence and we prohibit them explicitly.

II. Dating colleagues

If you start dating a colleague, we expect you to maintain professionalism and keep personal discussions outside of our workplace. You are also obliged to respect your colleagues who date each other. We won't tolerate sexual jokes, malicious gossip and improper comments. If you witness this kind of behaviour, please report it to HR.

III. Dating managers

To avoid accusations of favouritism, abuse of authority and sexual harassment, supervisors must not date their direct reports. This restriction extends to every manager above an employee.

IV. Friendships at work

Employees who work together may naturally form friendships either in or outside of the workplace. We encourage this relationship between peers, as it can help you communicate and collaborate. But, we expect you to focus on your work and keep personal disputes outside of our workplace.

V. Employment of relatives

Everyone in our company should be hired, recognized or promoted because of their skills, character and work ethic. We would not like to see phenomena of nepotism, favouritism or conflicts of interest, so we will place some restrictions on hiring employees' relatives. To our company, a "relative" is someone who is related by blood or marriage within the third degree to an employee. This includes: parents, grandparents, in-laws, spouses or domestic partners, children, grandchildren, siblings, uncles, aunts, nieces, nephews, step-parents, step-children and adopted children.

As an employee, you can refer your relatives to work with our company.

8. Workplace visitors

If you want to invite a visitor to our offices, please ask for permission from our [HR Manager/ Reporting Manager/ Office Manager] first. Also, inform our [reception/ gate/ front-office] of your visitor's arrival. Visitors should sign in and show identification.

When you have office visitors, you also have responsibilities. You should:

- Always tend to your visitors (especially when they are underage.)
- Keep your visitors away from areas where there are dangerous machines, confidential records or sensitive equipment.
- Prevent your visitors from proselytizing your colleagues, gathering donations or requesting participation in activities while on our premises.

Anyone who delivers orders, mail or packages for employees should remain at our building's reception or gate. If you are expecting a delivery, [front office employees/ security guards] will notify you so you may collect it.

9. Solicitation and distribution

Solicitation is any form of requesting money, support or participation for products, groups, organizations or causes which are unrelated to our company (e.g. religious proselytise, asking for petition signatures.) Distribution means disseminating literature or material for commercial or political purposes. We don't allow solicitation and distribution by non-employees in our workplace. In all cases, we ask that you do not disturb or distract colleagues from their work.

Yours Sincerely,

For **Grey Knight Services LLP**

Accepted



Darden Bronkhurst
Co-Founder.



Grey Knight Services
Together we succeed

Aboli Kulkarni.



FINDRIVE

Date : 28th May 23

Appointment Letter

Greetings Mr/Mrs. Ajit Bhasdare

Sub: Letter of Appointment

Regarding your application for a job with FINDRIVE SERVICES as well as the subsequent interviews you held with us. We are pleased to offer you a position as an Sales Executive with our company.

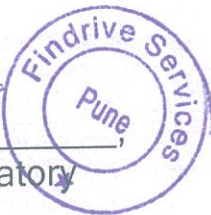
Appointment: Your appointment as Sales Executive began on , and you will be on probation for Three months following your appointment.

Remuneration: Your monthly remuneration is Rs /-. 11000

Workplace: Your first assignment will be at the Organization's Unit in Pune, India.

We warmly welcome you to the FINDRIVE SERVICES family and wish you every success in your work with us.

For Ankita
Authorized Signatory
HR Manager
Ankita Changan
8554949769





FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Akshata Kamalapure

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

For Joining process carry your below documents

- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



APPOINTMENT LETTER

22 December, 2022

Dear **Arpita Narake**,

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Associate** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-MH-Pune**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 78800**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3. Reimbursement of Expenses:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

4. Leaves:

You shall be entitled to reasonable periods of leave as per company policy (to be taken by agreement with the Company) with full pay. Entitlement & accumulation of the leave will be as per company policy.

5. Term:

Employment period shall commence on **23 December, 2022** and You will join as a confirmed employee.

1. Your employment with the Company shall be terminable, without reasons, by either party giving two-months notice. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time. .
2. During the term of employment, your performance and suitability for the roles will be continuously monitored and evaluated. Given the nature of your role, which is dependent on customer requirement, you would have to clear assessments prescribed by Wipro from time to time. In the event you fail to meet the prescribed measurement criteria as defined for your Process/Function or there is no suitable role available for you based on company requirement, the company reserves the right to terminate your employment in accordance with the bench policy. If you remain absent from work without authorization or reasonable explanation for more than seven consecutive working days, it will be presumed that you are no longer interested in working for Wipro and have voluntarily abandoned your services. In such a case, your employment with Wipro will stand terminated. In the event of termination of employee's services arising out of integrity, misconduct & disciplinary proceedings, no notice will be required from the company's side. In such case, you will not be entitled to any statutory compensation

6. Retirement:

You will automatically retire on attaining the age of 58 years. You may be retired earlier if found medically unfit.

7. Confidentiality:

1. During the course of its business, the Company is required to keep confidential, the information about its Customers and itself and for that purpose to ensure the same from each employee assigned to perform services for the Company/its Customers and each employee who obtains or is in a position to obtain any information or materials.
2. During the normal course of business, it may be imperative to record / monitor all calls made by you in order to assess quality, as applicable. This clause by no means would impede upon your working ability / capacity and should be taken in light of company procedures and policies.
3. You shall therefore regard and preserve as confidential all information related to the business and activities of the Company as well as its Customers, their clients, suppliers and other entities with whom they do business which may be obtained by them from any source or may be developed as a result of any of the said agreements with the Company's Customers. You shall hold such information in trust and confidence for them and not disclose any such information to any person, firm or enterprise, or use any such information for your own benefit or the benefit of any other party, unless authorized by the Company.
4. You shall not directly or indirectly, engage or assist others to engage in, any activity or conduct that violates the provisions of this Clause.
5. You acknowledge that the information, observations and data concerning the Company and/or the Customers provided to you, is and shall continue to be the property of the Company and/or its Customer's, as the case may be and that you shall not be entitled to any right or license in relation to the said information, nor shall you copy, reproduce, publish, distribute, adapt, modify or amend any part thereof, without the prior written consent of the Company/the Customers, as the case may.
6. You are not a party to or aware of any agreement, obligation or restriction that prevents or prohibits you from complying with these obligations and you agree to take any other steps reasonably required and/or appropriate to ensure compliance with the obligations set forth herein.
7. You understand that if you threaten to or actually breach or fail to observe any of the obligations set forth in this Clause, Company will be subject to irreparable harm, which will not be adequately satisfied by damages and you therefore agree that the Company shall be entitled to injunctive relief and/or any other remedies permitted, to ensure and enforce your compliance with these obligations in the unlikely event you do not comply with them; provided, however, that no specification herein of any a particular legal or equitable remedy shall be construed as a waiver, prohibition or limitation of any legal or equitable remedies available to the Company.
8. You shall deliver to the Company upon cessation or termination of your employment, or at any other time the Company may request, all memoranda, notes, plans, records, reports, computer tapes and software and other documents and data (and copies thereof) relating to the said, or the business of the Company or any affiliate or its Customers which you shall then possess or have under your control.

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

8. Non - Compete

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to information of key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation

9. Whilst employed by the company, you:

1. Will not engage in any external activities of a commercial nature
2. Will not engage in any activity of a non-commercial nature without prior written approval of the Company.
3. Will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your supervisor.
4. Will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures.
5. You agree that you shall not directly or indirectly, share, discuss your compensation details, in full or part, with any person in or outside the organization other than those authorized to do so.
6. Will maintain best standards of personal health and should necessarily be medically fit to perform your duties

Other Provisions

1. **Language.** This appointment letter was originally drafted in the English language. If it is translated into any language other than English, the provisions of the original English language version shall control in the case of any asserted conflict in terms.
2. **Governing Law.** This appointment shall be governed by and interpreted in accordance with the laws of India.
3. You shall be governed by the "Service Agreement" as applicable to you

10. Declaration of Nationality

You are required to declare your nationality to your recruiter immediately as non-Indian passport/OCI/POI holders are governed by different guidelines as per the Employees' Provident Fund Organization. The Provident fund computation differs for employees holding a non-Indian passport. In absence of any declaration, nationality will be deemed as Indian. Any discrepancy highlighted in nationality post joining and requiring change in provident fund computation will be considered for modification prospectively. Wipro will not be responsible for retrospective liability. Kindly update and validate your nationality in myWipro post your onboarding.

11. Work Allocation

As part of your work responsibilities, you may be assigned to work on certain projects/accounts or other assignments at any of the Wipro or Wipro's client locations based on project/assignment's requirement as may be deemed fit by the Company in its sole discretion. Refusal to accept and deliver on such assignments shall be treated as a refusal to work and may result in termination of your employment or other disciplinary action.

12. Government Employment Policy

If you were engaged and worked in capacity of a Government employee, you are required to comply by the cooling off period clause of 12 months from the date of retirement prior to accepting offer from a private Sector / Commercial offer and you shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any government Organization/ Entity/ Department or Individual , which are or shall be in conflict with the interests of Wipro during your employment with Wipro.

It is understood that your date of joining **Wipro Limited**, will not be later than **23 December, 2022** failing which this offer will automatically stand revoked without any further notice. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

We wish you a long and mutually beneficial association with us.

**Yours faithfully,
For Wipro Limited.**



Sandesh Kumar
General Manager - Talent Acquisition

I accept the terms of this letter.

Signature: E-Signature Signature

Date: E-Signature Date

Name: Arpita Narake

ANNEXURE I

Name	Arpita Narake
Designation	Associate
Date Of Joining	23 December, 2022
Level	AA
Basic	78800
House Rent Allowance	39400
Bonus	16800
WBP	38511
PF	14060
Gratuity	3790
ESI	5639
Target Cost To Company (per Annum)	197000

ANNEXURE II

CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealing with the suppliers, customers and all other organizations or individuals doing or seeking to do business with Wipro.

Noted below are a few examples of 'conflict of interest':

1. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises securities in widely held corporations which are quoted and sold on open market or the interest is not material.
2. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become the contractor, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to serve as an officer, director or in any other management capacity or as consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
4. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
5. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization, doing or seeking to do business with the company.

I have read and understood the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform top management.

ANNEXURE III

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **Arpita Narake**, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') for the following purposes:

1. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification
2. Processing my job application including background verification checks and medical checks
3. Employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party. I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me.

Name: Arpita Narake

Signature: E-Signature Signature

ANNEXURE IV

CONSENT FOR RANDOM OR REASONABLE SUSPICION DRUG TEST

I am aware that Wipro has a policy which stipulates that employees while at work cannot be under the influence of any narcotic drugs, psychotropic substances and/or alcohol so as to ensure a healthy work force. To ensure the adherence of this policy, Wipro might be required to collect specimen of employee's hair, urine, blood, or any other relevant bodily sample, as may be required (hereinafter the "Sample") and submit it for drug test screening (hereinafter "Test").

I hereby **Arpita Narake**, consent to allow Wipro Limited (hereinafter "Wipro") to collect Sample from me for the Test.

