



Vivekanand Education Society's Institute of Technology

(Affiliated to University of Mumbai, Approved by AICTE & Recognized by Govt. of Maharashtra)

5.2.1 Average percentage of placement of outgoing students during the last five years

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List of Sample Offer letters (of Placed Students)

Sr. No.	Academic Year	Name Of Student Placed	Contact Details	Program Graduated From	Name Of Employer & Contact Details	Pay Package at Appointment (in LPA)
1.	2020-21	Amog Prabhu	9967198504	Electronics Engineering	Accenture	4.5
2.	2020-21	Bhavita Bhoir	9594033594	Electronics Engineering	Accenture	4.5
3.	2020-21	Siddhartha Gobindacharan Chaki	8452960996	Master of Computer Application	Nomura	7.42
4.	2020-21	Pranali Ashish Gupte	7506063291	Master of Computer Application	General Mills	5.5
5.	2019-20	Bane Anushree	7738523099	Computer Engineering	Ernst & Young Pvt. Ltd.	4.25
6.	2019-20	Ahuja Bhavesh Gurmukh	9702379158	Computer Engineering	J.P. Morgan Chase & Co.	14
7.	2018-19	Kabir Sachdev	8080559344	Instrumentation Engineering	Quantiphi	6.5
8.	2018-19	Swarna Shenoy	9769812193	Instrumentation Engineering	Jacobs C	3.6
9.	2017-18	Gulhane Saurabh Rajendra Pooja	7030715187	Electronics & Telecommunication	Capgemini	3.15
10.	2017-18	Arun V	9619630562	Electronics & Telecommunication	Larsen & Toubro Infotech Ltd	3.3
11.	2016-17	Charmi Valecha	8879075545	Information Technology	ATOS	3.1
12.	2016-17	Neekita Salvankar	7738133294	Information Technology	MAQ Software	5

Sample Offer Letters

**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

Strictly Private and Confidential

Date:01-Apr-2021

**AMOG SUBRAY PRABHU
C9346947**

**601, CITI HILL VIEW CHS LTD, PLOT NO:13, SECTOR:19, NERUL 400706, NAVI MUMBAI,THANE.
9967198504**

Dear **AMOG SUBRAY PRABHU,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Center, India as per the below terms and conditions:

Job Profile - Application Development Associate

Management Level-12

Job Family Group - Software Engineering



Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 65% and above or 6.5 CGPA or above, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

Pre-Onboard Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes a learning module- Technology Fundamentals online Learning program (Hereinafter" program"). This program further enhances and further details the training opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent. The training module for the program will be made available to you at least 3 months before onboarding to give you a reasonable time to learn at your pace and comfort and prepare for the ensuing assessments.

Details of the program and assessment are reiterated as under:

- Under the program, the learning modules hosted on a technology platform will prepare you to be code ready.
- Before onboarding/joining Accenture, you will need to go through the Technology Fundamentals assessment bases on the Pre-Onboard online learning program that was provided to you.
- On successful clearance of the program assessment in the first attempt along with the completion of Pre-Onboard Learning program content, you will be eligible for a learning Incentive of INR 10,000.
- In case you fail in the first attempt or do not complete your pre-onboard learning, you will not be eligible for any learning incentive.
- To clear assessments for the program, you are required to score minimum 60% marks in each assessment test for the program. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- During each reattempt, reasonable help, guidance and appropriate refresher training sessions will be provided to you to clear the assessment.

Your employment and onboarding with Accenture is subject to your successful completion of the assessment of the program(within stipulated period for Accenture to provide you date of joining), as mentioned above. Should you not clear same this offer shall become redundant and will be revoked.

Post successful completion of the aforementioned assessment and upon joining the Company further training program (s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic tests will be conducted throughout this training program which you are expected to clear. You are required to score minimum 60% marks in each test to clear the Accenture specific training program. If you are unable to score 60% in the first attempt, you will have up to two additional attempts to score the same to clear the training. Your employment with Accenture is subject to your successful completion of this training as mentioned above. If you are unable to complete the Accenture specific training program in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/Authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/Authority without any notification to you. The above shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 14 days (fourteen days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 14 days (fourteen days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

After accepting this Offer, we encourage you visit Countdown to the Company- (<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have any feedback/suggestion or have any query, feel free to write an e-mail to <http://indiacampus.accenture.com/candidate>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,

ACKNOWLEDGED AND AGREED:



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Center, India

[Insert full legal name]

ANNEXURE 1

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	3,83,000
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	32,500
Maximum Annual Total earning potential (A+B)	4,15,500
(C) Joining Bonus	
Joining Bonus (Refer to the section C)	25,000
(D) Additional Benefits	
Gratuity as per law# + Insurance Premium (notional value)	9,500
Total Cash Compensation + Total Additional Benefits (A+B+C+D)	4,50,000

(A) Annual Fixed Compensation

• Your annual fixed compensation is INR 3,83,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B) Local Variable Bonus (LVB)

• As part of your annual total cash compensation, you will be eligible to participate in the FY21 Local Variable Bonus program (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB program guidelines. The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

(C) Joining Bonus

You are also eligible for a joining bonus of INR 25,000 payable upon joining the organization and that will be paid out along with salary of the month of joining or succeeding pay month. In case you leave, or your services are separated from the Company (except for ramp down or redundancies by the Company) before completion of 1 year from the date of joining, then this whole amount shall be recovered from you.

Note: For International Worker Only*

• As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

* As defined by applicable law from time to time.

Benefits applicable for current Company financial year:

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

1. Effective your date of joining, Medical Insurance for self, spouse and 2 dependent children up to INR 300,000 per annum. Premium for this will be paid by the Company.
 - a. You have the option of availing Accenture negotiated rates to cover your parents, parent's in-law & any additional child under a separate Insurance plan up to INR 500,000 per annum. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
 - b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
 - 10% of such claims for self, spouse and 2 dependent children
 - 20% of such claims for parents, parent's in-law and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your gross annual fixed compensation
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000

In addition to the above, you will also be eligible for the following benefits:

1. #Gratuity amount shown above is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
3. Transport facility, as per Company guidelines, can be availed at no cost.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Life Insurance and Relocation Assistance program guidelines.

From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the Company.

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

ANNEXURE II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
2. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
3. Copy of Degree/PG/Diploma (as applicable) certificates.
4. Passport copy, if available (if not please apply immediately).
5. Pan Card
6. Copy of Aadhaar Card or copy of receipt of Aadhaar enrolment number which we request you to voluntarily provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications.

**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

Strictly Private and Confidential

Date:22-Apr-2021

**Bhavita Vijay Bhoir
C9427459**

**786, Shree Yogeshwar Niwas, Sector-11, Vashi, Navi Mumbai, Maharashtra, 400703
9594033594**

Dear **Bhavita Vijay Bhoir,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Center, India as per the below terms and conditions:

Job Profile - Application Development Associate

Management Level-12

Job Family Group - Software Engineering



Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 65% and above or 6.5 CGPA or above, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

Pre-Onboard Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes a learning module- Technology Fundamentals online Learning program (Hereinafter" program"). This program further enhances and further details the training opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent. The training module for the program will be made available to you at least 3 months before onboarding to give you a reasonable time to learn at your pace and comfort and prepare for the ensuing assessments.

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In the event a government body/Authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/Authority without any notification to you. The above shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 14 days (fourteen days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 14 days (fourteen days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

After accepting this Offer, we encourage you visit Countdown to the Company- (<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have any feedback/suggestion or have any query, feel free to write an e-mail to <http://indiacampus.accenture.com/candidate>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,

ACKNOWLEDGED AND AGREED:



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Center, India

[Insert full legal name]

ANNEXURE 1

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

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Joining Bonus (Refer to the section C)	25,000
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Gratuity as per law# + Insurance Premium (notional value)	9,500
Total Cash Compensation + Total Additional Benefits (A+B+C+D)	4,50,000

(A) Annual Fixed Compensation

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(C) Joining Bonus

You are also eligible for a joining bonus of INR 25,000 payable upon joining the organization and that will be paid out along with salary of the month of joining or succeeding pay month. In case you leave, or your services are separated from the Company (except for ramp down or redundancies by the Company) before completion of 1 year from the date of joining, then this whole amount shall be recovered from you.

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* As defined by applicable law from time to time.

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 - a. You have the option of availing Accenture negotiated rates to cover your parents, parent's in-law & any additional child under a separate Insurance plan up to INR 500,000 per annum. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
 - b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
 - 10% of such claims for self, spouse and 2 dependent children
 - 20% of such claims for parents, parent's in-law and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your gross annual fixed compensation
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000

In addition to the above, you will also be eligible for the following benefits:

1. #Gratuity amount shown above is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
3. Transport facility, as per Company guidelines, can be availed at no cost.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Life Insurance and Relocation Assistance program guidelines.

From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the Company.

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

ANNEXURE II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
2. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
3. Copy of Degree/PG/Diploma (as applicable) certificates.
4. Passport copy, if available (if not please apply immediately).
5. Pan Card
6. Copy of Aadhaar Card or copy of receipt of Aadhaar enrolment number which we request you to voluntarily provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications.

Nomura Services India Private Limited

10th Floor, Nomura, Hiranandani Business Park, Powai,
Mumbai - 400 076, India

Telephone +91 22 3053 4626

Facsimile +91 22 3053 2111

Website www.nomura.com

RESHMA KHANNA
VICE PRESIDENT – HUMAN RESOURCES

20 July 2021

Siddhartha Gobinda Chaki
Vivekanand Education Society's Institute of Technology,
Mumbai – 400 074

Dear Siddhartha,

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

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

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

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

Nomura Services India Private Limited

10th Floor, Nomura, Hiranandani Business Park, Powai,
Mumbai - 400 076, India

Telephone +91 22 3053 4626

Facsimile +91 22 3053 2111

Website www.nomura.com

- The nature and amount of such bonus (if any) will be determined at the discretion of Nomura. The payment of any bonus in respect of any year and the amount of such bonus, if paid, shall not give rise to any expectation for the payment or amount of any bonus in any future year of employment. You acknowledge that no representation, assurance or guarantee has been provided by or on behalf of Nomura with respect to the payment of any discretionary bonus and you also acknowledge that you may receive a nil bonus.
- Nomura reserves the right to defer all or part of any bonus award payable to you, either as cash or stock, subject to the rules of the relevant bonus plan in force, from time to time, and to impose reasonable conditions, on the future payment of any such deferral, as Nomura considers appropriate.

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

You will also be eligible to receive a sign-on award of Rs 200,000 less applicable deductions. This sign-on award will be included in the second month pay-roll cycle after the start of your employment and would be paid after deduction of applicable taxes. If you are terminated by the Company with Cause (defined below) or your last working date with the Company is at any time before the second anniversary of your start date, you will be required at that time to repay the Company the full gross amount of the sign-on award.

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

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

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

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

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

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

1. You having successfully cleared the examination(s) required to meet the specified educational criterion and provision of a duly certified copy of your mark sheet to the Company, in support of the same.

Nomura Services India Private Limited

10th Floor, Nomura, Hiranandani Business Park, Powai,
Mumbai - 400 076, India

Telephone +91 22 3053 4626

Facsimile +91 22 3053 2111

Website www.nomura.com

2. Successful completion of a background investigation, as well as on your satisfactorily meeting all pre-employment requirements. This background investigation will include verification of identity and information provided by you to the Company as part of the application process. The provision of false or misleading information may be grounds for the withdrawal of this offer or once your employment has begun, for disciplinary action against you including termination of employment.
3. Your agreement to comply with and compliance with our policies, which may be amended from time to time, including the "Staff Dealing Rules", "Chinese Wall Policy", "Gifts and Entertainment Policy", "Policies and Procedures for Prevention of Money Laundering and Terrorist Financing" and the "Code of Ethics" (collectively referred to as the "Policies").
4. Your agreement to comply with and compliance with applicable Nomura policies in effect from time to time during your employment, including without limitation to provisions of the India Employee Handbook. It is hereby clarified that the terms of the India Employee Handbook (which includes provisions relating to notice period) may be amended by the Company, in its sole discretion, from time to time and the same shall take precedence over the terms set out in this Agreement. Please take the time to familiarize yourself with these policies and guidelines as they are made available to you.
5. Your agreement to comply with and compliance with the Confidentiality Undertaking and Intellectual Property Agreement both of which are included with this letter.
6. You being free of any restrictions imposed by any current/ previous employer. It is your responsibility to promptly advise us if there are any potential difficulties in this respect, including any notice requirement you may have with your current employer. By signing this letter you are confirming to us that you are not subject to any duty or obligation that would prevent you from taking up employment with us on your start date or which would prevent you from performing all or any duties for the Company relating to your position.
7. Proof of entitlement to work in India.

Please note that, in the event of your failure to meet the aforementioned educational criterion and/or provide a certified copy of the mark sheet pertaining to the same to the Company within 6 months of the date hereof, this offer and any employment pursuant to it, shall automatically stand revoked or terminated, without the Company being required to provide you any further notice for the same.

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

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

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

Nomura Services India Private Limited

10th Floor, Nomura, Hiranandani Business Park, Powai,
Mumbai - 400 076, India

Telephone +91 22 3053 4626

Facsimile +91 22 3053 2111

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


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

We are enthusiastic and pleased that you are going to be a part of our organization. To accept this offer of employment, you will need to sign this offer letter, complete all the attached employment forms indicated below and return the materials indicated below to Gaurav Phukan, Human Resources, 10th Floor, Nomura, Off High Street, Hiranandani Business Park, Powai, Mumbai – 400 076, within such time as requested by the Company. All additional pre-employment documentation provided to you must be completed and returned on or before your start date. An additional copy of this letter is enclosed for your files.

Please note that you need to meet Sameeksha Dhyani in Human Resources, on your first day, to complete your joining formalities.

We look forward to your joining the Company.

Sincerely,



gNKNMKbHM
MO\$K\$e AKS CK

Reshma Khanna
Vice President – Human Resources

Accepted by:

Siddhartha Gobinda Chaki

Date



Confidential

June 21, 2021

Pranali Gupte
Mumbai

Dear Pranali,

Offer of Employment

Congratulations! It's our pleasure to offer you a full-time employment position of Trainee in the Digital & Technology Function of the General Mills India Center of General Mills India Private Limited ("Company") at Job Band Professional Pay Grade 40. You shall be based at Mumbai.

We believe you're hungry for what's next and hope you'll join us in fulfilling our purpose of making food the world loves. This is an opportunity to bring your whole self to work, in a culture that values learning, growing and belonging. The possibilities ahead are exciting - you will help us create the future of General Mills as The Undisputed Leader in Food.

Your compensation package on a Cost-to-Company basis is ₹550,000.00/Annually (Includes Fixed Pay + Variable Pay).

In Addition to the above, you are also eligible for a Signing Bonus of ₹100,000.00/One Time with a retainer clause of 1 year (which is subject to income tax).

The attached Salary Fitment highlights your total compensation including the various salary components as well as other Non-Monetary benefits.

The eligibility and payment of Variable Bonus will be governed by the rules of the Company as amended from time to time. This Variable Bonus shall include any statutory bonus payable to you under applicable law, if you are eligible.

The Gratuity amount mentioned is only indicative in nature and the Gratuity, if any, shall only be payable in compliance with and to the extent you are eligible to receiving it under the Payment of Gratuity Act, 1972.

Your compensation is inclusive of the applicable statutory benefits and tax will be deducted at source by the Company as per applicable rules. Your compensation shall be paid on a monthly basis.

You shall be required to comply with the current policies of the Company and those amended or introduced periodically. The Company shall require you to sign a Non-Disclosure, Non Solicitation and Intellectual Property Assignment Agreement with the Company, on or before joining. During your employment, in case the Company provides or sponsors any specialized training or educational courses, the Company may require you to sign a Retention agreement.

The Company shall issue an appointment letter upon joining, which shall contain additional terms and conditions of your employment.

Our offer is conditional upon satisfactory feedback from your references and necessary background and academic checks. Our offer is also contingent upon your full and complete disclosure to the Company of any and all agreements (non-competition, non-solicitation, employment, confidentiality or otherwise) with any prior employer, clients, principals, partners or others which in any way limit you either contractually or otherwise from engaging in any business activities required or contemplated by the Company in this offer of employment.

Either party may terminate the contract of employment by giving the other 3 months' notice in writing. In case of resignation by the employee, it is incumbent on the employee to work the entire 3 month notice period. The employee may be released from service at an earlier date by the Company at its discretion. Any adjustment of accumulated leave against notice period or payment of notice pay in lieu of serving of the notice period may be allowed only with the prior consent of the Company at its sole discretion.

During your employment with the Company, the Company may at any time, in its sole discretion, transfer or depute you to any other department of the Company or to any subsidiary or affiliate of the Company in India or overseas. In such event and at the sole discretion of the Company, some or all of the terms and conditions applicable at the location of transfer or to the employees of the department, subsidiary or affiliate, may also govern your service.

Should you accept our offer, we request that you provide us with copies of the following documents on the day of joining:

1. Copy of Permanent Account Number (PAN) card
2. Aadhar Card/Copy of application to Aadhar Card
3. Copy of relevant educational certificates & mark sheets
4. Existing Provident Fund account number/ Pension number, if any
5. Relieving letter from your current employer. In absence of the said, document, Resignation acceptance is mandatory at the time of Joining
6. Current address proof

You are requested to treat this letter and its contents as strictly confidential. Please refrain from disclosing this letter to any person or entity without our prior written consent. Your employment with the Company shall be governed and construed in accordance with the laws of India. The courts in Mumbai shall have necessary jurisdiction in the event of any dispute arising in connection with your employment.

As a token of your acceptance of our offer and the terms and conditions of this letter, please electronically sign your offer letter in the space provided below within three (3) days from the date of this letter, duly indicating therein your expected date of joining. Our offer shall automatically lapse unless you confirm your acceptance within the prescribed time.

We are looking forward to a mutually fruitful association and you being a part of the General Mills India team. In case you have any questions or would like to discuss the terms and/or conditions of our offer, please feel free to get in touch with us.

Sincerely,
For General Mills India Private Limited



Nupur Bedi
Director - Human Resources

Undertaking

(To be given by students who have appeared/are appearing in **Final Year/Semester Graduation or Post Graduation Examination**).

I hereby declare that, I have appeared in final year/final semester of **Graduation or Post Graduation Degree examination**. I understand that offer of employment from General Mills India Pvt. Ltd is contingent upon completion of my Graduation or Post Graduation degree and I shall submit final consolidated marks sheet and Certification for Graduation or Post Graduation degree examination latest by as per one of the terms and conditions of my offer validity and employment.

Acceptance

I hereby accept the terms and conditions of this offer for employment with General Mills India Private Limited. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

My expected date of joining General Mills is **12th July '21**.



Building a better
working world

Ernst & Young LLP
14th Floor, The Ruby
29 Senapati Bapat Marg
Dadar (West)
Mumbai - 400 028, India

Tel : +91 22 6192 0000
ey.com

Mr. / Ms. Anushree Bane
Vivekanand Education Society Institute of Technology, Mumbai

8th August 2019

Offer for Analyst in Advisory – Risk

Dear Anushree,

Congratulations!

We are pleased to offer you a position of an Analyst in **Advisory – Risk**.

- > **Entity** : Ernst & Young LLP
- > **Location** : Mumbai
The job location is tentative and you are liable to be posted at any location in India.
- > **Fixed CTC** : **INR 4,25,000/- p.a. (Rupees Four Lakhs Twenty Five Thousand Per Annum Only)**
- > **Date of Joining** : **To be decided**

We understand that you will be appearing for your **Final exams** this year. Your selection and this offer is subject to your clearing **Final exams in 2020**. In case you are unsuccessful in clearing the said exam, this offer will be automatically considered withdrawn and invalid. You will be required to submit your passing/clearing certificate for the said exam, for the confirmation of your appointment.

A detailed offer letter will be issued to you on your date of joining. Please sign and return the duplicate copy of this letter, as a token of your acceptance.

We look forward to a long and mutually beneficial association with you.

Yours sincerely,

For Ernst & Young LLP

Pallavi
Pallavi Trivedi

Authorised Signatory

I hereby accept the position and terms and conditions of employment offered.

Signature

Anushree

Date

8/8/2019

Mr. / Ms. Anushree Bane

Annexure A

(Illustrative Break up only)

Cost to Company (CTC)	4,25,000
Gratuity as per Payment of Gratuity Act, 1972	12,173
Total Cost to Company	4,37,173
Note : 1) You will be covered under the Organization's Group Medclaim Hospitalization Insurance.	
2) At its sole discretion, the Organization may consider to take out group life insurance policy on lives of its employees to cover its risk of special protection liability in which case the amount paid by insurance company shall be in discharge of organization's liability to pay such lump sum compensation and not in addition to organization's liability.	

JPMORGAN CHASE & Co.

Message from Jamie Dimon, Chairman and CEO

Welcome to JPMorgan Chase. We are pleased that you will be starting your career at an exceptional company – one of the world's oldest, largest and best-known financial institutions.

Across our businesses, we continue to deliver record results, innovative products and services for our customers, and great experiences for our employees. Named #1 in *Fortune's* Change the World list, we are focused on helping communities large and small grow around the world. It's an exciting time to join JPMorgan Chase, and now – with your skills, experience and creative ideas – you'll help us continue to drive change.