In furtherance of the above stated:

1. I understand that the Test shall be conducted on random basis without any prejudice to anyone.
2. I authorize Wipro to share the Sample with Wipro's authorized vendor for the purpose of processing the Sample and making the result available to Wipro.
3. I understand that Wipro provides adequate security measures to safeguard the information resultant from the Test and all other personal data associated with it.
4. I understand that neither Wipro nor any authorized third party under clause (3) above shall retain the data collected in respect of the Test for period no longer than as required for statutory purposes and the data shall be suitably destroyed thereafter.
5. I understand that Wipro is entitled to initiate suitable actions against me including but not limited to disciplinary action based on the Test results.
6. I understand that Wipro may notify and publish the information resultant or ancillary to the Test if obliged under law to do so.

Name: Arpita Narake

Signature: [E-Signature Signature](#)

Place: IN-MH-Pune

Date: [E-Signature Date](#)

For more details please refer to the policies on **myWipro > App Store > Information > My Policies > India**



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Arti Kore

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

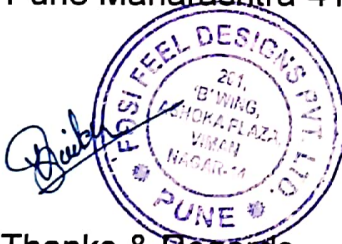
For Joining process carry your below documents

- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Asama Mulla

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

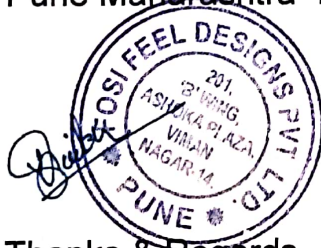
For Joining process carry your below documents

- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20233931090/Mumbai/BPS/BTN
Date: 30/09/2023

Mr. Atish Ramesh Mane
Tikke Vasti , Salgar Bk , Mangalwedha
Umadi Road
Salgar Bk , Mangalwedha , Solapur.
Slagar Bk-413319
Maharashtra
Tel# 91-9657444841

Dear Mr. Atish Ramesh Mane,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **14,160/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.



OTHER BENEFITS

1. Health Insurance Scheme

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

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for Rs. 5, 00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail. For further details, please refer to the policy document

2. Professional Memberships:

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

3. Social Security - Employees' State Insurance:

The company will contribute 3.25% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. Compensation Benefits under ESI Act / Employees' Compensation Act:

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

* Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

5. Night Shift Stipend:

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.

6. Process Specific Stipend:

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. Traineeship Pre-requisites

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.



It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with **TCSL** will be discontinued without any notice or notice pay

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

2. Traineeship Period:

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, **TCSL** may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. Hours of Training:

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. Leave:

You will be entitled for leaves as per the company's policy.

5. Transport:

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

6. Alternative Occupation / Traineeship:

During the period of your traineeship at **TCSL**, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.

7. Confidentiality, Data and Intellectual Property Protection:

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of **TCSL** and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

8. Work in SBWS mode:

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home



(remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

9. TATA Code of Conduct:

You are required to sign the TATA Code of Conduct and follow the same in your day to day conduct as a trainee of TCSL .

10. Notice Period:

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

11. Medical Test:

You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and further employment(if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

12. Background Check:

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

13. Submission of Documents:

At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Passport
- 6 photographs - passport size
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.



Your original documents will be returned to you after verification.

14. Initial Learning Programme (ILP)

On joining **TCSL** as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as **TCSL** may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. **TCSL** continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As **TCSL** progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

15. Letter of Appointment

You will be issued a letter of appointment on your joining and after completing joining formalities as per **TCSL** policy

16. Personal Data Processing:

Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

17. Terms and conditions:

The above terms and conditions of traineeship are specific to your traineeship period in India.

18. Rules and Regulations of the Company:

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

19. Compliance to all clauses:

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle **TCSL** in withdrawing this letter of traineeship at its sole discretion.

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the Traineeship and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For Tata Consultancy Services Limited.

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



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

Encl: Annexure 1: Acceptance

Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms



ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20233931090/Mumbai/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS)

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

2. Associate's Obligations

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

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by



TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

4. Prior knowledge

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

5. Use of third party material

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

6. Security policies and Guidelines.

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

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,



acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

- (a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
- (b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;
- (c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
- (d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;
- (e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
- (f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
- (g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client's premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

- a) Will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- b) Will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.
- c) Will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.
- d) Will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.



e) Will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

f) Will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

g) Will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

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

9. No License

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

10. Equitable Rights

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

11. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized



representatives of both parties.

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

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____ .

I hereby accept this Offer and intend to join service on _____.

Name:

Address:

Signature:

Date:



FINDRIVE

Date: 08th May 23.

Appointment Letter

Greetings Mr/Mrs. Ashwini Chhadage.

Sub: Letter of Appointment

Regarding your application for a job with FINDRIVE SERVICES as well as the subsequent interviews you held with us. We are pleased to offer you a position as an Sales Executive with our company.

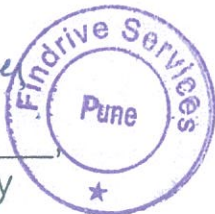
Appointment: Your appointment as Sales Executive began on , and you will be on probation for Three months following your appointment.

Remuneration: Your monthly remuneration is Rs 11000/-

Workplace: Your first assignment will be at the Organization's Unit in Pune, India.

We warmly welcome you to the FINDRIVE SERVICES family and wish you every success in your work with us.

For 
Authorized Signatory
HR Manager
Ankita Changan
8554949769





FINDRIVE

Date: 08th May 23.

Appointment Letter

Greetings Mr/Mrs.

Pinkor Purosh.

Sub: Letter of Appointment

Regarding your application for a job with FINDRIVE SERVICES as well as the subsequent interviews you held with us. We are pleased to offer you a position as an Sales Executive with our company.

Appointment: Your appointment as Sales Executive began on , and you will be on probation for Three months following your appointment.

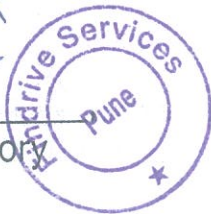
Remuneration: Your monthly remuneration is Rs 11000/-

Workplace: Your first assignment will be at the Organization's Unit in Pune, India.

We warmly welcome you to the FINDRIVE SERVICES family and wish you every success in your work with us.

For
Authorized Signatory

HR Manager
Ankita Changan
8554949769





FINDRIVE

Date: 08th May 23.

Appointment Letter

Greetings Mr/Mrs. Namrata Dadas.

Sub: Letter of Appointment

Regarding your application for a job with FINDRIVE SERVICES as well as the subsequent interviews you held with us. We are pleased to offer you a position as an Sales Executive with our company.

Appointment: Your appointment as Sales Executive began on , and you will be on probation for Three months following your appointment.

Remuneration: Your monthly remuneration is Rs 11,000/-

Workplace: Your first assignment will be at the Organization's Unit in Pune, India.

We warmly welcome you to the FINDRIVE SERVICES family and wish you every success in your work with us.

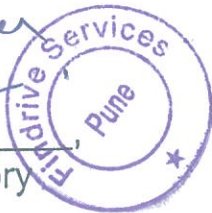
For _____

Authorized Signatory

HR Manager

Ankita Changan

8554949769





FINDRIVE

Date: 08th May 23.

Appointment Letter

Greetings Mr/Mrs. Nandani Nandgale

Sub: Letter of Appointment

Regarding your application for a job with FINDRIVE SERVICES as well as the subsequent interviews you held with us. We are pleased to offer you a position as an Sales Executive with our company.

Appointment: Your appointment as Sales Executive began on , and you will be on probation for Three months following your appointment.

Remuneration: Your monthly remuneration is Rs 110,000/-

Workplace: Your first assignment will be at the Organization's Unit in Pune, India.

We warmly welcome you to the FINDRIVE SERVICES family and wish you every success in your work with us.

For 
Authorized Signatory
HR Manager
Ankita Changan
8554949769





FINDRIVE

Date : 08th May 23.

Appointment Letter

Greetings Mr/Mrs. Pooja Porkipandula

Sub: Letter of Appointment

Regarding your application for a job with FINDRIVE SERVICES as well as the subsequent interviews you held with us. We are pleased to offer you a position as an Sales Executive with our company.

Appointment: Your appointment as Sales Executive began on , and you will be on probation for Three months following your appointment.

Remuneration: Your monthly remuneration is Rs 611000/-

Workplace: Your first assignment will be at the Organization's Unit in Pune, India.

We warmly welcome you to the FINDRIVE SERVICES family and wish you every success in your work with us.

For _____
Authorized Signatory

HR Manager
Ankita Changan
8554949769





FINDRIVE

Date : 08th May 23.

Appointment Letter

Greetings Mr/Mrs. *pratik upase*

Sub: Letter of Appointment

Regarding your application for a job with FINDRIVE SERVICES as well as the subsequent interviews you held with us. We are pleased to offer you a position as an Sales Executive with our company.

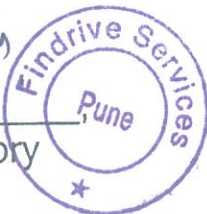
Appointment: Your appointment as Sales Executive began on , and you will be on probation for Three months following your appointment.

Remuneration: Your monthly remuneration is Rs /- *11000/-*

Workplace: Your first assignment will be at the Organization's Unit in Pune, India.

We warmly welcome you to the FINDRIVE SERVICES family and wish you every success in your work with us.

For *Ankita*
Authorized Signatory
HR Manager
Ankita Changan
8554949769





FINDRIVE

Date : 08th May 23.

Appointment Letter

Greetings Mr/Mrs. *Rogendra choudhary*

Sub: Letter of Appointment

Regarding your application for a job with FINDRIVE SERVICES as well as the subsequent interviews you held with us. We are pleased to offer you a position as an Sales Executive with our company.

Appointment: Your appointment as Sales Executive began on , and you will be on probation for Three months following your appointment.

Remuneration: Your monthly remuneration is Rs /-. *11000/-*

Workplace: Your first assignment will be at the Organization's Unit in Pune, India.

We warmly welcome you to the FINDRIVE SERVICES family and wish you every success in your work with us.

For *Ankita*
Authorized Signatory
HR Manager
Ankita Changan
8554949769





FINDRIVE

Date : 08th May 23

Appointment Letter

Greetings Mr/Mrs. Nayum Shaikh.

Sub: Letter of Appointment

Regarding your application for a job with FINDRIVE SERVICES as well as the subsequent interviews you held with us. We are pleased to offer you a position as an Sales Executive with our company.

Appointment: Your appointment as Sales Executive began on , and you will be on probation for Three months following your appointment.

Remuneration: Your monthly remuneration is Rs /- 11000/-

Workplace: Your first assignment will be at the Organization's Unit in Pune, India.

We warmly welcome you to the FINDRIVE SERVICES family and wish you every success in your work with us.

For Ankita
Authorized Signatory
HR Manager
Ankita Changan
8554949769





FINDRIVE

Date : 08th May 23

Appointment Letter

Greetings Mr/Mrs. *Vrshal Pawar.*

Sub: Letter of Appointment

Regarding your application for a job with FINDRIVE SERVICES as well as the subsequent interviews you held with us. We are pleased to offer you a position as an Sales Executive with our company.