During your time here, you will have opportunities to learn and grow in a supportive, respectful and inclusive environment. Do your best to contribute and excel in everything you do. By building strong relationships and doing the right thing – at all times – we have made this a company of which we can all be proud. It's how we do business. And, it is what has made us a top employer and a great business partner.

As you begin your career with JPMorgan Chase, I offer you an essential piece of advice: do your job well, and earn the trust and respect of the people around you. Throughout your employment, you will hear advice like this from our senior leaders – and we encourage you to put it into practice every day.

I hope you enjoy working here as much as I do, and I look forward to meeting many of you.

Best of luck in what I am sure will be a rewarding experience.

A handwritten signature in black ink, consisting of a large, stylized 'J' followed by the name 'Dimon' in a cursive script.

J.P.Morgan

April 23, 2020

Ahuja, Bhavesh
301, Milan Apt., Near Post Office
Ulhasnagar 421001

Dear Bhavesh Gurmukh Ahuja,

Your Employment by J.P. Morgan

Congratulations on joining the J.P. Morgan family. We are pleased to confirm your employment with J.P. Morgan Services India Private Limited (the "Company").

You will find your personal employment terms outlined in Appendix A with general employment terms and conditions in Appendix B. Please note these terms and conditions supersede any verbal discussions you may have previously had with any J.P. Morgan employee with regards to your employment arrangements.

A number of important policies will apply to your employment with the Company, including the Personal Account Dealing Policy and the Code of Conduct. We provide more information about these policies in Appendix C and it is essential that you carefully read and understand their requirements. By signing this letter, you confirm that you have read, understood and agree to be bound by these policies. In addition, you will be required to abide by all other Company policies and regulations (including JPMorgan Chase group of companies ("Group") policies) and with applicable law.

Should you have queries in relation to your employment terms, please contact Shradha Todkar at + 91 61255010. For queries about your benefits or Company policies, please contact our accessHR hotline at 0008004405210 (local toll free) or +1 212-552-5100 (international).

Please be reminded your employment terms should be treated with the strictest confidence. To accept this offer of employment, please click on the 'Accept' button at the bottom of this page on or before April 27, 2020.

We are excited to welcome you to our Company and take this opportunity to wish you every success in taking this next step of your career with us.

*This is a computer generated communication and does not have a signature.

APPENDIX A - Personal Employment Terms and Conditions
--

A1. Title/Category

You will join us as an Analyst in the Software Engineer Program, Class of 2020, at JPMorgan Chase.

Your position and title may change as a result of successful completion of the Program, promotion, or other operational requirements of the Company's business.

A2. Employment Commencement Date

Your employment is expected to commence on August 20, 2020. We will confirm any change to this date to you in writing in advance.

In addition to the conditions set out in paragraph 1 of Appendix B, your offer is subject to you successfully meeting the educational criteria that has already been communicated to you in writing.

A3. Working Hours / Place of Work

Your manager will assign you specific working hours, often during J.P. Morgan's normal office hours. Depending on the needs of your department, however, you may be required to work outside the official hours to fulfill your duties.

You will normally work at the Company's offices in Mumbai, but you may be required to work at any other location of the Company or its affiliates, as required by the Company.

A4. Remuneration

Your total fixed pay will be INR 1,200,000.00 per annum and comprises the following components:

		Rupees p.a.
i)	Basic Salary	360,000.00
ii)	Housing Allowance	180,000.00
iii)	Special Allowance	576,800.00
iv)	Leave Travel Allowance	40,000.00
v)	Comp. contribution to Provident Fund	43,200.00
A.	Total Fixed Pay	1,200,000.00

Special Cash Award

As soon as administratively practical and typically within 45 days from your start date, we will pay you a one-time sign-on award of INR100,000.00, less applicable taxes and deductions.

If your employment with J.P. Morgan terminates for any reason other than job elimination within twelve months after your start date, you must repay to J.P. Morgan the full amount of this cash payment, net of taxes within 30 days of your termination date. You agree that J.P. Morgan may satisfy all or part of this repayment obligation by withholding, to the fullest extent permitted by law, any amounts not yet paid to you at the time you leave J.P. Morgan.

A5. Probationary Period

Your employment will be subject to a probationary period as outlined in paragraph 4.3 of Appendix B.

A6. Leave Entitlement**A6.1 Annual Leave**

You are entitled to 20 working days of annual leave with full pay in every calendar year in accordance with the Company's Human Resources Policies and applicable law. If you work part-time hours, your annual leave entitlement will be pro-rated to reflect your part-time hours worked.

A6.2 Other Leave

You can find further details of other leave entitlements in paragraph 5 of Appendix B.

A7. Benefits

You are eligible to join the Company's benefits programs as amended from time to time. Further details will be provided to you separately.

A8. Retirement Scheme

You are eligible for retirement benefits, and can find details in paragraph 11 of Appendix B.

A9. Notice Period

During your probationary period, starting the day you join the Company, either you or the Company may terminate your employment with at least 15 days' written notice or payment of wages in lieu of such notice period.

After the probationary period, either party can terminate the employment by giving the other party 30 days written notice ("Notice Period") or by the Company making a payment in lieu of Notice Period.

As outlined in the Company's Code of Conduct, we expect all employees to hold themselves to the highest standards of ethical conduct. In order to avoid conflicts of interest or the appearance of conflicts of interest, in the event that during your participation in J.P. Morgan's Analyst/Associate program you accept an offer of employment from another employer (regardless of the nature of its business or whether it is a client or competitor of J.P. Morgan), you must notify your manager no later than 3 business days of your acceptance of the offer.

Signature: *Bhavesh Ahuja* Date: 23-APR-2020

APPENDIX B – GENERAL EMPLOYMENT TERMS AND CONDITIONS

B1. Employment

B1.1 Your employment is subject to:

- a) your obtaining and maintaining a valid work permit and such other permission, license or registration as may from time to time may be necessary to enable you to carry out your duties and continue your employment;
- b) the satisfactory completion of all pre-employment screening processing, including obtaining background references and checks as required, and the execution of any other forms necessary for employment; and
- c) your being legally able to work with the Company. You agree to disclose any employment or contractual post-employment restraints you are subjected to which may, and will continue to, affect your employment with the Company and affirm that:
 - i) you are not in breach of any prior employment contract;
 - ii) you have not taken or otherwise misappropriated – and you do not have in your possession or control – any confidential and proprietary information belonging to any of your prior employers or connected with or derived from your services to prior employers, and you have returned to all prior employers any and all such confidential or proprietary information; and
 - iii) you are not subject to any other employment or any contractual post-employment restraints
 - iv) you shall indemnify and hold harmless the Company from any and all claims arising from any breach of the warranties in this paragraph.

B1.2 Whilst you and/or the Company may have agreed a tentative date of commencement of employment with the Company, you will not, unless the Company decides otherwise, be able to commence employment with the Company without our receipt of completed and satisfactory results from our pre-employment screening process.

B1.3 You may be required to provide services for other members of the Group throughout your employment. When providing these services, you may from time to time be required to travel and work in different locations within and outside your hiring location.

B1.4 Your employment shall continue until your retirement age of 60 or until terminated in accordance with paragraph 4 in Appendix B.

B2. Remuneration

B2.1 We will pay your total monetary remuneration in 12 equal monthly installments on or around the 30th of each month. We will review this remuneration annually, and we reserve the right to amend its terms, level and structure from time to time at our sole discretion.

B2.2 You will be liable for all tax payments and any other imposts that may be levied or payable on any sums paid and/or other benefits we provide to you. We are entitled to deduct or retain from the sum payable to you any withholding and other taxes levied or payable.

B3. Incentive Compensation

- B3.1 In its absolute discretion, the Company may pay you an annual incentive award ("Award") in accordance with the terms of its performance based incentive compensation plan in place and as amended or varied from time to time ("Incentive Plan"). The Award may be in the form of cash, restricted shares or units of JPMorgan Chase & Co. common stock ("Restricted Stock") and/or stock options or stock appreciation awards. In granting an Award, the Company may consider any factors it considers appropriate including but not limited to the motivation of future performance, individual achievement, business unit and Group corporate results. The Award will be planned and communicated in United States dollars or in your local currency in accordance with the published Incentive Plan then in effect and applicable to your role and business area within the Company.
- B3.2 Awards are subject to applicable taxes, the [JPMorgan Chase Bonus Recoupment Policy](#) and to the terms and conditions of Award Agreements, which will include recovery provisions, non-solicitation and similar covenants. Awards and payment thereof is conditional upon you being in employment with the Company and not under notice of termination (whether given by you or the Company) at the date of payment of any cash component of the Award. The Award is not pro-rated for the period worked if your employment terminates prior to the payment date.
- B3.3 Vesting of Restricted Stock is conditional upon your continued employment as of each vesting date, and the terms and conditions set forth in the associated Award agreement. Stock options or stock appreciation awards will become exercisable on the exercisable dates set forth in the Award agreement(s) conditional on your continued employment as of each exercisable date, and the terms and conditions set forth in the associated Award agreement.
- B3.4 The Company has absolute discretion over the payment and amount of any Award to you for any year. If paid, it shall not give rise to any expectation of the Award or the amount in future years of employment. No employee or officer of the Company is authorized to make any oral promises to you about an Award. During your employment any commitment as to an amount or timing of an Award must be in writing signed by a Senior Vice President or Managing Director of the Company and a human resources officer at the level of Vice-President or above. Awards do not form part of your salary for the purposes of pension or termination benefits.

B4. Termination

- B4.1 Your employment may be terminated as follows:
- a) By either party giving to the other prior written notice of at least the period specified, as applicable, in paragraph 9 in Appendix A (the "Notice Period"), or by the Company making a payment in lieu of notice for all or part of such Notice Period of an amount equal to basic salary you would have been entitled to receive during the Notice period or part of the Notice Period.
 - b) By the Company at any time without notice or compensation if you:
 - i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;
 - ii) seriously breach the Code of Conduct and any other Company policies;
 - iii) disobey the Company's lawful and reasonable instructions/requirements;
 - iv) habitually neglect your duties; or
 - v) otherwise commit a material or repeated breach of your employment terms or any of the Company's or Group's policies.
- B4.2 During any Notice Period, the Company may put you on "garden leave" and may, amongst other things, do any or a combination of the following:
- (a) suspend you from the performance of any duties or assign you alternative duties;

- (b) exclude you from any premises of the Company or any of the Group companies and/or require you to work from another location;
- (c) require that you have no or limited contact or communication, other than purely social contact, with any employees, officers, directors, agents or consultants of the Company or any other member of the Group;
- (d) require that you have no or limited contact or communication with any customer or client of the Company or any other member of the Group;
- (e) remove your access to the Company premises and computer systems;
- (f) require that you return any property belonging to the Company under paragraph 7 in this Appendix; or
- (g) require you not to do any act or thing, or make or cause to be made, any statement reasonably likely to damage the business or reputation of the Company or the Group.