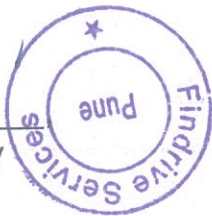
Appointment: Your appointment as Sales Executive began on , and you will be on probation for Three months following your appointment.

Remuneration: Your monthly remuneration is Rs /- *11000/-*

Workplace: Your first assignment will be at the Organization's Unit in Pune, India.

We warmly welcome you to the FINDRIVE SERVICES family and wish you every success in your work with us.

For *Ankita*
Authorized Signatory
HR Manager
Ankita Changan
8554949769





FINDRIVE

Date : 08th May 23

Appointment Letter

Greetings Mr/Mrs. onkar pandhore.

Sub: Letter of Appointment


Regarding your application for a job with FINDRIVE SERVICES as well as the subsequent interviews you held with us. We are pleased to offer you a position as an Sales Executive with our company.

Appointment: Your appointment as Sales Executive began on , and you will be on probation for Three months following your appointment.

Remuneration: Your monthly remuneration is Rs /-. 11000/-

Workplace: Your first assignment will be at the Organization's Unit in Pune, India.

We warmly welcome you to the FINDRIVE SERVICES family and wish you every success in your work with us.

For 

Authorized Signatory
HR Manager
Ankita Changan
8554949769





FINDRIVE

Date : 08th May 23

Appointment Letter

Greetings Mr/Mrs. Komolika Tadhe

Sub: Letter of Appointment

Regarding your application for a job with FINDRIVE SERVICES as well as the subsequent interviews you held with us. We are pleased to offer you a position as an Sales Executive with our company.

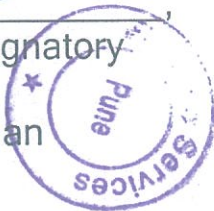
Appointment: Your appointment as Sales Executive began on , and you will be on probation for Three months following your appointment.

Remuneration: Your monthly remuneration is Rs /-. 11000/-

Workplace: Your first assignment will be at the Organization's Unit in Pune, India.

We warmly welcome you to the FINDRIVE SERVICES family and wish you every success in your work with us.

For 
Authorized Signatory
HR Manager
Ankita Changan
8554949769





FINDRIVE

Date : 08th May 23

Appointment Letter

Greetings Mr/Mrs.

Sugata Hingire

Sub: Letter of Appointment

Regarding your application for a job with FINDRIVE SERVICES as well as the subsequent interviews you held with us. We are pleased to offer you a position as an Sales Executive with our company.

Appointment: Your appointment as Sales Executive began on , and you will be on probation for Three months following your appointment.

Remuneration: Your monthly remuneration is Rs /-. 11000/-

Workplace: Your first assignment will be at the Organization's Unit in Pune, India.

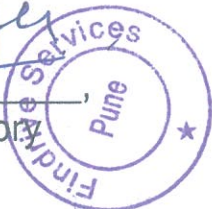
We warmly welcome you to the FINDRIVE SERVICES family and wish you every success in your work with us.

For _____
Authorized Signatory

HR Manager

Ankita Changan

8554949769





FINDRIVE

Date: 08th May 23

Appointment Letter

Greetings Mr/Mrs. Dinya Swami

Sub: Letter of Appointment

Regarding your application for a job with FINDRIVE SERVICES as well as the subsequent interviews you held with us. We are pleased to offer you a position as an Sales Executive with our company.

Appointment: Your appointment as Sales Executive began on , and you will be on probation for Three months following your appointment.

Remuneration: Your monthly remuneration is Rs /-. 11000/-

Workplace: Your first assignment will be at the Organization's Unit in Pune, India.

We warmly welcome you to the FINDRIVE SERVICES family and wish you every success in your work with us.

For
Authorized Signatory
HR Manager
Ankita Changan
8554949769





FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Avantika Lalsare

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

For Joining process carry your below documents

- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Dhaneshwari Khadkhule

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

For Joining process carry your below documents

- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592





FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Gauravi Vastrad

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

For Joining process carry your below documents

- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592





Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20223803232/Pune/BPS/BTN
Date: 24/07/2023

Ms. Gauravi Shivkumar Vastrad
C-39-40, Mahalaxmi Nagar , Behind I.T.I., Vijapur Road , Solapur
Vijapur Road
Indira Nagar Post Office
Solapur-413004
Maharashtra
Tel# -

Dear Ms. Gauravi Shivkumar Vastrad,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **11,250/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.



OTHER BENEFITS

1. Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.

b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.

c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

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

ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail. For further details, please refer to the policy document

2. Professional Memberships:

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

3. Social Security - Employees' State Insurance:

The company will contribute 3.25% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. Compensation Benefits under ESI Act / Employees' Compensation Act:

If you are covered under Employees State Insurance Act (ESI Act), 1948 you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the benefits under the Company's Afterlife Benefit Policy / Personal accident insurance scheme, whichever is applicable. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

* Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

5. Night Shift Stipend:

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.



6. Process Specific Stipend:

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. Traineeship Pre-requisites

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with **TCSL** will be discontinued without any notice or notice pay

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

2. Traineeship Period:

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, **TCSL** may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. Hours of Training:

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. Leave:

You will be entitled for leaves as per the company's policy.

5. Transport:

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.



6. Alternative Occupation / Traineeship:

During the period of your traineeship at **TCSL**, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.

7. Confidentiality, Data and Intellectual Property Protection:

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of **TCSL** and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

8. Work in SBWS mode:

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

9. TATA Code of Conduct:

You are required to sign the TATA Code of Conduct and follow the same in your day to day conduct as a trainee of **TCSL**.

10. Notice Period:

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

11. Medical Test:

You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and further employment(if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

12. Background Check:

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are



completed within one month of joining. If the background checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

13. Submission of Documents:

At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
 - Degree certificate and mark sheets for all semesters
 - Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
 - Birth Certificate / Proof of Age
 - Passport
 - 6 photographs - passport size
 - An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.
- Your original documents will be returned to you after verification.

14. Initial Learning Programme (ILP)

On joining **TCSL** as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as **TCSL** may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. **TCSL** continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As **TCSL** progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

15. Letter of Appointment

You will be issued a letter of appointment on your joining and after completing joining formalities as per **TCSL** policy

16. Personal Data Processing:

Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.



In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

17. Terms and conditions:

The above terms and conditions of traineeship are specific to your traineeship period in India.

18. Rules and Regulations of the Company:

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

19. Compliance to all clauses:

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle **TCSL** in withdrawing this letter of traineeship at its sole discretion.

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the Traineeship and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For Tata Consultancy Services Limited.

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

Encl: Annexure 1: Acceptance

Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms



ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20223803232/Pune/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS)

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

2. Associate's Obligations

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

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by



TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

4. Prior knowledge

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

5. Use of third party material

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

6. Security policies and Guidelines.

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

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,



acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

- (a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
- (b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;
- (c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
- (d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;
- (e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
- (f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
- (g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client's premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

- a) Will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- b) Will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.
- c) Will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.
- d) Will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.



e) Will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

f) Will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

g) Will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

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

9. No License

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

10. Equitable Rights

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

11. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized



representatives of both parties.

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

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____ .

I hereby accept this Offer and intend to join service on _____.

Name:

Address:

Signature:

Date:



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20233823732/Pune/BPS/BTN
Date: 30/07/2023

Ms. Gayatri Dipak Angre
Utkarsha Nagar,Vijapur Road,Indira Nagar, Solapur
Vijapur Road ,Solapur
Koli Samaj Society, Solapur
Solapur-413004
Maharashtra
Tel# 91-8600194918

Dear Ms. Gayatri Dipak Angre,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **11,250/-** per month.You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.



OTHER BENEFITS

1. Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.

b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.

c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

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

ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail. For further details, please refer to the policy document

2. Professional Memberships:

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

3. Social Security - Employees' State Insurance:

The company will contribute 3.25% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. Compensation Benefits under ESI Act / Employees' Compensation Act:

If you are covered under Employees State Insurance Act (ESI Act), 1948 you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the benefits under the Company's Afterlife Benefit Policy / Personal accident insurance scheme, whichever is applicable. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

* Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

5. Night Shift Stipend:

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.



6. Process Specific Stipend:

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. Traineeship Pre-requisites

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with **TCSL** will be discontinued without any notice or notice pay

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

2. Traineeship Period:

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, **TCSL** may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. Hours of Training:

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. Leave:

You will be entitled for leaves as per the company's policy.

5. Transport:

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.



6. Alternative Occupation / Traineeship:

During the period of your traineeship at **TCSL**, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.

7. Confidentiality, Data and Intellectual Property Protection:

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of **TCSL** and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

8. Work in SBWS mode:

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

9. TATA Code of Conduct:

You are required to sign the TATA Code of Conduct and follow the same in your day to day conduct as a trainee of **TCSL**.

10. Notice Period:

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

11. Medical Test:

You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and further employment(if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

12. Background Check:

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are



completed within one month of joining. If the background checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

13. Submission of Documents:

At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
 - Degree certificate and mark sheets for all semesters
 - Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
 - Birth Certificate / Proof of Age
 - Passport
 - 6 photographs - passport size
 - An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.
- Your original documents will be returned to you after verification.

14. Initial Learning Programme (ILP)

On joining **TCSL** as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as **TCSL** may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. **TCSL** continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As **TCSL** progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

15. Letter of Appointment

You will be issued a letter of appointment on your joining and after completing joining formalities as per **TCSL** policy

16. Personal Data Processing:

Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.



In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

17. Terms and conditions:

The above terms and conditions of traineeship are specific to your traineeship period in India.

18. Rules and Regulations of the Company:

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

19. Compliance to all clauses:

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle **TCSL** in withdrawing this letter of traineeship at its sole discretion.

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the Traineeship and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For Tata Consultancy Services Limited.

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

Encl: Annexure 1: Acceptance

Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms



ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20233823732/Pune/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS)

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

2. Associate's Obligations

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

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by



TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

4. Prior knowledge

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

5. Use of third party material

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

6. Security policies and Guidelines.

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

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,



acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

- (a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
- (b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;
- (c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
- (d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;
- (e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
- (f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
- (g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client's premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

- a) Will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- b) Will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.
- c) Will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.
- d) Will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.



e) Will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

f) Will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

g) Will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

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

9. No License

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

10. Equitable Rights

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

11. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized



representatives of both parties.

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

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____ .

I hereby accept this Offer and intend to join service on _____.

Name:

Address:

Signature:

Date:



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Gitanjali Valsange

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

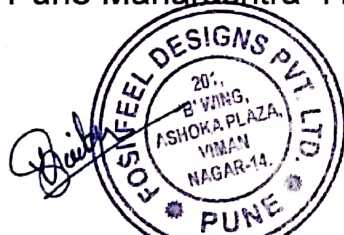
For Joining process carry your below documents

- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592





FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Janvi Shendage

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

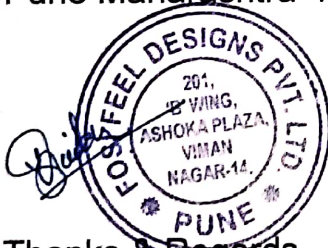
For Joining process carry your below documents

- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Kartik Mitkari

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

For Joining process carry your below documents

- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Madhuri Mengarti

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

For Joining process carry your below documents

- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Masimbi Birajdar

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

For Joining process carry your below documents

- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Muskan Mulani

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

For Joining process carry your below documents

- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Kharan Nagar
Pune Maharashtra-411014



Thanks & Regards

Yasmin Shai' (HR MANAGER)

96577165'



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Muskan Shaikh

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

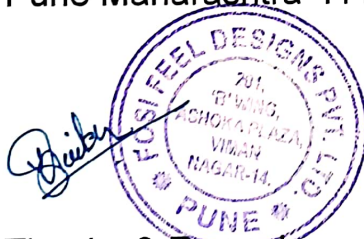
For Joining process carry your below documents

- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Nakshata Dhumal

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

For Joining process carry your below documents

- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Neha Shinde

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

For Joining process carry your below documents

- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20223799659/Pune/BPS/BTN
Date: 26/07/2023

Ms. Nikita Rajendra Dhage
A201 Anutham Apartment Jule Solapur
Jule Solapur
Near Activ8 Gym
Solapur-413004
Maharashtra
Tel# 91-9922465189

Dear Ms. Nikita Rajendra Dhage,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **11,250/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.



OTHER BENEFITS

1. Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.

b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.

c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

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

ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail. For further details, please refer to the policy document

2. Professional Memberships:

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

3. Social Security - Employees' State Insurance:

The company will contribute 3.25% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. Compensation Benefits under ESI Act / Employees' Compensation Act:

If you are covered under Employees State Insurance Act (ESI Act), 1948 you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the benefits under the Company's Afterlife Benefit Policy / Personal accident insurance scheme, whichever is applicable. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

* Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

5. Night Shift Stipend:

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.



6. Process Specific Stipend:

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. Traineeship Pre-requisites

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with **TCSL** will be discontinued without any notice or notice pay

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

2. Traineeship Period:

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, **TCSL** may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. Hours of Training:

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. Leave:

You will be entitled for leaves as per the company's policy.

5. Transport:

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.



6. Alternative Occupation / Traineeship:

During the period of your traineeship at **TCSL**, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.

7. Confidentiality, Data and Intellectual Property Protection:

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of **TCSL** and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

8. Work in SBWS mode:

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

9. TATA Code of Conduct:

You are required to sign the TATA Code of Conduct and follow the same in your day to day conduct as a trainee of **TCSL**.

10. Notice Period:

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

11. Medical Test:

You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and further employment(if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

12. Background Check:

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are



completed within one month of joining. If the background checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

13. Submission of Documents:

At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
 - Degree certificate and mark sheets for all semesters
 - Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
 - Birth Certificate / Proof of Age
 - Passport
 - 6 photographs - passport size
 - An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.
- Your original documents will be returned to you after verification.

14. Initial Learning Programme (ILP)

On joining **TCSL** as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as **TCSL** may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. **TCSL** continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As **TCSL** progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

15. Letter of Appointment

Your will be issued a letter of appointment on your joining and after completing joining formalities as per **TCSL** policy

16. Personal Data Processing:

Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.



In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

17. Terms and conditions:

The above terms and conditions of traineeship are specific to your traineeship period in India.

18. Rules and Regulations of the Company:

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

19. Compliance to all clauses:

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle **TCSL** in withdrawing this letter of traineeship at its sole discretion.

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the Traineeship and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For Tata Consultancy Services Limited.

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

Encl: Annexure 1: Acceptance

Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms



ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20223799659/Pune/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS)

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

2. Associate's Obligations

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

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by



TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

4. Prior knowledge

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

5. Use of third party material

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

6. Security policies and Guidelines.

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

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,



acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

- (a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
- (b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;
- (c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
- (d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;
- (e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
- (f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
- (g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client's premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

- a) Will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- b) Will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.
- c) Will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.
- d) Will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.



e) Will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

f) Will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

g) Will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

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

9. No License

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

10. Equitable Rights

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

11. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized



representatives of both parties.

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

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____ .

I hereby accept this Offer and intend to join service on _____.

Name:

Address:

Signature:

Date:



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Omkar Bhaganagare

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

For Joining process carry your below documents

- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar

Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Onkar Nimbargi

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

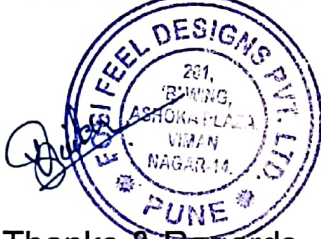
For Joining process carry your below documents

- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Parth Kulkarni

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

For Joining process carry your below documents

- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar

Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Pornima Patil

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

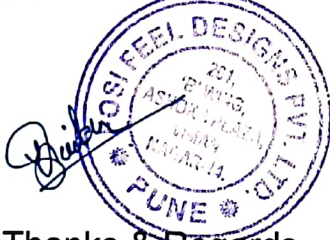
For Joining process carry your below documents

- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Prachi Upare

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

For joining process carry your below documents

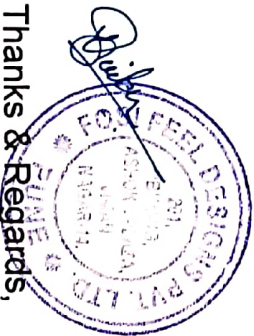
- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar

Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Prathmesh Ghaghre

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

For Joining process carry your below documents

- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Priti Javalkote

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

For Joining process carry your below documents

- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Priya Dudhal

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

For Joining process carry your below documents

- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Priyanka Jalla

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

For Joining process carry your below documents

- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Ranjeet Jodmote

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

For Joining process carry your below documents

- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Revati Jagdale

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

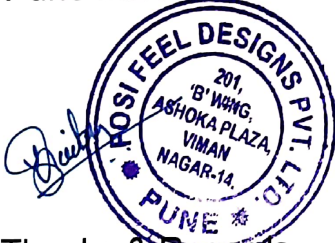
For Joining process carry your below documents

- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Ritesh Mane

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

For Joining process carry your below documents

- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Sagar Nandargi

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

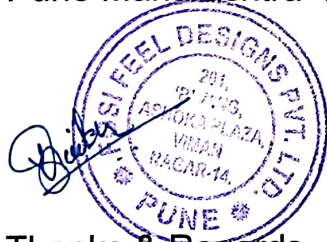
For Joining process carry your below documents

- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



FINDRIVE

Date : 8th May 23

Appointment Letter

Greetings Mr/Mrs. Sakshi Bansode.

Sub: Letter of Appointment

Regarding your application for a job with FINDRIVE SERVICES as well as the subsequent interviews you held with us. We are pleased to offer you a position as an Sales Executive with our company.

Appointment: Your appointment as Sales Executive began on , and you will be on probation for Three months following your appointment.

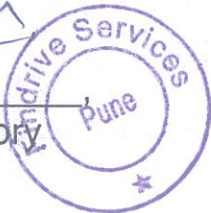
Remuneration: Your monthly remuneration is Rs /- 11000/-

Workplace: Your first assignment will be at the Organization's Unit in Pune, India.

We warmly welcome you to the FINDRIVE SERVICES family and wish you every success in your work with us.

For _____
Authorized Signatory

HR Manager
Ankita Changan
8554949769





FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Sandip Dhavalagi

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

For Joining process carry your below documents

- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



Sanket Birajdar <sanketbirajdar28@gmail.com>

Letter Of Intent - State Street HCL

2 messages

Kartikeya Satishchandra Pansare <kartikeyasati.pansa@hcl.com>
To: "sanketbirajdar28@gmail.com" <sanketbirajdar28@gmail.com>

27 January 2023 at 10:10

LETTER of INTENT**Date – 27 January 2023**

Pune

Dear Sanket Siddharam Birajdar,

Congratulations! We are very pleased to inform you that basis your interview and discussions with us, we have shortlisted you for the position of **Analyst** at State Street HCL Services Ltd, **Pune**

We are informing you about our intentions of hiring you for this position.

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

Upon accepting this LOI, you will be provided access to self-study material in the investment banking world and prepare you for effective communication with some soft skill exercises as these are essential for your success in the professional world. Please go through the attachment of the course material shared with you which is self-explanatory.

Our training team will get in touch with you in batches and explain to you the objective of the whole exercise and help you with the approach of how to make the learning effective. At the end of the course, you will have an interaction with the training team to help you to assess yourself and get you prepared for a successful career ahead.

You may note that this letter should neither be construed as an offer of employment from the Company nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [<kartikeyasati.pansa@hcl.com>](mailto:kartikeyasati.pansa@hcl.com)

Regards,

HCL – Talent Acquisition Team

::DISCLAIMER::

The contents of this e-mail and any attachment(s) are confidential and intended for the named recipient(s) only. E-mail transmission is not guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or may contain viruses in transmission. The e mail and its contents (with or without referred errors) shall therefore not attach any liability on the originator or HCL or its affiliates. Views or opinions, if any, presented in this email are solely those of the author and may not necessarily reflect the views or opinions of HCL or its affiliates. Any form of reproduction, dissemination, copying, disclosure, modification, distribution and / or publication of this message without the prior written consent of authorized representative of HCL is strictly prohibited. If you have received this email in error please delete it and notify the sender immediately. Before opening any email and/or attachments, please check them for viruses and other defects.

Sanket Birajdar <sanketbirajdar28@gmail.com>

28 January 2023 at 07:54

To: Kartikeya Satishchandra Pansare <kartikeyasati.pansa@hcl.com>

I agree about the LOI. I accept the terms and conditions or I accept the offer.

Thank You.

[Quoted text hidden]



January 27, 2023

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

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

Dear Sanket Randive,

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 to the 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

Endorsement

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

TERMS & CONDITIONS OF SCHOLARSHIP

1. Profile:

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

2. Duration:

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

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

3. Appointment Details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

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

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

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

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

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

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

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

The below table lists down your scholarship details:

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

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

Employees with a fixed salary of less than INR 21,000 per month are covered under ESI. ESI is a comprehensive social security program in the event of medical contingencies, such as sickness, maternity, death or disablement due

to employment injury and occupational disease. This scheme provides access to medical treatment, medical facilities, cash compensation and other support for insured persons

Your fourth-year scholarship will continue until completion of your M.Tech program. You will be enrolled into the academic program within 12 months from the date of joining.

You shall be eligible to receive a onetime "joining bonus" of **INR 75,000** after you join Wipro along with your first month scholarship. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the Scholar Trainee at the time of exit.

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

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

Book Allowance:

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

5. Training Agreement:

- i. This letter of enrolment is subject to the execution of a Training Agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training Agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of **INR 75,000/- (Rupees Seventy five thousand only)** will have to be paid by you as detailed in the Training Agreement.