B4.3 If paragraph 5 of Appendix A states that your employment is subject to probation, your probation period will be the first 3 months of employment, which you agree is reasonable, and fair, in light of the responsibilities of the role.

B4.4 At its sole discretion, the Company may notify you of an extension to your probationary period.

B4.5 All your duties (whether express or implied) under your employment and this letter, including without limitation your duty of fidelity, good faith, exclusive service and duties in relation to the Group's confidential information shall continue throughout the Notice Period including any period that you are on garden leave.

B4.6 During any Notice Period:

- a) you will provide such assistance as the Company may require to effect an orderly handover of your duties and responsibilities to any individual appointed by the Company or any of the Group Companies to take over your role or responsibilities; and
- b) you shall make yourself available to deal with requests for information, provide assistance, be available for meetings and to advise on matters relating to work.
- c) you shall not, directly or indirectly, in any capacity whatsoever, interfere in any way whatsoever with the business or operations of the J.P.Morgan.

B5. Leave

B5.1 Annual Leave

- a) Your annual leave entitlement will be subject to relevant legislation and JPMorgan Chase internal policies that are in force and amended from time to time. You will be entitled to annual leave with full pay in every calendar year, to be applied and taken in accordance with applicable law and JPMorgan Chase internal policies that are in force and amended from time to time. The Company will be entitled to determine when this is taken although, as far as possible, arrangements will be made to suit your convenience. J.P. Morgan encourages you to use your annual leave entitlement for each calendar year in that calendar year.
- b) After a notice of termination has been given, you will not be entitled to take annual leave notwithstanding any approval given before the date of the notice of termination unless the Company in its discretion otherwise determines.
- c) You must comply with the Company's 'consecutive days leave' policies.

- d) For the calendar year during which your employment with the Company commences or terminates, you will be entitled to such proportion of your annual leave entitlement as the period of your employment in each such year bears to one calendar year. Upon termination of your employment for whatever reason you shall, if appropriate and permitted under the law, either be entitled to a payment in lieu of any outstanding annual leave entitlement or be required to pay to the Company any salary received in respect of annual leave taken in excess of your proportionate annual leave entitlement.

B5.2 Sick Leave

Your sick leave entitlement will be subject to relevant legislation and JPMorgan Chase internal policies that are in force and amended from time to time.

B5.3 Suspension Leave

J.P. Morgan has the right to suspend you from your work duties with full pay where the Company considers it necessary to investigate any allegation of misconduct or impropriety on your part. Such right shall be exercised at the Company's sole discretion.

B6. Confidentiality

You acknowledge that a vast amount of privileged and confidential information will be disclosed to you in course of your employment with the Company and during your employment with the Company and thereafter, you shall keep secret and shall not at any time (whether during or after the period of your employment) use for your own or another's advantage, or reveal to any person, firm or company, any of the trade secrets, business methods and plans, financial matters, client lists, investments, marketing plans, personnel matters or other information which you knew or reasonably ought to have known to be confidential concerning the business or affairs of the Company or any other member of the Group or any of their related companies, clients or suppliers.

You agree to abide by the specific provisions on the use of confidential information in the Company's policies and Group code of conduct.

The restriction contained in this paragraph shall not apply to any disclosure or use authorised by the Company or required by law.

B7. Return of Company Property

You acknowledge that any privileged or confidential information disclosed to you in the course of your employment with the Company remains the exclusive property of the Company and whenever requested by the Company and/or J.P. Morgan and in any event upon the termination of your employment, you will promptly deliver to the Company and/or J.P. Morgan all documents and other materials (whether originals or copies or in hard copy or electronic form) concerning the Company and/or J.P. Morgan or their respective clients and suppliers, which may have been prepared by you or have come into your possession, custody or control in the course of your employment with the Company. This includes, without limitation, any confidential information, lists of clients or suppliers, correspondence, electronic equipment, computer software or hardware, staff identity cards card and other property used in connection with the operations of the Company and/or J.P. Morgan. You will not be entitled to, and will not retain, any copies, title and copyright in such correspondence and other documents, papers, records and property are vested in the Company and/or J.P. Morgan.

B8. Post Employment Restrictions

- B8.1 For a period of three months commencing on the Relevant Date, you shall not directly or indirectly (whether on your own account, for or with any other person, firm or company) solicit or endeavor to entice away from the Company or any other Group Company any Critical Person.

- B8.2 For a period of three months commencing on the Relevant Date, you shall not directly or indirectly (whether on your own account, for or with any other person, firm or company) solicit or endeavor to entice away from the Company or any other Group Company the business or custom of any Restricted Client.
- B8.3 The duration of the restrictions will be reduced by any period of notice that you work out or any period of garden leave as provided in this offer letter.
- B8.4 In this paragraph B8:
- a) "Critical Person" means any person who was an employee or director of the Company or any other Group Company at any time within one year prior to the Relevant Date who had access to trade secrets or confidential information of the Company or any other Group Company. This includes knowledge of, involvement with or influence over suppliers or clients of the Company or any other Group Company with whom you worked at any time during that period.
 - b) "Group Company" means the Company, its ultimate holding company, any subsidiary of the Company and any holding company from time to time. "Subsidiary" and "holding company" shall have the same meaning as in the relevant companies' legislation.
 - c) "Restricted Client" means any person:
 - i) who in the one year before the Relevant Date was a client of, or has dealt with, the Company or any other Group Company; and
 - ii) with whose custom or business you, or persons reporting to you, were personally involved with during the period of one year prior to the Relevant Date;
 - iii) but does not include publicly known institutional clients which you serve subsequent to your employment with the Company without the use of confidential or proprietary information of the Company and J.P. Morgan.
 - d) "Relevant Date" means the date your employment with the Company or the Group terminates for whatever reason.
- B8.5 You acknowledge and agree:
- a) that each of the foregoing paragraphs constitutes an entirely separate and independent restriction on you;
 - b) that the duration, extent and application of each restrictions, obligations and undertakings are reasonable and necessary to protect legitimate interests of the Company and J.P. Morgan, considering, among other things, that the Company has commercial dealings with business partners throughout the world and that you will regularly be dealing with such partners as part of your duties and you understand that it does not by any means prevent you from earning a living in a satisfactory way;
 - c) that, if any such restriction (or parts of a restriction) shall be adjudged by any court of competent jurisdiction to be void or unenforceable, the validity or enforceability of the remaining restrictions (or parts of a restriction) shall remain in full force and effect as if the unenforceable parts had been deleted. Damages may be an inadequate compensation for breach of any of the restrictions in this paragraph and, subject to a court's discretion, in the event of any actual or threatened breach of any provision of this paragraph, you agree that the Company shall be entitled to (on behalf of itself and on behalf of any other Group Company) restrain, by injunction, equitable relief or similar remedy, any conduct or threatened conduct by you. You expressly submit to the jurisdiction of any court of competent jurisdiction for this purpose, and in the event you receive from any person an offer of employment (whether oral or in writing and whether accepted or not), either during your employment or the continuation in force of all or any of the restrictions applicable to you, whether pursuant to this letter or the Code of Conduct, you shall provide to the person making such an offer of employment a full and accurate copy of the then current restrictions

applicable to you.

- d) that any benefit given or deemed to be given by you to J.P. Morgan under the terms of this paragraph is received and held on trust by the Company for the relevant J.P. Morgan group company. You will enter into appropriate restrictive covenants directly with other J.P. Morgan group companies if asked to do so by the Company.
- e) that your employment with the Company and the compensation paid and/or payable to you by the Company shall be sufficient consideration for the purposes of this clause. You further agree and acknowledge that the limitations as to time and the character or nature placed in this clause are reasonable and fair and will not preclude you from earning a livelihood, nor will they unreasonably impose limitations on your ability to earn a living.
- f) that this offer letter constitutes a valid, legally binding and enforceable obligation on you and this document is not in violation of any applicable law.
- g) that any breach or threat of breach on your part of any one of such obligations and/or undertakings would cause serious harm to the Company or J.P. Morgan which may then institute any legal recourse against you that is deemed appropriate and/or recourse in damages, without further notice or delay.
- h) that you shall not assign this offer letter or the rights and/or obligations hereunder. The Company may assign its rights and obligations herein in all circumstances without your consent, including in connection with any sale, transfer or disposition of all or substantially all of its business and operations and its assets, in which case the Company's rights and obligations shall vest to the successor.
- i) in addition, you agree and acknowledge that the potential harm to the Company of the non-enforcement of this clause outweighs any potential harm to you and that you have given careful consideration to the restraints imposed upon you by this clause and that you are in full agreement as to their necessity for the reasonable and proper protection of the Company's interests. You expressly acknowledge and agree that each and every restraint imposed by this clause is reasonable with respect to subject matter, time period and geographical area.

B9. Code of Conduct and Staff Regulations and Affirmation

B9.1 It is a condition of your continuing employment and it is your obligation that you comply with:

- (a) the Code of Conduct (as amended from time to time or superseded). At the time of acceptance of the offer of employment and on a periodic basis, you will be required to sign an affirmation (or reaffirmation) confirming your understanding and compliance with the provisions of the Code of Conduct; and
- (b) the Company's other internal policies and procedures and all relevant policies and procedures for the line of business in which you are to undertake work.

B9.2 The Company shall be entitled at any time to amend the Company's internal policies and procedures (including but not limited to the Code of Conduct), the benefits set out in the Appendices and other staff regulations, as well as to put in place new policies as the Company sees fit. Any such amendments shall be notified in writing to each employee and shall on provision of such notice, become legally binding.

B9.3 The Company's Human Resources work policies are set out in the me@jpmc website, as amended from time to time. Please take time to familiarise yourself with these policies when you begin your employment.

B9.4 To the extent that the contents of policies or procedures refer to obligations on the Company, you agree that they are guides only and are not contractual terms, conditions or representations on which you rely.

B10. Working Hours

B10.1 The total of your official working hours (excluding one hour lunch daily) is 40 hours per week. Your local business management will schedule your work hours, which depend on the needs of the business and may be outside of these core hours.

B11. Retirement Benefits

B11.1 Your entitlement to Provident Fund and Gratuity will be subject to relevant legislation and the Company's Human Resources policies that are in force and amended from time to time.