6. Project Readiness Program (PRP)

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

7. Regulations of Academic Study:

- i. You will be enrolled for M.Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar Trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work/dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

- viii. Each course has multiple evaluation components. This includes (but not limited to) an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 8:30am to 6:00pm. However, this is subjected to change based on business needs.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar Trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training/late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar Trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments/quiz/examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar Trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar Trainee's CGPA is less than 5.5, the Scholar Trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar Trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project/Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. Study regulations mentioned in section v to xxii are subjected to change as per the norms of the participating University and the decision of the University/WILP Team/Wipro is final and binding.
- xxiv. WILP Scholar Trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team/faculty/University would be final and binding.
- xxvi. Breach of integrity will be dealt with sternly. Such Scholar Trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvii. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxviii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M.Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation/university norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

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

9. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head/Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated/modified on a periodic basis and new policies may be introduced and notified to Scholar Trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with

others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

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

10. Confidentiality:

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

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

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

13. Misconduct:

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

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

14. Cancellation of Enrolment:

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

15. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays and in any shifts during the day, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- iv. The university will plan contact classes in multiple formats to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led Training) and/or VILT (Virtual Instructor Led Training) and Self-Directed/Recorded lecture sessions.

16. General:

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

17. On Completion/Cancellation of Academic Program:

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

18. Work Allocation for on the Job Training:

As part of your work responsibilities, you may be assigned to work on certain projects/accounts or other assignments as may be deemed fit by the Company in its sole discretion. Refusal to accept and deliver on such assignments shall be treated as a refusal to work and may result in termination of your enrolment or other disciplinary action.

19. Acceptance of Enrolment Letter:

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

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

Yours sincerely,

For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

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

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

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

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

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

ANNEXURE II

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

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

ANNEXURE – III

INITIAL INDUCTION PROGRAM

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

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

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

Corporate Readiness Program - CRP

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

"EMERGE" a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioural intervention informs the new entrants about the corporate work

culture and business etiquette.

Technology Readiness Program - TRP

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

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

ANNEXURE – IV

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

TRAVEL, ACCOMMODATION, FOOD & OTHER MISCELLANEOUS EXPENSES

Travel

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

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for INR 400 per day for 8 days (total amount of INR 3200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following: Settlement and Miscellaneous Expenses: INR 1200 per day for 7 days (total amount of INR 8400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > myPolicies > Common Policies across Countries > myTravel > Global Relocation Policy.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.
- v. You cannot book initial stay accommodation through the Wipro Hospitality team at hospitality.accommodation@wipro.com and reimburse the same.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

Skill Preferences 1 : [DAAI -Cloud & Digital Database](#)

Location Preferences 1 : [Pune](#)

Skill Preferences 2 : [CIS - Data Centre](#)

Location Preferences 2 : [Pune](#)

Skill Preferences 3 : [CIS - SERVICE DESK](#)

Location Preferences 3 : [Pune](#)

☒ Accept ☐ Decline

☒ **Signature** [Sanket Randive 27/1/2023 3:04 PM](#)

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

India **C :L32102KA1945PLC020800**



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Satish Gumade

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

For Joining process carry your below documents

- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592

⑦

Letter Of Intent

Date: 5/4/23

Name: Aathefa Sayyed

Location: Solapur

Dear Aathefa,

1. We are pleased to inform that you have been shortlisted for the position of Graduate Sales Trainee in Sales Department in Niva Bupa Health Insurance.
2. Your date of joining would be 16/5/23, failing which, this offer letter shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
3. This letter is only Letter of Intent and formal offer letter will be issued to you within 15 days of issuance of LOI.
4. Your annual compensation breakup shall be as below:
 - Fixed: INR 2,80,000/-
 - Sales Incentives: Upto INR 1, 50,000/- p.a. (As per Sales Incentive Policy)
 - Guaranteed Retention Bonus:
 1. Part 1 (6 Months from DOJ): INR 25,000/-
 2. Part 2 (12 Months from payment of payout of Bonus): INR 25,000/-
- ❖ Fixed CTC is subject to Statutory, Tax Deduction as applicable.
- ❖ The above retention bonus will be paid if you are active (Not serving Notice Period) and has lock-in period as detailed in your final offer letter.
5. Please carry original and submit the copies of the following documents on the day of joining:
 - a. PAN Card and E- Aadhaar Card
 - b. X & XII passing certificate and Highest Qualification
 - c. Cancel Cheque

We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance

Prakash

Authorized Signatory

Aathefa

aathefasayyed2003@gmail.com

7410543894

2223558

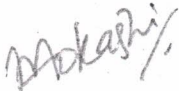
Internal

Letter Of IntentDate: 5th April, 2023Name: Mrs. Kalmesh JalureLocation: SolapurDear Mrs. Kalmesh

1. We are pleased to inform that you have been shortlisted for the position of Graduate Sales Trainee in Sales Department in Niva Bupa Health Insurance.
2. Your date of joining would be 16th May 2023, failing which, this offer letter shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
3. This letter is only Letter of Intent and formal offer letter will be issued to you within 15 days of issuance of LOL.
4. Your annual compensation breakup shall be as below:
 - Fixed: INR 2,80,000/-
 - Sales Incentives: Upto INR 1,50,000/- p.a. (As per Sales Incentive Policy)
 - Guaranteed Retention Bonus:
 1. Part 1 (6 Months from DOJ): INR 25,000/-
 2. Part 2 (12 Months from payment of payout of Bonus): INR 25,000/-
- ❖ Fixed CTC is subject to Statutory, Tax Deduction as applicable.
- ❖ The above retention bonus will be paid if you are active (Not serving Notice Period) and has lock-in period as detailed in your final offer letter.
5. Please carry original and submit the copies of the following documents on the day of joining:
 - a. PAN Card and E- Aadhaar Card
 - b. X & XII passing certificate and Highest Qualification
 - c. Cancel Cheque

We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance



Authorized Signatory

Internal

Accepted
21/4/2023
K. Srinivas

Letter Of IntentDate: 5th April 2023Name: Mr. Amey R. PatwardhanLocation: SolapurDear Mr. Amey

1. We are pleased to inform that you have been shortlisted for the position of **Graduate Sales Trainee** in Sales Department in Niva Bupa Health Insurance.
2. Your date of joining would be 16th May 2023 failing which, this offer letter shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
3. This letter is only **Letter of Intent** and formal offer letter will be issued to you within 15 days of issuance of LOI.
4. Your annual compensation breakup shall be as below:
 - Fixed: INR 2,80,000/-
 - Sales Incentives: Upto INR 1, 50,000/- p.a. (As per Sales Incentive Policy)
 - Guaranteed Retention Bonus:
 1. Part 1 (6 Months from DOJ): INR 25,000/-
 2. Part 2 (12 Months from payment of payout of Bonus): INR 25,000/-
- ❖ Fixed CTC is subject to Statutory, Tax Deduction as applicable.
- ❖ The above retention bonus will be paid if you are active (Not serving Notice Period) and has lock-in period as detailed in your final offer letter.
5. Please carry original and submit the copies of the following documents on the day of joining:
 - a. PAN Card and E- Aadhaar Card
 - b. X & XII passing certificate and Highest Qualification
 - c. Cancel Cheque

We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance

Mokashi

Authorized Signatory

Internal

Accepted
[Signature]

Letter Of Intent

Date: 5th April 2023Name: Mr. Parth KulkarniLocation: PuneDear Mr. Parth,

1. We are pleased to inform that you have been shortlisted for the position of Graduate Sales Trainee in Sales Department in Niva Bupa Health Insurance.
2. Your date of joining would be 16th May 2023, failing which, this offer letter shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
3. This letter is only Letter of Intent and formal offer letter will be issued to you within 15 days of issuance of LOI.
4. Your annual compensation breakup shall be as below:
 - Fixed: INR 2,80,000/-
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 - Guaranteed Retention Bonus:
 1. Part 1 (6 Months from DOJ): INR 25,000/-
 2. Part 2 (12 Months from payment of payout of Bonus): INR 25,000/-
- ❖ Fixed CTC is subject to Statutory, Tax Deduction as applicable.
- ❖ The above retention bonus will be paid if you are active (Not serving Notice Period) and has lock-in period as detailed in your final offer letter.
5. Please carry original and submit the copies of the following documents on the day of joining:
 - a. PAN Card and E- Aadhaar Card
 - b. X & XII passing certificate and Highest Qualification
 - c. Cancel Cheque

We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance

Mokashi

Authorized Signatory

Accepted
Parth

Internal

8

Letter Of Intent

Date: 5th April 2023

Name: Ms. Aishwarya Pawar

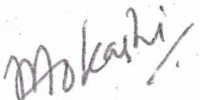
Location: Pune

Dear Ms. Aishwarya

1. We are pleased to inform that you have been shortlisted for the position of Graduate Sales Trainee in Sales Department in Niva Bupa Health Insurance.
2. Your date of joining would be 16th May 2023, failing which, this offer letter shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
3. This letter is only Letter of Intent and formal offer letter will be issued to you within 15 days of issuance of LOI.
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 - Sales Incentives: Upto INR 1, 50,000/- p.a. (As per Sales Incentive Policy)
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- ❖ The above retention bonus will be paid if you are active (Not serving Notice Period) and has lock-in period as detailed in your final offer letter.
5. Please carry original and submit the copies of the following documents on the day of joining:
 - a. PAN Card and E- Aadhaar Card
 - b. X & XII passing certificate and Highest Qualification
 - c. Cancel Cheque

We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance


Authorized Signatory

aishwarya.pawar1902@gmail.com

8421225437

2223551

Internal

Reddappa

(5)

Letter Of Intent

Date: 5th April 2023

Name: Ms. Puva Ramesh Desai

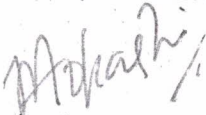
Location: Salapure

Dear Ms. Puva

1. We are pleased to inform that you have been shortlisted for the position of Graduate Sales Trainee in Sales Department in Niva Bupa Health Insurance.
2. Your date of joining would be 16th May 2023, failing which, this offer letter shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
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5. Please carry original and submit the copies of the following documents on the day of joining:
 - a. PAN Card and E- Aadhaar Card
 - b. X & XII passing certificate and Highest Qualification
 - c. Cancel Cheque

We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance



Authorized Signatory

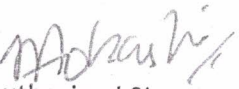
Internal

Letter Of IntentDate: 05th April 2023Name: Shreya Gajanan SwamiLocation: BangliDear Shreya,

1. We are pleased to inform that you have been shortlisted for the position of Graduate Sales Trainee in Sales Department in Niva Bupa Health Insurance.
2. Your date of joining would be 16th of May, failing which, this offer letter shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
3. This letter is only Letter of Intent and formal offer letter will be issued to you within 15 days of issuance of LOI.
4. Your annual compensation breakup shall be as below:
 - Fixed: INR 2,80,000/-
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 1. Part 1 (6 Months from DOJ): INR 25,000/-
 2. Part 2 (12 Months from payment of payout of Bonus): INR 25,000/-
- ❖ Fixed CTC is subject to Statutory, Tax Deduction as applicable.
- ❖ The above retention bonus will be paid if you are active (Not serving Notice Period) and has lock-in period as detailed in your final offer letter.
5. Please carry original and submit the copies of the following documents on the day of joining:
 - a. PAN Card and E- Aadhaar Card
 - b. X & XII passing certificate and Highest Qualification
 - c. Cancel Cheque

We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance


Authorized Signatory

Letter Of IntentDate: 5th April 2023Name: Ms. Rajshree BhosaleLocation: RuneDear Ms. Rajshree

1. We are pleased to inform that you have been shortlisted for the position of Graduate Sales Trainee in Sales Department in Niva Bupa Health Insurance.
2. Your date of joining would be 16th May 2023 from which, this offer letter shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
3. This letter is only Letter of Intent and formal offer letter will be issued to you within 15 days of issuance of LOI.
4. Your annual compensation breakup shall be as below:
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- ❖ The above retention bonus will be paid if you are active (Not serving Notice Period) and has lock-in period as detailed in your final offer letter.
5. Please carry original and submit the copies of the following documents on the day of joining:
 - a. PAN Card and E- Aadhaar Card
 - b. X & XII passing certificate and Highest Qualification
 - c. Cancel Cheque

We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance

Mohash
Authorized Signatory

Internal

Accepted

Rajshree

26-4-2023

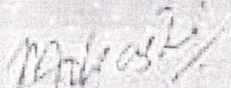
Letter Of Intent

Date: 5th April 23Name: Poonam Vyjay PatilLocation: SalapuriDear Poonam

1. We are pleased to inform that you have been shortlisted for the position of Graduate Sales Trainee in Sales Department in Niva Bupa Health Insurance.
2. Your date of joining would be 16th May, failing which, this offer letter shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
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5. Please carry original and submit the copies of the following documents on the day of joining:
 - a. PAN Card and E- Aadhaar Card
 - b. X & XII passing certificate and Highest Qualification
 - c. Cancel Cheque

We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance


Authorized Signatory

Accepted.
P. Patil

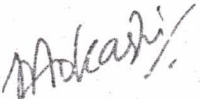
Internal

Internship LetterDate: 05th April / 2023Name: Birador Laxmi BhimrayLocation: SolapurDear Laxmi,


1. We are pleased to inform that you have been selected for the position of Intern in Sales Department in Niva Bupa Health Insurance.
2. Your internship period will be from 15th of May till 15th of July failing which, this letter shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
3. This letter is only Internship letter and does not guarantee a permanent role with Niva Bupa.
4. During this internship period you will be paid a stipend of INR 10,000/- only.
5. Please carry original and submit the copies of the following documents on the day of joining:
 - a. PAN Card
 - b. E- Aadhaar Card
 - c. X & XII passing certificate
 - d. Highest Qualification
 - e. Cancel Cheque

We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance



Authorized Signatory

Accepted

05/04/2023

Internal

2

Internship Letter

Date: 05th April 2023

Name: Bhagyashri Fulari

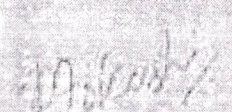
Location: Solapur

Dear Bhagyashri,

1. We are pleased to inform that you have been selected for the position of Intern in Sales Department in Niva Bupa Health Insurance.
2. Your internship period will be from 15th of May till 15th of July falling which, this letter shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
3. This letter is only Internship letter and does not guarantee a permanent role with Niva Bupa.
4. During this internship period you will be paid a stipend of INR 10,000/- only.
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 - a. PAN Card
 - b. E-Aadhaar Card
 - c. X & XII passing certificate
 - d. Highest Qualification
 - e. Cancel Cheque

We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance


Authorized Signatory

accepted
5th April 2023
Bhagyashri

Internal

(4)

Internship Letter

Date: 5th April '23

Name: Mulani Minaj Puroz

Location: Solapur

Dear Minaj,

- 1: We are pleased to inform that you have been selected for the position of Intern in Sales Department in Niva Bupa Health Insurance.
2. Your internship period will be from 15th May till 15th July failing which, this letter shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
3. This letter is only Internship letter and does not guarantee a permanent role with Niva Bupa.
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5. Please carry original and submit the copies of the following documents on the day of joining:
 - a. PAN Card
 - b. E- Aadhaar Card
 - c. X & XII passing certificate
 - d. Highest Qualification
 - e. Cancel Cheque

We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance

Mokashi
Authorized Signatory

Accepted
5/04/2023
M. Puroz

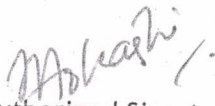
Internal

Internship LetterDate: 05th April/2023Name: Sneha mahesh Javalagi karLocation: SolapurDear Sneha,

1. We are pleased to inform that you have been selected for the position of Intern in Sales Department in Niva Bupa Health Insurance.
2. Your internship period will be from 15th of May till 15th of July failing which, this letter shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
3. This letter is only Internship letter and does not guarantee a permanent role with Niva Bupa.
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5. Please carry original and submit the copies of the following documents on the day of joining:
 - a. PAN Card
 - b. E- Aadhaar Card
 - c. X & XII passing certificate
 - d. Highest Qualification
 - e. Cancel Cheque

We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance


Authorized Signatory

Internal

Accepted
Sneha
21-4-23

Internship Letter

Date: 05th April/2023
Name: Gauri Bhatge
Location: Solapur

Dear Gauri,

1. We are pleased to inform that you have been selected for the position of Intern in Sales Department in Niva Bupa Health Insurance.
2. Your internship period will be from 15th of may till 15th of July failing which, this letter shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
3. This letter is only Internship letter and does not guarantee a permanent role with Niva Bupa.
4. During this internship period you will be paid a stipend of INR 10,000/- only.
5. Please carry original and submit the copies of the following documents on the day of joining:
 - a. PAN Card
 - b. E- Aadhaar Card
 - c. X & XII passing certificate
 - d. Highest Qualification
 - e. Cancel Cheque

We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance


Authorized Signatory

Accepted
A.R.B.

05/04/23

Internship Letter

Date: 05th April 2023

Name: Gauri Karagikar

Location: Solapur

Dear Gauri,

1. We are pleased to inform that you have been selected for the position of Intern in Sales Department in Niva Bupa Health Insurance.
2. Your internship period will be from 15th of May till 15th of July failing which, this letter shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
3. This letter is only Internship letter and does not guarantee a permanent role with Niva Bupa.
4. During this internship period you will be paid a stipend of INR 10,000/- only.
5. Please carry original and submit the copies of the following documents on the day of joining:
 - a. PAN Card
 - b. E- Aadhaar Card
 - c. X & XII passing certificate
 - d. Highest Qualification
 - e. Cancel Cheque

We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance

Makash
Authorized Signatory

Accepted

GPK

5/4/2023

Internship Letter

Date: 05th / April / 2023

Name: Amaraja Satish Kulkarni

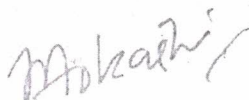
Location: Solapur

Dear Amaraja,

1. We are pleased to inform that you have been selected for the position of Intern in Sales Department in Niva Bupa Health Insurance.
2. Your internship period will be from 15th of May till 15th of July. failing which, this letter shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
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For Niva Bupa Health Insurance



Authorized Signatory

Internship Letter

Date: 05th April 2023

Name: Aarti Raut

Location: Solapur

Dear Aarti,

1. We are pleased to inform that you have been selected for the position of Intern in Sales Department in Niva Bupa Health Insurance.
2. Your internship period will be from 15th of may till 15th of July failing which, this letter shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
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For Niva Bupa Health Insurance

Mokashi

Authorized Signatory

05/04/2023

Accepted

Aarti.S.R.

Internal

(11)

Internship Letter

Date: 5th April '23

Name: Arunika Ganesh Dengale.

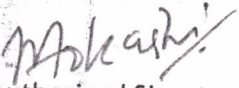
Location: Pune.

Dear Arunika.

1. We are pleased to inform that you have been selected for the position of Intern in Sales Department in Niva Bupa Health Insurance.
2. Your internship period will be from 15th May till 15th July, failing which, this letter shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
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We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance


Authorized Signatory

Dengale
Accepted
5-4-23

Internal

Internship Letter

Date: 5th April '23

Name: Bedarika Rakshita Shauad.

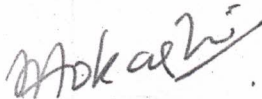
Location: Solapur

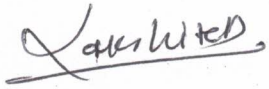
Dear Rakshita,

1. We are pleased to inform that you have been selected for the position of Intern in Sales Department in Niva Bupa Health Insurance.
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We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance


Authorized Signatory

Accepted

21/4/23

Internship Letter

Date: 05th / April / 2023

Name: Sanika Ashok Pandare

Location: Solapur

Dear Sanika,

1. We are pleased to inform that you have been selected for the position of Intern in Sales Department in Niva Bupa Health Insurance.
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For Niva Bupa Health Insurance

Authorized Signatory

Internship Letter

Date: 05th April 2023

Name: Bardole mitali Anil

Location: Solapur

Dear Bardole mitali

- 1: We are pleased to inform that you have been selected for the position of **Intern** in Sales Department in Niva Bupa Health Insurance.
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For Niva Bupa Health Insurance


Authorized Signatory

Accepted
M.A. Bardole.

Date: 20.04.2023

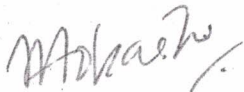
Internal

Internship LetterDate: 5th April 23.Name: Tanhai Subhash JadhavLocation: Pune.Dear Tanhai,

1. We are pleased to inform that you have been selected for the position of Intern in Sales Department in Niva Bupa Health Insurance.
2. Your internship period will be from 15th May till 15th July failing which, this letter shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
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We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance



Authorized Signatory

Accepted.

05 - 04 - 23

Internal

Internship LetterDate: 05th April 2023Name: Chattyar Mayuri SidhayaLocation: SolapurDear Mayuri Chattyar

1. We are pleased to inform that you have been selected for the position of Intern in Sales Department in Niva Bupa Health Insurance.
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We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance


Authorized Signatory

Accepted
M.S. Chattyar
Date :- 20-04-2023

Internship Letter

Date: 5th April '23

Name: Anjali Pauru

Location: Solepur

Dear Anjali,

- 1: We are pleased to inform that you have been selected for the position of Intern in Sales Department in Niva Bupa Health Insurance.
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We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance



Authorized Signatory

Internship LetterDate: 05th April 2023Name: Jadhav Sneha NanasahebLocation: Bamanabad SolapurDear Jadhav Sneha


- 1: We are pleased to inform that you have been selected for the position of Intern in Sales Department in Niva Bupa Health Insurance.
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We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance


Authorized Signatory

Accepted


05-04-23

Internal

Internship Letter

30

Date: 05th of April 2023

Name: Sanika Sonar

Location: Balapur

Dear Sanika,

1. We are pleased to inform that you have been selected for the position of Intern in Sales Department in Niva Bupa Health Insurance.
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We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance

Prakash
Authorized Signatory

accepted
5th April 2023
Sanika

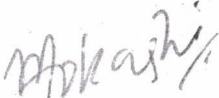
Internal

Internship LetterDate: 08th April 2023Name: Ainade Simran CruneshLocation: SolapurDear Simran,

1. We are pleased to inform that you have been selected for the position of **Intern** in Sales Department in Niva Bupa Health Insurance.
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We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance



Authorized Signatory

Accepted
S.G. Aiwale

20-4-2023

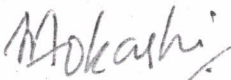
Internal

Internship LetterDate: 05th / April / 2023Name: Brajot Anil SirsatLocation: NandedDear Brajot,

- 1: We are pleased to inform that you have been selected for the position of Intern in Sales Department in Niva Bupa Health Insurance.
2. Your internship period will be from 15th OF May till 15th OF JULY failing which, this letter shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
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For Niva Bupa Health Insurance



Authorized Signatory

05/04/2023

Accepted

Brajot

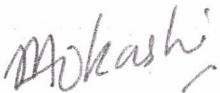
Internal

Internship LetterDate: 05th / April / 2023Name: Rohit Ramesh ShindeLocation: MandadDear Rohit,

1. We are pleased to inform that you have been selected for the position of Intern in Sales Department in Niva Bupa Health Insurance.
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We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance



Authorized Signatory

Accepted



Internal

Internship LetterDate: 05th / April / 2023Name: Kadam prerna prafull.Location: osmanabad.Dear Prerna.,

1. We are pleased to inform that you have been selected for the position of Intern in Sales Department in Niva Bupa Health Insurance.
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We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance

Mukashi
Authorized Signatory

accepted
Rodan

Internal

Internship LetterDate: 05th / April / 2023Name: Indrajit Dnyaneshwar DakeLocation: LaterDear Indrajit,

1. We are pleased to inform that you have been selected for the position of Intern in Sales Department in Niva Bupa Health Insurance.
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We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance

Mohashir
Authorized Signatory

05 / April / 2023I. Dake

Internship LetterDate: 08th/April/2023Name: Nikita Basavanappa DulongeLocation: SolapurDear Nikita,

1. We are pleased to inform that you have been selected for the position of **Intern** in Sales Department in Niva Bupa Health Insurance.
2. Your internship period will be from 10th of May till 15th of July failing which, this letter shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
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We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance

Authorized Signatory

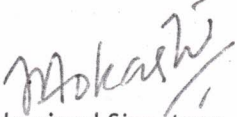
Accepted
N.B. Dulonge

Internship LetterDate: 05th April / 2023Name: Pooja GaikwadLocation: SolapurDear Pooja Gaikwad,

1. We are pleased to inform that you have been selected for the position of Intern in Sales Department in Niva Bupa Health Insurance.
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For Niva Bupa Health Insurance



Authorized Signatory

05/04/2023

Accepted

Gaikwad

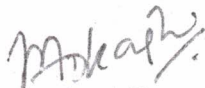
Internal

Internship LetterDate: 5th April 2023Name: Mr. Samarth RujariLocation: SolapurDear Mr. Samarth

1. We are pleased to inform that you have been selected for the position of Intern in Sales Department in Niva Bupa Health Insurance.
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For Niva Bupa Health Insurance



Authorized Signatory

Accepted
5th April 2023



Internal

Internship Letter

Date: 05th April 2023

Name: Samiksha Kawathe

Location: Solapur

Dear Samiksha Kawathe

1. We are pleased to inform that you have been selected for the position of Intern in Sales Department in Niva Bupa Health Insurance.
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We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance

[Signature]

Authorized Signatory

Accepted

[Signature]

5/4/2023

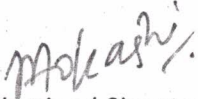
Internal

Internship LetterDate: 05th April 2023Name: Prerana DeshpandeLocation: SolapurDear Prerana Deshpande,

1. We are pleased to inform that you have been selected for the position of Intern in Sales Department in Niva Bupa Health Insurance.
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We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance



Authorized Signatory

Accepted

Deshpande

5/4/2023

Internship Letter

Date: 5th April 2023

Name: Ms. Shrawani B. Nargere

Location: Salapuri

Dear Ms. Shrawani

- 1: We are pleased to inform that you have been selected for the position of Intern in Sales Department in Niva Bupa Health Insurance.
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We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance

Mokashi
Authorized Signatory

accepted
5th April 2023
Shrawani

55

Internship Letter

Date: 5th April '23

Name: Nehali Satishkumar Kalewal

Location: Pune

Dear Nehali,

- 1: We are pleased to inform that you have been selected for the position of Intern in Sales Department in Niva Bupa Health Insurance.
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We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance


Authorized Signatory

N. Kalewal
Accepted
5-04-23

Internal



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Shanta Pawar

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

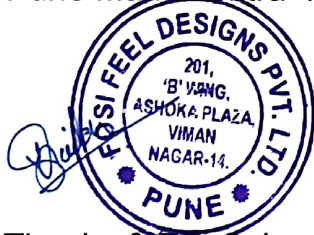
For Joining process carry your below documents

- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Shridevi Khuba

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

For Joining process carry your below documents

- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Sidharudh Devakare

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

For Joining process carry your below documents

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- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar

Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Sidhharam Manami

Joining Date- 16th January 2023

Congratulation,

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For Joining process carry your below documents

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- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Sunil Tambake

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

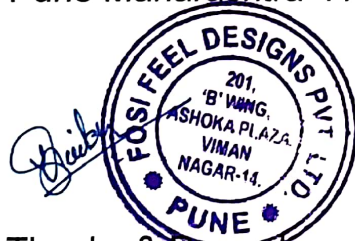
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- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

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Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Vaishnavi Bhosale

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

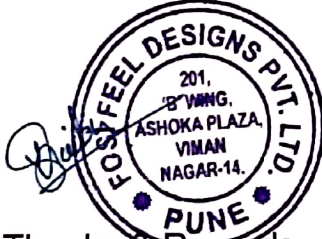
For Joining process carry your below documents

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- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Vaishnavi Bijjungi

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

For Joining process carry your below documents

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- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Vaishnavi Doijode

Joining Date- 16th January 2023

Congratulation,

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For Joining process carry your below documents

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- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Vaishanvi Kokare

Joining Date- 16th January 2023

Congratulation,

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- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

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Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Vaishnavi Magar

Joining Date- 16th January 2023

Congratulation,

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For Joining process carry your below documents

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- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Vedant Sanga

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

For Joining process carry your below documents

- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Vijay Mane

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

For Joining process carry your below documents

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- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Vishal Bhosale

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

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- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Vishv Tambake

Joining Date- 16th January 2023

Congratulation,

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- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592

Worksite Chennai	: ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahaballpuram Road, Navalur Village and Panchayat, Thirupurur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India
Worksite Coimbatore	: Module I-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.
Worksite Pune 1	: Commerzone, Unit 401, 4th Floor In Building 7, Survey No. 144 & 145, Samrat Ashoka Path, Opposite to Airport Road, Verwada, Pune – 411 006, India.
Registered Office	: 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

Date: November 22, 2022

Private & Confidential

Basavaraj Mallikarjun Wale

AT POST TADWAL , Tal- Akkalkot Dist-Solapur
Raghavendra Nagar, Vijaypur Road, Solapur,
Solapur,
Maharashtra,
India - 413219

Document ID - cedade16-fce0-46f4-969d-7b5c189f8429

Dear Basavaraj,

- Congratulations! With reference to your application and subsequent interview, we are pleased to make you an offer –cum - appointment with **State Street HCL Services (India) Private Limited (“SSHS” or “HCL” or “Company”)** as **Analyst**. You are required to report on November 23, 2022 at 09:00 AM at the address: **Statestreet HCL Services (India) Private Limited, Pune-Magarpatta City SEZ, Twr 7,Wing A&B.**
- Your annual compensation would be **Rs. 240000 per annum** as per Annexure I. However, the structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company. In addition to your CTC, you would be eligible for a process allowance of based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC annexure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference
- This is a system generated (offer and appointment letter) document. Agreeing to the terms and conditions in the workflow of iTap (Company’s web based application) is as good as signing of physical contract form on mutual agreement between you and the Company. It has legal binding as per the law if mutual trust is breached. You are requested to accept the offer within 07 days and mail the confirmation of acceptance to recruiter’s email id- kartikeyasati.pansa@hcl.com , failing which the offer will stand null and void.

Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahaballipuram Road, Navalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India

Worksite Coimbatore : Module I-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.

Worksite Pune 1 : Commerzone, Unit 401, 4th Floor In Building 7, Survey No. 144 & 145, Samrat Ashoka Path, Opposite to Airport Road, Verwada, Pune – 411 006, India.

Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

- Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement.

Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahaballapuram Road, Navalur Village and Panchayat, Thiruppur Panchayat Union, Chengalpatt Taluk, Kancheepuram Dist. Chennai – 603 103, India
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Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

- All our operations function **24x7, 365 days in a calendar year**. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
- In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the client** and genuineness of documents or information provided by you to the Company. You are being provisionally offered on the presumption that you have no criminal background as per law of the land and the particulars furnished by you in your Application and/or Bio-data are correct. We will also be contacting your referrals. **Please note that this offer is subject to satisfactory references being obtained.**
- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure II to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.
- In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies
- In case the aforesaid particulars are found to be incorrect or it is found that you have **concealed or withheld** some other relevant facts, your offer/employment with the Company shall stand terminated/cancelled forthwith, without any notice.
- Your growth in terms of role, compensation etc., in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 6 months from date of joining. Subsequently, your annual performance appraisal and compensation

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review will be aligned and affected from the first day of the subsequent quarter thereafter. **Probation period & Performance Appraisal / Compensation Review shall be deemed to be changed with the change in position / process / function.**

- Your services during the period of probation shall be liable to be terminated giving **two month** notice or **two month** basic salary in lieu thereof without assigning any reason thereof. Likewise you will also be competent to terminate your contract of employment by giving **two month** notice. The waiver of the notice period fully or partially or acceptance of such basic salary is at the Company's sole discretion. Further, the aforesaid requirement of notice period may be extended, if mutually agreed by you and the Company.
- The company shall be entitled to accept your prospective resignation with effect from a date earlier than the one offered by you and thus relieve you at any time during your notice period as the notice is for the benefit of the management and balance notice period can be waived at any time by the management. In such an event, however, you shall be paid basic salary for the remaining period of your notice. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.
- You will be required to declare at the time of joining any direct relatives who may be working with HCL or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. During your employment with **State Street HCL Services (India) Private Limited**, if any of your direct relatives are offered by HCL or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives herein include parents, spouse, brother/s, sister/s and children of the **State Street HCL Services (India) Private Limited employee**.
- On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations; we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.
- All Employees are entitled to avail the Company Transport within the defined limits as per company's policy

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Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

- During your employment if the company identifies any negative instances/ irregularities relating to your previous employment, your employment will be terminated with immediate effect.
- You and your family (spouse, dependent children, dependent parents) will be covered under comprehensive Medical Insurance scheme/ESI as per policy
- Your resignation shall become effective as soon as the management accepts it. The management shall be competent to withhold its acceptance in respect of your resignation in case dues are recoverable from you or if you are under suspension and/or disciplinary proceedings are pending or contemplated against you or for any other similar reasons. After having opted to resign and given the intimation to this effect, you shall be debarred from withdrawing your resignation except with the written permission of the management.
- Subject to other terms of the instant letter, company reserves the right to terminate your services without any cause assigned to the termination. In such a case, the company at its discretion would consider to pay the terminated employee one-month basic salary only.
- During your employment with the Company, you will be liable to be transferred to any of the offices/ departments /manufacturing units of the Company or of associate companies/ group companies, client location, whether existing or to be set up, anywhere in India or abroad, on the same terms and conditions of employment at the sole discretion of the management. Provided that if you are deputed to any associate/ subsidiary/ group company outside India by the Company, you shall be treated as having bound yourself to serve the Company for the deputation period, and for the stipulated period thereafter, if any, and the same shall be treated as the contract period vis-à-vis this contract of service.
- You may be required to attend specialized training, either in India, or abroad, and it is expected that you will be ready and willing to undertake such training, as the same is necessary to enable you to effectively discharge your duties with the Company. The training period would be any six days of a week. The Company shall be spending considerable amount of money on the said training, and it is expected that you shall work for the Company for a certain minimum stipulated period of time after completion of the said training, so as to enable the Company to get the benefit of the amount spend by it. It is the practice of the Company to execute a training and/or Service agreement at the commencement of training in which the rights and liabilities of the respective parties are set out. You will be required to compensate the company for the amounts spend by it on the training in the event of your committing breach of your obligations under the training - and - service agreement. You may also be required to furnish at least one surety to guarantee due compliance with the terms of the training and/or service agreement as per the policy. Subject to above, during your employment with the company, you may also be required to execute agreement(s) in the nature of NDA (Non-disclosure agreement) or any other agreement/undertaking/affidavit due to client/process/business requirements.