B12. Miscellaneous

B12.1 This letter represents the entire agreement between the parties with respect to your employment by the Company and supersedes any previous written or oral agreement between the parties in relation to the matters dealt with in it. You acknowledge that you have not been induced to enter into this letter by any representation, warranty or undertaking not expressly incorporated into it.

B12.2 If any paragraph (or part of any paragraph) of this letter is invalid or unenforceable, the validity or enforceability of the remaining paragraphs (or parts of a paragraph) shall not be affected and the other paragraph (or parts of a paragraph) shall remain in full force and effect as if the invalid or unenforceable parts had been deleted. This letter shall remain in full force and effect and survive the termination of your employment for any reason whatsoever.

B12.3 If, during your employment with the Company, you become indebted to the Company or are overpaid any amount for any reason, the Company will be entitled to recover that amount from you. The Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you, including any final salary payments due to you on the termination of your employment, and collect any remaining balance from you.

B12.4 The Company may, in connection with your employment, receive personal data relating to you or your family. Such data may be received from you, or from other sources including third party sources. The Company may process your personal data for the purposes of your employment and the operation of the Group's business and as set out in the Code of Conduct and relevant Privacy Policies and Privacy Handbook. You hereby consent to the processing, storage and transfer of your personal data (including transfer worldwide amongst members of the Group).

B13. Contract Execution

B13.1 You acknowledge and agree that:

- (a) This letter may be delivered in a digital or physical format. Subject to any applicable law, where the letter is provided in a digital format, you acknowledge and agree that it is being executed electronically and that it is enforceable.
- (b) You have read and understood the terms of this letter and have been provided with an opportunity to review and discuss the terms of it with advisors, if you so desire.
- (c) Should any further assurances be required or sought by the Company, you shall in good faith perform such further actions (including executing a physical copy of this letter)

B14. Governing Law and Jurisdiction

This letter and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of India. You and the Company submit to the non-exclusive jurisdiction of the Maharashtra courts in relation to any dispute arising in connection with your employment and this letter.

Date: 23-APR-2020

Signature: *Bhavesh Ahuja*

APPENDIX C - SYSTEMS MONITORING ACTIVITIES AND CROSS-BORDER TRANSFERS, PERSONAL ACCOUNT DEALING POLICY, AND CODE OF CONDUCT
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Appendix: Systems Monitoring Activities and Cross-Border Transfers:

The following provides a summary of how JPMorgan Chase & Co., its affiliates and its subsidiaries and the entity that employs you, or for which you provide services (collectively, "JPMC"), conducts Systems monitoring. JPMC may conduct monitoring to the extent permitted by applicable law.

JPMC conducts monitoring of JPMC's physical facilities and its equipment and systems (collectively, the "Systems"). System monitoring applies to your JPMC equipment, your personal equipment when accessing the Systems, and the communications, information, and materials conveyed or accessed using the Systems. Monitoring activities may include the monitoring and logging of traffic and usage data of all electronic communications; monitoring of telephone calls to or from JPMC work telephones as permitted by applicable laws and subject to any required notices; monitoring of the contents of electronic communications, files, databases, applications, and internet usage; and logging hours worked and physical presence at JPMC's facilities if applicable. JPMC may at all times monitor, access, retrieve, record and review information obtained from the monitoring activities for various purposes, such as preventing and investigating activities that may violate JPMC's policies and ensuring compliance with legal or regulatory obligations. While conducting monitoring activities, JPMC may obtain and process personal information about you and others that may reside on the Systems.

The monitoring activities (including JPMC's collection and processing of personal or other information) are required for purposes of your employment or work assignment to promote adherence to applicable policies and regulations. Subject to applicable laws and regulations, if you object to this processing, JPMC may prohibit you from using the Systems; terminate offers of employment or work assignment; and, for employees, take disciplinary action against you, up to and including termination of your employment with JPMC.

JPMC may disclose the information it obtains in connection with monitoring activities to JPMC affiliates and to third parties, service providers, regulators, supervisory bodies, law enforcement and other government agencies. Information obtained from the monitoring activities may be used as the basis to take disciplinary actions, up to and including termination or other legal action, for violations of JPMC's policies or applicable laws.

In addition to the monitoring activities discussed above, JPMC may obtain and store other information related to your employment or other working relationship, such as your compensation information, performance information, benefits information and other workplace-related data. JPMC may transfer such information, and the information it obtains in connection with monitoring activities, to countries other than the country in which the information originally was collected, including to the United States.

Understanding Obligations under the Firm's Personal Account Dealing Policy (PAD):

The Personal Account Dealing Policy (Policy) of JPMorgan Chase & Co. (firm or JPMC) is designed to help prevent and detect violations of securities laws and industry conduct standards and to minimize actual or perceived conflicts of interest that could arise due to personal investing activities.

PAD Compliance will notify you if the position you are being offered is considered to be subject to the Policy. You will remain subject for the duration of your time working in a subject group, unless notified otherwise of a change in subject status. Unless otherwise notified, you will continue to be subject to the provisions of the Policy even during leaves of absence from the firm, including, but not limited to, garden leave or medical leave.

You as well as your Connected Persons are subject to the provisions of this Policy and will need to be familiar with the obligations set forth in this policy. Connected Persons includes your spouse, domestic partner or minor children (even if financially independent) as well as anyone to whom you provide significant financial support or for which you, or anyone listed above, has or shares the power, directly or indirectly, to make investment decisions.

Once subject to the Policy, you must disclose and certify your Covered Accounts (which include accounts of your Connected Persons). You will be required to maintain your self-directed Covered Accounts with one of the firm's Approved Brokers and

preclear all purchases, sales, pledges and gifts (received and given) of publicly traded and privately held financial instruments, unless listed as specifically exempt. Pre-approval confirmations must be received prior to executing the trade or investment. The firm may impose periodic restrictions on personal trading in certain financial securities. These restrictions can apply to all firm subject Workforce Members and their Connected Persons or may be limited to certain groups. Subject Workforce Members and their Connected Persons are not permitted to recommend or transact in the financial instruments of an issuer while in the possession of material non-public information (MNPI) regarding that issuer.

If you are a seasonal or short term employee the following requirements will apply:

JPMorgan Chase requires that seasonal workers refrain from trading in Covered Accounts for the time period that you are employed in a short term training program. Please verify that you will comply with the following personal trading requirements:

1. For the duration of the short term program I am joining I will not trade in any of my Covered Accounts
2. I understand that the Firm has the right to request account information for any of my Covered Accounts
3. If there is an extenuating circumstance that would compel me to place a trade in my Covered Accounts, I will obtain pre-approval of the trade by the Personal Account Dealing Group and I would be responsible for supplying all confirmations and statements to the Personal Account Dealing Group for that trade

*The term Covered Accounts refers to any securities accounts no matter where they are located and includes, but is not limited to, those accounts that are established, maintained or controlled (either directly or indirectly) by you, your spouse, domestic partner or minor children (even if financially independent), anyone to whom you provide significant financial support, and in which the employee has a direct or indirect financial interest.

Global Personal Trading Policy:

The Personal Account Dealing of JPMorgan Chase & Co. is designed to help prevent and detect violations of securities laws and industry conduct standards and to minimize actual or perceived conflicts of interest that could arise due to personal investing activities. This Policy includes requirements for disclosing Covered Accounts, maintaining certain accounts at one of the firm's Approved Brokers, preclearing trades, and restrictions and prohibitions on certain types of trading activity. This Policy is subject to any applicable local laws and rules and should be read in conjunction with Supplements (regional/LOB) as well as the firm's Code of Conduct.

Acceptance and Code Affirmation:

Upon signing this letter I accept the terms and conditions described above. I hereby affirm that I have read and understood the JPMorgan Chase Code of Conduct (the "Code of Conduct"). I agree, as a condition of my employment, to comply with the Code of Conduct, as amended and in effect from time to time.

I understand that I have access to the Code of Conduct either by [clicking here](#) or via the internet at <https://www.jpmorganchase.com> > About Us > Governance > Code of Conduct and Ethics prior to joining the firm, and through the firm's intranet once I begin employment.

I acknowledge that:

- The Code of Conduct requires that certain outside activities be approved in writing after I begin employment, and I agree that, if any such required approval is denied, I will cease the relevant activity immediately;
- The Code of Conduct imposes certain responsibilities that continue after my employment with JPMorgan Chase terminates, including but not limited to, the return of property, the protection of confidential information, and assisting with investigations or litigation related to my role at JPMC;
- The Code of Conduct also requires that I safeguard confidential information, including anything that I created while working for my previous employer(s); and I understand that I am not allowed to bring any of this with me to use at JPMorgan Chase or disclose any confidential information from a prior employer unless it has already been made public through no action of my own;
- My offer of employment is contingent upon a determination by JPMorgan Chase that neither the offer nor my employment would violate, or create the appearance of violating, the firm's Code of Conduct, Anti-Corruption Policy, or Human Resources policies and practices, or any applicable laws or regulations;

- I understand and agree that if I am an MD/SVP, ED or VP at the time of my termination I have certain additional responsibilities and restrictions that continue after my employment with the firm terminates, including a prohibition from soliciting or hiring JPMorgan Chase employees and soliciting customers; and
- It is my responsibility to be familiar with all of my post-employment obligations, and I agree to abide by those responsibilities after my employment terminates.

Independent Auditor Tax Services to Employees of JPMorgan Chase and its Affiliates:

To be in compliance with the Public Company Accounting Oversight Board (PCAOB) Rule 3523, it is JPMorgan Chase's (JPMC) policy that PricewaterhouseCoopers (PwC) cannot provide any tax services to employees of JPMC or any of its controlled entities (hereafter referred to as JPMC employee). This restriction is regardless of whether the individual is in a financial reporting oversight role or not, and whether PwC is engaged by the individual or by JPMC. PwC is also prohibited from providing any tax services to a spouse of a JPMC employee if the work is related to a joint tax return. Exceptions to this policy will be reviewed on a case-by-case basis and will require the approval of the JPMC Controller.

Signature: *Bhavesh Ahuja* Date: **23-APR-2020**

J.P. Morgan Services India Private Limited
Corporate Identity Number : U72900MH2000PTC124073
Registered Office: Prism Towers, Level Nos. 9 to 11, Link Road, Mindspace Goregaon (West), Mumbai - 400 104, India
Telephone: +91-22-6157 3000 Facsimile : +91 22 6125 0000



October 29, 2018

Mr. Kabir Sachdev

Email id: sachdev.kabir17@gmail.com | Phone no: +91- 8080559344

Sub: Offer Letter for Employment in Quantiphi Analytics Solutions Private Limited ('Company')

Dear Kabir,

With reference to your campus interview held on the July 27, 2018, we are pleased to offer you the position of **Data Engineer** with the total package of Rs. 6,50,000 per annum (Rupees Six Lakhs Fifty Thousand Only) in our Company. The offered package is as follows:

Package Details	
Fixed Component	5,50,000
Performance Linked Incentive	1,00,000
Total Package	6,50,000

Your formal appointment letter/agreement will be issued to you on the day of your joining our Company. Please let us know your earliest date of joining.