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Registered Office	: 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

- During your employment with the company, you will be governed by the policies, service rules and regulations of the company being in force or introduced/amended later. In this regard, a confidentiality undertaking at the time of joining and/or any other agreement that may be required from time to time will be required to be executed by you.
- You shall not divulge, communicate or pass on any information, secrets directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. At all times you shall maintain absolute integrity. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of HR Department. Indulgence in such activities or any violation of this norm shall lead to termination of your employment immediately.
- You would be initially posted at **Pune(A008)**, where you are requested to report to Human Resources Group on joining. Upon joining, you will be required to sign a standard undertaking on your obligations to conform to organizational discipline, policies and norms.
- During your employment with the company, you will not take up employment elsewhere either part time or otherwise. Besides you will not engage in any commercial activity. In case of defiance of this provision, Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.
- In case you absent yourself from duty for **7** days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.
- You will be retired from service on attaining superannuation age of 58 years or earlier in case you are found physically and/or mentally unfit to work any longer or for continued ill-health as certified by the medical officer nominated by the Company.
- You are requested to submit 10 passport size photographs and the attested copies of the following documents, at the time of joining:
 - School leaving certificate / birth certificate
 - Educational qualification certificate (from 10th std onwards) along with mark sheets
 - Passport (The first 4 and the last 4 pages)
 - Relieving letter or duly accepted resignation letter from your present and previous employers

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Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

- Salary certificate from your present and previous employers
- Please ensure to accept the Online Offer Letter once you have gone through all the clauses. Your acceptance to the Letter is mandatory before you report to joining.

The Relocation Amount will be applicable to you as per Policy. The amount will be recoverable from your Full and Final settlement in case you decide to leave the organization before completion of 1 year from your Date of Joining

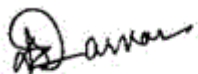
Please note that no commitments other than what is mentioned in this letter & its annexure(s) will be applicable to you or entertained by us.

You are advised to go through the contents of this offer letter and the annexure(s) before signing the duplicate copy.

With best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

For Statestreet HCL Services



Debasis Sarkar

Sr. VP, Head-Global Rewards

DEBASIS SARKAR
SENIOR VICE PRESIDENT

Worksite Chennai	: ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahaballipuram Road, Navalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpeta Taluk, Kancheepuram Dist. Chennai – 603 103, India
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Registered Office	: 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

DECLARATION

I, Basavaraj Mallikarjun Wale, hereby declare that I have completely understood the contents of the instant Letter and I agree to abide by the below mentioned clauses:

1. Flexible to work in any shifts, process, Centre and location.
2. All the required documents to be submitted on the date of joining.
3. Salary will be subject to revision in case of non-submission of the required experience certificates.
 - Unsatisfactory responses from the previous employment references may lead to reduction in salary or/and termination of employment with us.
4. Non-disclosure of prior experience with HCL will lead to termination of employment.

In case, the aforesaid particulars are found to be incorrect or it is found that I have withheld some relevant facts, State street HCL Services (India) Private Limited has the right to withdraw the instant Letter of Offer and/or terminate my employment with immediate effect.

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Annexure II

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED TO FACILITATE JOINING, PRE-EMPLOYMENT BACKGROUND VERIFICATION / VALIDATION AND APPOINTMENT PROCESS AT HCL

PRE-EMPLOYMENT BACKGROUND VERIFICATION

S.No.	Particulars (To be submitted to the Recruiter)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required

Additional documents (To be submitted on request)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

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List of Documents required for joining (Must be mandatorily uploaded on Discover HCL Portal)	
S. No	Document Name
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)
2	Extension Letter (if the Date of Joining in the offer letter is past dated)
3	Passport –Name & DOB page as proof
4	10 th Mark sheet, only if passport is not available.
5	PAN Card as ID Proof (Only if passport is not available)
6	Passport Size Photographs (Only with white background)

- Please ensure that the copies uploaded are clearly visible as dark and hazy copies are not accepted.
- Please avoid clicking pictures of documents and uploading.
- Please do not send soft copies through Emails.
- Employee must enter/submit correct/accurate Aadhar number on joining portal so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required at the time of filling details on the portal.
- Induction Timings are will be circulated to you separately.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. personal laptop, Pen Drives etc. are not allowed inside the campus.

If requested by the recruiter, you may be required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 10:00 a.m. at your respective location of joining.

If your joining is completed remotely, please submit the requested documents to the HCL Onboarding team within 7 days of your date of joining, either in person or through courier.

Location of HCL Onboarding Team for joining formalities:

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S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, Gate No. -1 , Akashi Induction Room, Ground Floor, Tower – 1, Hub SEZ,, Plot No 3A, Sector 126, Noida - 201303. UP (India)
2	CHENNAI	HCL Technologies Ltd, Sez Unit-2 (Sdb2 Buid), Elcot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd, Himalaya Induction Room, Level-2, H-01B, Special Economic Zone, Phoenix Infocity Pvt Ltd, -Survey No. 30,34,35 & 38, Hitech city 2, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd, Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd, Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd, IT City, Near Chack Gajaria Farms, Sultanpur Road, Gate No. 1, Tower SDC-02, First Floor – Induction Room-1, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Elcot, IT SEZ , , , Plot No. 5 & 7, Ilanthaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur -441108
11	Coimbatore	State Street HCL Services Human Resources Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited, Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna District 521102

Please go through the contents of this letter of offer and the annexure before accepting it. Your acceptance of the e-offer will be deemed as you have read and accepted all the clauses mentioned here-with.

Besides the above policies **State street HCL Services (India) Private Limited** is governed by policies* which are listed in corporate intranet www.hclbpo.net.

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Annexure III

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components are explained as following:

BASIC SALARY The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

House Rent Allowance (HRA) The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

Advance Statutory Bonus Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

Attendance Allowance Attendance Allowance is payable max. up to INR.1000/- per month.

Food Wallet Food Wallet is a voluntary benefit and is applicable for payments related to food and non- alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

Compensatory Allowance Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

Medical Insurance Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.

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- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
 - The premium payable depends on the dependants declared.
 - The hospitalization coverage limit will be same as defined in compensation structure.
 - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
 - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:**
Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
 The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

 Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

 *The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.
 - **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.
 *The percentage and amount is in compliance with the current PF Act.

Gratuity

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As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

ANNEXURE IV

This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

1. Confidential Information:

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "**Company Parties**"), to which I have been privy to by virtue of being an employee of the Company. I understand that "**Confidential Information**" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

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Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.

Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

2. Inventions:

Inventions Retained and Licensed: I have shared and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment with the Company (collectively referred to as "**Prior Inventions**"), which belong to me, which relate to the Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions: I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any/all invention(s), original works of authorship, development, concepts improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as "**Inventions**"), except as provided in sub-section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the

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Company and which are protectable by copyright are “works made for hire”, as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records: I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the terms of my employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations: I agree to assist the Company, or its designee, at the Company’s expense, in every proper way to secure the Company’s rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

Exception to Assignments: I understand that the provisions of this Annexure requiring assignment of Inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the Invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company’s actual or demonstrably anticipated research or development; or (ii) the Invention resulted from any work performed by me for the Company. I understand further

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that the laws of certain states would prohibit the assignment of such Inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

3. **Returning Company Documents:** I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.
4. **Notification to New Employer:** If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.
5. **Non-Solicitation:** For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.
6. **Non-Competition:** During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so. I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

For the purposes of these non-compete provisions, "Similar Services" means, services which meet all or any of the following criteria(s):

- i. work in the competing business / product (e.g. Digital Business; Security; Customer Experience; Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the

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- ii. nature of work remains the same (e.g. selling ITBS Services; Product Architect) and involves the same end clients or prospects, and is
- iii. performed in the same geography / market where I provided services for the Company.

The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion; the Employee hereby acknowledges and agrees to the same.

In case, the Company initiates separation by way of involuntary termination or redundancy, then this non-compete will not apply.

6. **General Provisions Regarding Covenants**

Extension of Covenants: If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

Attachment Read, Understood and Fair: I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

- 7. **Protection of Systems & Environment:** I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM root kits), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer

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programs or systems,. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.

8. **Remedies:** By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.
9. **Representations:** I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.
10. **Integration:** I understand and agree that this Attachment is part of my integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

Basavaraj Mallikarjun Wale
November 22, 2022

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Worksite Pune 1 : Commerzone, Unit 401, 4th Floor In Building 7, Survey No. 144 & 145, Samrat Ashoka Path, Opposite to Airport Road, Verwada, Pune – 411 006, India.

Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice.

Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Yashshree Joshi

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

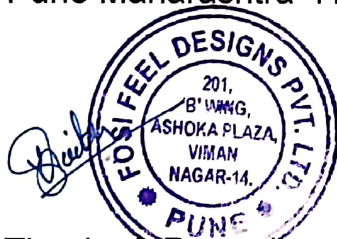
For Joining process carry your below documents

- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592



FOSIFEEL DESIGNS PVT LTD

The Mentor of Designs and Marketing

APPOINTMENT LETTER

Candidate Name: Yogesh Patel

Joining Date- 16th January 2023

Congratulation,

Your Profile has been Selected for the Profile of Sales Executive, so this letter is confirmation letter of your joining the Salary will be Rs 13000 Plus Unlimited Incentives.

For Joining process carry your below documents

- 1} Adhar Card Xerox
- 2} Pan Card Xerox
- 3} Higher Qualification Certification {SSC/HSC/ANY Graduation}
- 4} 2 Passport Size Photos

Recommendation: ☒ Selected ☐ Hold ☐ Rejected

Company Address: Fosi Feel Designs Pvt Ltd.

Office No 201' 2nd Floor, Ashoka Plaza, Near Hyatt Hotel, Viman Nagar
Pune Maharashtra-411014



Thanks & Regards,

Yasmin Shaikh (HR MANAGER)

9657716592