We would expect you to join as early as possible, but not later than **July 01,2019** beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

Please note that a set of pre – requisites will be shared with you shortly. It is important and mandatory that you undergo the pre-requisites before your date of joining.

This is aimed to help you be ready for the training program that you will undergo in the first few months at Quantiphi.

On the date of your joining, you may please bring along the following:

1. Copies of certificates/ diplomas / degrees of educational qualifications. (Std. X, Std. XII, Graduation and Post-Graduation).
2. Proof of Date of Birth.
3. Proof of Current Address
4. PAN Card (3 copies)
5. Aadhar Card (3 copies)
6. Copy of latest valid Passport
7. Latest Passport size photograph (3 copies)
8. Banking details for online salary deposit (bank name, branch name, account no., IFSC code of the branch)

Your appointment will be subject to verification of references and this offer is subject to you being medically fit. We welcome you to the Quantiphi Family. Attached along with this letter is your compensation structure, please sign the copy and send us a scan of this letter as a token of acceptance of the same.

Authorized Signatory
Vivek Khemani
(Director)

Agreed and Accepted
Kabir Sachdev

Quantiphi Analytics Solutions
Private Limited

504, Quantum Towers Ram Baug,
Behind State Bank Of India, Off S.V Road,
Malad (West), Mumbai 400064.

CIN NO U74999MH2013PTC246212
PHONE +91 22 2844 3203
EMAIL support@quantiphi.com
WEB SITE <http://www.quantiphi.com>

Compensation Structure

Annual Remuneration	Amount (Rs.)
Fixed CTC	5,50,000
Performance Linked Incentive	1,00,000
Total CTC	6,50,000

Indicative Break-up of the remuneration:

Fixed Components :		Amount (Rs.)	
		Annual	Monthly
I.	Basic	2,75,000	22,917
II.	HRA	1,37,496	11,458
III.	Conveyance Allowance	19,200	1,600
IV.	Medical Allowance	15,000	1,250
V.	Leave Travel Allowance	22,908	1,909
VI.	Special Pay	80,396	6,700
A.	Gross Salary	5,50,000	45,833

Deductions :		Annual	Monthly
I.	Employer's Contribution to PF	21,600	1,800
II.	Employer's Contribution to Gratuity	13,224	1,102
III.	Professional Tax	2,500	200
B.	Total Deductions	37,224	3,102
C.	Net Salary (A - B)	5,12,776	42,731

Indicative calculation of the monthly take-home remuneration:

(this calculation is pre-tax)	
Net Salary (C)	42,731
Deductions	
- Employee's Contribution to ESIC	-
- Employee's Contribution to PF	1,800
D. Total Monthly Salary	40,931

- As and when ESIC becomes applicable to you and to the company the same will be deducted from your remuneration.
- Performance linked incentives, if any, shall be paid as per company policy.
- As per the Company appraisal policy, your yearly performance review and appraisal will be held in the month of July 2020.
- If your Salary is reviewed in less than 12 months, your bonuses (if any) might be paid at the time of such revision. Any such bonus payment shall be pro-rated to the period that you have spent in the company.
- You will be further inducted on the performance system on the day of joining
- The above take home will be subject to deduction of income tax at source (TDS) as per income tax rates as applicable from time to time.
- Gratuity shall be paid as per The Payment of Gratuity Act, 1972
- Relocation policy will be applicable only to the candidates who are based outside Mumbai

Signature:

KABIR G. SACHDEV

Name:

Kabir Sachdev

JACOBS

Jacobs Engineering India Private Limited
Jacobs House, Ramkrishna Mandir Road,
Kondivita, Andheri (E), Mumbai – 400 059 India
Tel.: 0091-22-2681 2000 Fax: 0091-22-2820 8295

REF : vs : pk
DATE: 29th August, 2018

Ms. Swarna Ravindranath Shenoy
Navi Mumbai
Maharashtra

Dear Swarna,

Further to the discussion you had with us, we are pleased to offer you the position of **Graduate Engineer Trainee** in our organization, with a stipend of **Rs. 30,000/-** per month.

Your formal appointment letter will be issued to you within a week of your joining. Please let us know your exact date of joining.

Kindly bring along with you, necessary certificates in original to enable us to check date of birth and qualifications for verification. Please also bring 1 stamp size and 2 passport size photographs on your joining date.


Please return the duplicate copy of this letter, duly signed, in token of your acceptance.

Yours faithfully,
JACOBS ENGINEERING INDIA PRIVATE LIMITED
per



VIOLET A SERRAO
DY. GENERAL MANAGER – HUMAN RESOURCES

I Accept: YES

Signature: 

Date of Joining: 05th SEPT, 2019

A group company of "Jacobs Engineering Group Inc."

Registered Office: Jacobs Engineering India Private Limited, Jacobs House, Ramkrishna Mandir Road, Kondivita, Andheri (E), Mumbai 400 059, India
CIN U74210MH1969PTC014488 Telephone: 0091 – 22 - 2681 2000 Fax : 0091 – 22 - 28208295. Website: www.jacobs.com



Cappgemini Technology Services India Limited
Floor 2, C Wing, 1st Floor, Godrej IT Park,
Godrej & Boyce Compound, Gate No. 2,
1, B.S. Marg, Firozganagar, Vikroh (West),
Mumbai-400 079, Maharashtra, India.
Tel: +91.22.6686 0503 | Fax: +91.22.6755 7066
www.cappgemini.com

Date: 12/22/2017

Ref No: HR/Campus/201840141

Mr. Saurabh Gulhane
Vivekanand Education Society's Institute of Technology

Letter of Intent ("LOI")

Dear Saurabh,

With reference to your interview conducted by us at Vivekanandha Education Society, Mumbai, we are pleased to inform that you have been shortlisted for the position of **Analyst and A4** with **Cappgemini Technology Services India Limited**, (hereinafter referred to as "Cappgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

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

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Cappgemini. Cappgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Cappgemini.

You will be required to undergo mandatory trainings prior to your joining Cappgemini. Your joining will be conditional upon successfully clearing the mandatory trainings. Upon joining Cappgemini,

1. You are expected to enter into an employment agreement with Cappgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Cappgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. You will be required to undergo training for a duration of 6-8 weeks. During the training period, your performance will be evaluated periodically.

Cappgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in the opinion of Cappgemini.

Date: September 18, 2017

Ref: LTI/HR/Campus/2018

Name: ARUN

College: VIVEKANAND EDUCATION SOCIETY'S INSTITUTE OF TECHNOLOGY, MUMBAI

OFFER OF EMPLOYMENT

Dear ARUN,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as Graduate Engineer Trainee.

During the initial training period of 12 months, your CTC including all benefits will be Rs.3,18,000/- as per the details mentioned in 'Annexure-1'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in 'Annexure-2'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

TERMS AND CONDITIONS

1. Increments and Promotions

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

2. Overseas Deputation/International Assignment

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. Documents

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

4. Background Verification

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

5. Service Agreement

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6. Letter Acceptance

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the CampBuzz Portal (<https://campbuzz.ltifotech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

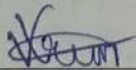
Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Joji Varghese
Sr. HR Manager

I have read the letter and accept the same.



Signature and Date

ANNEXURE-1

Name : ARUN	Date : September 18, 2017	
Salary Grade : GET(I)		
Component	Amount Rs./Per Annum	Amount Rs. /Per Month
MONTHLY REMUNERATION		
Basic		10,000
House Rent Allowance (H.R.A.)		5,000
Conveyance Allowance		1,600
Medical Allowance		1,250
Adhoc Allowance		5,414
Meal Allowance		1,210
Sub- Total (A)	293,688	24,474
DEFERRED BENEFITS		
Provident Fund (P.F.)		1200
Gratuity		481
Sub- Total (B)	20,172	1,681
Total (A+B)	313,860	26,155
Mediclaime Premium	4,140	
Grand Total	318,000	

Notes:

- Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- H.R.A. will be deducted for accommodation (if any) provided by the Company.
- You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
- The Company can set off or make appropriate adjustment from Adhoc Allowance towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
- The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution
- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

Medical Insurance:

The Group Mediclaime Policy of Company covers Employee, Spouse & upto 2 dependent children (below 21 yrs of age) for maximum amount of Rs. 100,000/- p.a.

ANNEXURE-2

Eligibility Criteria for Engineering & MCA Candidates- 2018 Batch		
Qualification	B.E./B.Tech	MCA
Branches:	CS/IT/Electronics and Extc	Computer Application
Age Criteria: As on 1st July of Passing year (2018)	Less than 24 years	Less than 26 years
Academic Gap:	No Academic gap allowed during/middle of the course for SSC, Diploma/HSC, Graduation	
Course must complete in:	4 years	3 years
SSC, HSC, Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA NOTE: • SSC /HSC should have cleared in FIRST ATTEMPT only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration.	
Graduation, Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA Aggregate of all semesters AND all appeared subjects (irrespective of the University rule) Provisional/Passing Certificate (of all courses) must state First class	
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation, Post Graduation)	Maximum of 4 Reattempts/ATKTs/Backlogs/Arrears allowed (in total) including Diploma +Graduation+Post graduation course. This count includes Reattempts/ATKTs/Backlogs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as Re-attempt/ATKT/Backlog/Arrear. • No Re-attempts/ATKTs/Backlogs/Arrears allowed in the <u>final semester</u> of any course.	
Nature of Course:	All Full Time courses Only	
Year of Passing:	2018 SUMMER Pass outs Only	
Citizenship:	Resident Indian Citizens Only	
Your College/Institution MUST be:	UGC / AICTE Approved ONLY	
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence	
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness (in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS	

If any information supplied by you in your application or during the selection process is found to be incorrect and/or false and/or you suppress material information regarding your qualification, experience or medical history, LTI reserves right to revoke this 'Offer of Employment' without any notice.

9/22/2017

Gmail - LTI-Campbuzz Registration form completed !!!



Arun Venkatesh <arunvenkatesh96@gmail.com>

LTI -Campbuzz Registration form completed !!!

1 message

CampBuzz@Intinfotech.com <CampBuzz@Intinfotech.com>
To: arunvenkatesh96@gmail.com

Thu, Sep 21, 2017 at 10:21 PM

Dear Arun,

Congratulations! You have successfully completed your registration on the CampBuzz Portal.

The next step is to upload all necessary documents under the 'Documents Upload' tab.

In case of any queries, you may connect through the 'Trainee Helpdesk' section on the portal.

Wishing you all success in this new journey from Campus to Corporate.
Together, let's make this experience a wonderful one!

Thanks & Regards,
Campus Recruitment Team



Larsen & Toubro Infotech Ltd.

This is a system generated mail. Please do not 'Reply To' this mail.

The contents of this e-mail and any attachment(s) may contain confidential or privileged information for the intended recipient(s). Unintended recipients are prohibited from taking action on the basis of information in this e-mail and using or disseminating the information, and must notify the sender and delete it from their system. L&T Infotech will not accept responsibility or liability for the accuracy or completeness of, or the presence of any virus or disabling code in this e-mail"

DOCUMENT CHECKLIST

Document Name	Yes/No	Discrepancy	HR Remarks
<u>All Marksheet</u>			
SSC Marksheet	Yes	No	
HSC Marksheet	Yes	No	
<u>Diploma Marksheet</u>			
Diploma semester1	NA	NA	
Diploma semester2	NA	NA	
Diploma semester3	NA	NA	
Diploma semester4	NA	NA	
Diploma semester5	NA	NA	
Diploma semester6	NA	NA	
<u>Degree Marksheet</u>			
Degree semester1	Yes	No	
Degree semester2	Yes	No	
Degree semester3	Yes	No	
Degree semester4	Yes	No	
Degree semester5	Yes	No	
Degree semester6	Yes	No	
Degree semester7	No	No	
Degree semester8	No	No	
<u>Post Degree Marksheet</u>			
Post Degree semester1	NA	NA	
Post Degree semester2	NA	NA	
Post Degree semester3	NA	NA	
Post Degree semester4	NA	NA	
Post Degree semester5	NA	NA	
Post Degree semester6	NA	NA	

All Provisional/Passing Certificates		
Diploma Provisional/Passing Certificate	NA	NA
Degree Provisional/Passing Certificate	No	No
Post Degree Provisional/Passing Certificate	NA	NA
Proof Of Age	Yes	No
Driving License	No	No
Passport	Yes	No
PAN Card	Yes	No
Letter of Undertaking	No	No
Non-disclosure Agreement	No	No
Annexure	No	No
Information Security Policy	No	No
Pre-employment Medical form	No	No
Appointment Letter	No	No
Trainee Application Form	Yes	No
Offer Of Intent	Yes	No
Completed	13	
Not Completed	10	

GUARANTOR DETAILS

Guarantor 1 details

Name:	
Address:	
Country:	
State:	
City:	
Telephone:	
Relation:	

Guarantor 2 details

Name:	
Address:	
Country:	
State:	
City:	
Telephone:	
Relation:	

Medical Report details

Exam date:	
Blood Group:	
Fit for work:	

Miss Charmi Valecha
Kopri Colony, Thane
Mumbai, 400603
India

6

Dear Charmi,

July 10, 2017

Appointment in Grade "T1"

We have pleasure in offering you an appointment as "Trainee" in Grade "T1" in our Company at "Bangalore", with effect from your date of joining. Please note that if you do not join on or before "July 20, 2017", this offer will be treated as withdrawn.

1. You will receive a Base Salary (Basic + Basket of Allowance (BOA)) of Rs. 21,550/- (Rupees Twenty One Thousand Five Hundred Fifty only) per month.
2. You will be on training for an initial period of one year from the date of appointment. Thereupon, you will be confirmed in writing as a permanent staff of the Company, if your services are found to be satisfactory and up to the standards required by the Company. The Company shall be the sole judge of your competence in this context.
3. You will be required to give three months' notice or salary in lieu thereof in case you decide to leave the services of the company. In the event of having any incomplete assignment or project which requires transition/ knowledge hand over etc. The company will have absolute discretion to relieve you only at the end of physical/ actual service of three months' notice period. Similarly, the company can also terminate your services by giving three months' notice or salary in lieu thereof. The management, however, shall have the sole discretion to change such period of notice, as it deems appropriate. During the said period of notice, the employee shall not be allowed to avail leave of whatsoever in nature. The management may also at its sole discretion, dispense off with the employee's service without notice by giving three month's Base Salary in lieu of notice or part thereof.
4. Your services are transferable to any department, unit or location in India or abroad, in any subsidiary or associate concern, or at the client's site, as deemed necessary by the Company, at its discretion.
5. The age of retirement from the Company's service normally is 60 years subject to service regulations and statute guidelines. However, the Company shall have absolute discretion to retire you at the age of 58 years. For the purpose of determining this, the age recorded with the Company at the time of appointment shall be considered as final and conclusive.
6. The other terms and conditions are detailed in the attached "Conditions of Service – Grade "T1"
7. You will at all times during your employment devote your entire time and attention to the business of the Company or any of its associates, branches or offices, within India and abroad, to which you may be posted by the Management.
8. You will not be entitled to accept, whether directly or indirectly, any part-time occupation or other job or business of any kind whatsoever, as long as you are in the employment of this Company.
9. This appointment is offered on the basis of your having furnished to the Company, accurate information, regarding your age, education, qualifications, experience and other records. If at any time it is revealed that employment has been obtained by furnishing false information or by withholding relevant information, the Company will be free to terminate your services at any time without notice.
10. During the period of your employment and thereafter, you will not divulge any trade secrets, company secrets, confidential information, business strategies/plans, to any third party, (other than to the Directors of Atos India or their authorised representatives) including your salary, increments and emoluments, any knowledge obtained by you concerning the business of the Company / customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. You shall maintain utmost confidentiality of the Confidential Information which you had gained access to and shall not breach the confidentiality requirements laid down by the Company.
This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent, copyrights, designs, diagrams, drawings, computer software, programs, systems, structures, architectures etc. belonging to Atos India and/or made or originated during the duration of any customer project and twelve months

Contd....

thereafter and falling within the scope of the customer activity will be the property of the Company / customer.

11. You agree to promptly disclose to Company all ideas, discoveries, inventions, improvements, software, writings and developments that may be authored, conceived, developed or reduced to practice by you either solely or jointly with others during the term of your employment under these circumstances:
 - a) during your working hours, or
 - b) at company's expenses, or
 - c) using any of Company's materials or facilities, or
 - d) that relates to the business of Company or to the research or development of the Company (hereinafter "Company Intellectual Property").
12. Please note that Atos India has a 'Non-solicitation' clause as a standard term in the contracts with all its Customers. You will not during the applicability of the 'Non-Solicitation' clause referred above between Atos India and its customers, seek or take up directly or indirectly or through any other entity, any part time or full time job or assignments or work as an Advisor with any units of customer companies of Atos India or subsidiaries or associate companies of such customer companies during your employment or for a period of 6 months thereafter.
13. You will be governed by the code of conduct; discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this contract of employment. You will be required to sign the 'Code of Ethics' on the time of joining.
14. Upon termination of your employment, you will return to the Company all papers and documents which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches and you will not retain any copies or extracts there from.
15. It will be your personal responsibility to obtain the following within 3 months' of joining:
 - (a) Valid Driving Licence for driving a light motor vehicle in India.
 - (b) Obtain a valid Passport from R.P. Office, Government of India.
16. Please note that that this appointment is subject to clearance of the following:
 - a) Pre-employment medical check-up.
 - b) Background Verification – Your appointment is conditional upon completion of satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof.
17. As an important condition of your employment with Atos, you need to undergo certain specialized [training, certification and/or skill upgradation] as provided by Atos in order to efficiently and effectively perform your duties and responsibilities at Atos. Such training is also likely to enhance your career prospects. To provide such training to you, Atos shall be required to make considerable investment. Accordingly and in consideration thereof and as a condition of our offer, you shall be required to sign a [training agreement or service agreement] with Atos, as a result of which you shall inter alia provide a commitment to work for Atos for a minimum period of 24 months. In the event you do not fulfil such a commitment or resign from services during the commitment period, you shall be liable and responsible to repay / reimburse to Atos the cost for such training and certification, which is expected to be Rs.75,000/- (Rupees Seventy Five Thousand Only). Prior to acceptance of our offer, you may request HR Department for more details in this respect including draft of such an agreement, for your review. Atos reserves the right to terminate your employment with immediate effect and without any notice, in the event of your refusal to sign such a [training agreement or service agreement] with Atos or any breach of such an agreement.

If you are agreeable to the aforesaid terms and conditions, please return the duplicate of this letter duly signed.

We have pleasure, in welcoming you to our organisation, and we sincerely hope that, this appointment will be of mutual benefit.

Yours truly,
For Atos India Pvt. Ltd.,


Osborne Pereira
Director - HRM

Date: _____

Signature: _____

CONFIDENTIAL

Miss Chami Valecha

Atos

Info

NAME : Charmi Valecha
DESIGNATION : Trainee
GRADE : T1
GCM Level : 1
Expected DOJ : Thursday, 20 July 2017
Joining Location : Bangalore

	(Rs.)
A <u>Monthly Salary</u>	
Basic	11,600
BOA	9,950
Sub-total (A) Per Month	21,550
Sub-total (A) Per Annum	258,600
B <u>Retiral Benefits</u>	
Provident Fund	16,704
Gratuity	6,696
Sub Total (B) Per Annum	23,400
Total (A+B)	282,000
C <u>Variable Pay (probable for the year) on</u>	28,000
Statutory Bonus	28,000
Total Annual Remuneration (A+B+C)	310,000

In addition to the above, you will be eligible for shift allowance if you work in rotating shifts under the 24X7 environment, as applicable

Issued to Miss Charmi Valecha

BASE SALARY	:	Base Salary is known as Gross Monthly Fixed Salary and comprises of Basic and Basket of Allowances.
BASIC SALARY	:	Basic Salary is inclusive of Dearness Allowance (DA) and paid monthly on a consolidated basis.
INCREMENTS	:	You will be eligible for increment as per prevailing policy of the company. The increment will be on pro-rata basis subject to the proportion of days you have worked in the financial year.

***BASKET OF ALLOWANCES (BOA)**

The BOA comprises of components which shall be paid on a monthly basis subject to **default allocation** in the 1st payroll as detailed below; The employee can reallocate the BOA in the second payroll cycle (10th of every month is treated as cut off). The same comprises of the following

HRA : House rent allowance

Self/Children Education Allowance

Conveyance Allowance

Medical Reimbursement:
 You will be entitled for medical reimbursement for yourself, your spouse, dependent children and parents collectively. Under this scheme, the reimbursement for purchase of medical insurance for family members (dependent children & parents) as the case may be, can also be claimed within the overall eligible limits. The annual limit as per IT rules shall govern.

LTA: Leave travel allowance.

Food Coupon: Food coupons of Rs.2200 pm can be availed by employees.

Adjustable Allowance: This is the balancing figure if any.

Rest to Personal Pay (adjustable boa value)

You are free to enhance / reduce the BOA components as desired based on your tax planning from 2nd payroll onwards as said above; Should any one choose Car Hire/lease, they will automatically loose the Conveyance exemption and the car hire / lease policy will prevail. Car Hire / Lease are subject to approval and shall be effective prospectively only

INSURANCE

Employer Driven:
 Insurance cover will be applicable to you as per the company's prevailing guidelines on the same. Currently it covers life and accident (for employees only) and medical insurance for self and family up to two dependent children.
 Insurance coverage details are as under (in INR) -

Group Medical Coverage	Group Term Life Insurance Policy	Group Personal Accident
4,00,000	10,00,000	6,00,000

Employee Driven:
Group Parents/Parents in law medical coverage:
 We have the following coverage for parents/parents in law which his completely employee driven.

Coverage amounts (INR)		
3,00,000	2,00,000	1,50,000
		1,00,000

The employee has the option of choosing the coverage amount and number of dependents. This is an optional benefit.

Info

PROVIDENT FUND	: You will be entitled to join the Provident Fund Scheme, subject to the provisions of Employees' Provident Fund Act in force and modified from time to time and you will be made a member of the Fund immediately on your joining the Company. The present rate of contribution by the Company is 12% of the basic salary.
GRATUITY	: The Gratuity income is payable at 15 days of basic salary for every year of continuous services with the company. You must work at least for 3 complete years to be eligible for gratuity amount and at present, the gratuity income is taxable as per the Gratuity and Income Tax Act in case of employee's separation from the company services in less than 5 years or when the gratuity income is above Rs. 10,00,000.
VARIABLE PAY	: You will be eligible to participate in the Variable Pay scheme, as per the Company Policy declared from time to time.
BONUS UNDER PAYMENT OF BONUS ACT, 1965 (IF APPLICABLE)	: In respect of eligible employees the variable pay has been split into (1) Performance Pay and (2) Statutory Bonus payable under the said act. Such eligible amount of bonus (subject to maximum of INR 8,400 per annum) would be paid as per the company guidelines on the same.
LEAVE	
A. PRIVILEGE	: Quantum a. You will be eligible for privilege leave of 22 working days. b. You can proceed on leave only after confirmation. Accumulation of Privilege Leave Accumulation of privilege leave will be as per the prevailing company guidelines on the same.
B. MATERNITY	: Female employees will be eligible for maternity leave as per the provisions of the Maternity Act 1961 which is currently six weeks before and six weeks after delivery (only in respect of her first two deliveries). This will also include intervening holidays and weekly-offs.
C. PATERNITY	: All male employees are eligible for Paternity Leave of 5 working days for birth or adoption of a child. You can avail this leave within 1 month from the birth, surrogating or adopting a child. This leave is not eligible for encashment or accumulation
D. BEREAVEMENT	: All employees including probationers shall be eligible for 3 days paid leave in case of bereavement in the immediate family. The immediate family here is defined as spouse, children, parents, parents in law, own brothers / sisters. (Does not include cousins or other relatives not mentioned here). This leave is not eligible for encashment or accumulation.
TERMINATION OF SERVICES & NOTICE PERIOD	: Your services may be terminated by either party, by giving three months prior notice to the other party. The management, however, shall have the sole discretion to change such period of notice, as it deems appropriate. During the said period of notice, the employee shall not be allowed to avail of any leave of whatsoever nature. The management may also at its sole discretion, dispense with the employee's services without notice by giving three month's salary in lieu of notice. Base Salary (Basic + BOA) will be the basis for calculating Leave Encashment and Notice Period Recovery on Separation.

* BOA or the basket of allowances allows you to choose the amount you want to put in the given components. The taxation arising due to the same shall be in line with the income tax rules and company policy prevailing at this point of time.

For Atos India Pvt. Ltd.


Osborne Pereira
Director - HRM

In

MAQ Software

Digital Marketing and Technology Solutions

Neekita Deepak Salvankar
Type - IV/22/130, RCF Colony, Chembur
Mumbai, Maharashtra - 400074
Phone: 897 623 3294
E-mail Address: neekita.salvankar@gmail.com

Date: August 18, 2017

Dear Neekita:

On behalf of MAQ India Private Limited, a company set up under the Companies Act of India, 1956 (the "Company"), I am pleased to offer you the position of **Software Engineer 1** of the Company. We are very impressed with your credentials and we look forward to your future success in this position.

The terms of your new position with the Company are as set forth below:

- 1. Position.** a. You will become **Software Engineer 1** working on projects from our clients including Microsoft Corporation and other clients (each of which is hereinafter called "Client").
b. You agree to the best of your ability and experience that you will at all times loyally and conscientiously perform all of the duties and obligations required of and from you pursuant to the express and implicit terms hereof, and to the reasonable satisfaction of the Company. During the term of your employment, you further agree that you will devote all of your business time and attention to the business of the Company, the Company will be entitled to all of the benefits and profits arising from or incident to all such work services and advice, you will not render commercial or professional services of any nature to any person or organization, whether or not for compensation, without the prior written consent of the Company. You will not directly or indirectly engage or participate in any business that is competitive in any manner with the business of the Company.
- 2. Start Date.** Subject to fulfillment of any conditions imposed by this letter agreement, you will commence this new position with the Company on **Monday, August 21, 2017**.
- 3. Service Agreement.** Your appointment is subject to your agreeing to be employed by the company for a period from **Monday, August 21, 2017 to Tuesday, February 20, 2018**. The Company invests in training and provides a learning environment to the employees during their employment. The Company also commits to our clients that our employees will continue on projects for certain minimum period of time. By accepting this appointment letter and the service agreement, you are committing to pay Rupees Sixty Thousand to the company as compensation if you leave the company before service agreement end date for any reason or no reason at all. Your parents will act as surety for the service agreement of Rupees Sixty Thousand. You are required to provide signature of at least one parent with full address in the space provided below.
- 4. Compensation.** Your annual compensation consists of base salary, overtime wages, bonus, house rent allowance, medical allowance and conveyance allowance as described below. In addition, you will be entitled to gratuity and certification reimbursement as per company policy. The salary will be paid to you at the end of each month:

Basic Salary	Rupees 179,398
Overtime Wages	Rupees 96,599
Bonus	Rupees 14,950
House Rent Allowance	Rupees 89,700
Medical Allowance	Rupees 15,000
Conveyance Allowance	Rupees 19,200
Gratuity ^a	Rupees 8,625
Employee Provident Fund	Rupees 21,528
Public Provident Fund Reimbursement ^b	Rupees 50,000
Health Insurance Reimbursement ^b	Rupees 5,000
Total Eligible Annual CTC	Rupees 500,000

MAQ INDIA PRIVATE LIMITED (CIN: U72200MH2000PTC125631)
201, Meadows, Sahar Plaza on Andheri Kurla Road, Andheri East, Mumbai 400 059. Maharashtra | Tel 022-3080 0201
www.MAQSoftware.com

- a. As per the provisions of the Payment of Gratuity Act, 1972.
- b. You will be eligible to claim reimbursement of up to Rupees Fifty Thousand (Rs. 50,000) towards Public Provident Fund scheme and Health Insurance reimbursement of up to Rupees five Thousand (Rs. 5,000) as per company policy.
- c. You will be on contract for the period from Monday, August 21, 2017 to Tuesday, November 20, 2018. Your employment with the company after Tuesday, November 20, 2018 will be at the sole discretion of the management.

5. **Vacation Benefits.** You will be entitled to paid vacation per year, pro-rated for the remainder of this calendar year as per the company policy.

6. **Confidential Information and Invention Assignment Agreement.** Your acceptance of this offer and commencement of employment with the Company is contingent upon the execution, and delivery to an officer of the Company, of the Company's Confidential Information and Invention Assignment Agreement, a copy of which is enclosed for your review and execution (the "Confidentiality Agreement"), prior to or on your Start Date.

7. **Confidentiality of Terms.** You agree to follow the Company's strict policy that employees must not disclose, either directly or indirectly, any information, including any of the terms of this agreement, regarding salary or bonuses to any person, including other employees of the Company; provided, however, that you may discuss such terms with members of your immediate family and any legal, tax or accounting specialists who provide you with individual legal, tax or accounting advice.

8. **Employment Restriction.** You shall not accept employment directly or indirectly with, at, for or by Client (Microsoft) for a period of one year following the completion of your employment with the Company without the written consent of Company.

9. **At-Will Employment and Notice Period.** Your employment with the Company will be on an "at will" basis. This means that either you or the Company may terminate your employment for any reason or no reason with certain notice period, without further obligation or liability. For the first six months of employment, the notice period will be two weeks whereas seventh month onwards, the notice period will be eight weeks.

This simple action allows us to help inform the customer and find a suitable replacement so that customer projects are not adversely affected. The notice period is not applicable in case an employee is terminated due to damage caused to the company for example: due to fraud or misrepresentation.

10. **Surety Deposit.** Rupees Fifteen thousand, deducted from your salary every month for the first four months, will be deposited as surety with the company. This amount will be refunded to you at the end of the service agreement. The surety will not be refunded in case the service agreement is breached by you.

11. **Jurisdiction.** This Agreement shall be governed and construed in accordance with the laws of India and shall be subject to the exclusive jurisdiction of the Courts at Mumbai.

We are all delighted to extend you this offer and look forward to working with you. To indicate your acceptance of the Company's offer, please sign and date this letter in the space provided below and return it to us, along with a signed and dated copy of the Confidentiality Agreement. This letter, together with the Confidentiality Agreement, set forth the terms of your employment with the Company and supersedes any prior representations or agreements, whether written or oral. This letter may not be modified or amended except by a written agreement, signed by the Company and by you.

For MAQ India Private Limited

DocuSigned by:

Amrish Shah

Signature
D8B08006C990483...

Amrish Shah

Director of Application Services Delivery

Date: August 18, 2017

Accepted and Agreed

DocuSigned by:

Neekita Salvankar

Signature

EE9034A478245D...
Neekita Deepak Salvankar

8/18/2017

Date: _____

Attachment A: Confidential Information and Invention Assignment Agreement.

Surety

I have read and understood the contents of this appointment letter from MAQ India Private Limited to my _____ (relationship) and accept to act as surety for the service agreement clause in section 3. I am liable to pay rupees sixty thousand (Rs. 60,000) to the company as monetary compensation in the event Neekita Deepak Salvankar leaves the company before Tuesday, February 20, 2018 for any reason or no reason at all.

Accepted and Agreed

Signature
Name: _____
Date: _____
Relation: _____
Address: _____

Accepted and Agreed

DocuSigned by:
Neekita Salvankar
EEE0034A478245D...
Signature
Neekita Deepak Salvankar
8/18/2017
Date: _____